User Guide

ENTERING MARKS AND OVERALL RESULTS ONTO CAMSIS
Grade Rosters

The University records student examination classes and mark breakdown and stores it in the student information system, CamSIS. Students can then view their own data in CamSIS, along with relevant college and central office staff. This information is also used to populate the students’ transcript which is issued upon completion of their course.

The information is stored in tables in CamSIS called ‘Grade Rosters’. A grade roster exists for every paper/module that exists within a Tripos, and a separate grade roster exists to store the overall class (the Result component enrolment).

The first step is to create the grade roster, this creates tables in the CamSIS Grade Roster page where you record marks and results. You only need to undertake this process once each academic year, upon successful completion the tables should not be subsequently recreated for the same term as this will remove any data you have previously added.

1. Creating a Grade Roster

Navigate to:

Curriculum Management > Grading > Create Grade Rosters

Create Grade Rosters
Enter any information you have and click Search. Leave fields blank for a list of all values.

- Find an Existing Value
- Add a New Value

Search Criteria

- Run Control ID begins with [dropdown]
- Case Sensitive

Limit the number of results to (up to 300): 300

Search Clear Basic Search Save Search Criteria
If this is the first time you use this feature in CamSIS, you will need to click on 'Add a New Value'. You will need to add a name for your Run Control ID.

If you have not used this process before you will see the message ‘No matching values were found’.

Click on the ADD A NEW VALUE tab. And give the New Run Control a name and click on Add.
The Create Grade Rosters page will now open.

Enter the appropriate term code (this will be where there are enrolments, for example, 3441 for Mich 2022, 3446 for Lent 2023, 3451 for Easter 2023.

If you are unsure of the term code, click on the LOOK-UP button.

Select the SESSION dropdown to the appropriate value: for example: Easter FT or Easter Term (the end date of your course will dictate this).

To discover the Term session and the end dates for your subject, navigate to the Schedule of Classes page, found here: Main Menu>Curriculum Management>Schedule of Classes>Maintain Schedule of Classes Add the term, subject code, from the resulting list of classes choose Result.
In the Basic Data tab, you will find the information you need:

**NB:** If you are creating a grade roster for Lent you will either need to select ‘Lent FT’ or ‘Lent’ from the drop down menu (the end date of your course will dictate this). For Michaelmas term, please always select ‘Michaelmas’ and NOT ‘Mich FT’.

Should you require clarification on this point please email Grade.Rosters@admin.cam.ac.uk.
Enter the appropriate CLASS END DATE TO: e.g.
MT - 04/01/XXXX
LT - 09/04/XXXX or 16/04/XXXX
ET - Last day of ET or 30/09/XXXX

Should you be unsure as to the date, please email the Grade Roster email address.

The Subject Area is the code for your MPhil course. If you are unsure what this code is, you can check it by using the LOOK-UP button:

The GRADE ROSTER TYPE and OVERRIDE EXISTING GRADE ROSTER should be pre-populated. If they are not, enter Final Grade and YES respectively.
NB You only need to undertake this process once, you should not recreate any grade roster where marks and results have already been added. This data will be removed if the GR is recreated.

Click the SAVE button.
Click the RUN button.

This takes you to the Process Scheduler Request page.

Make sure your SERVER NAME reads PSUNX.

Click on the OK button to return to the previous screen.
Click on the PROCESS MONITOR link.

Click on the REFRESH button at the top right hand corner of the screen until the RUN STATUS column reads ‘Success’ and DISTRIBUTION STATUS column reads ‘Posted’.
2. Adding the Grades

Please note: The marks that are entered will not be seen by students immediately, you need to inform the Student Registry, by emailing Grade.Rosters@admin.cam.ac.uk, that marks and results have been added to CamSIS. Please inform your students that this is the case. If they require something with their marks on – you can do them a departmental transcript.

In order to add in the grades for each part of your course, navigate to:

Curriculum Management > Grading > Grade Roster

Add the code for your term and course.
For example, the term for Lent 2023 is 3446, for Easter 2023 the code is 3451.
The SUBJECT AREA is the code for your MPhil Course, i.e. ELM4.
Click on the SEARCH button.

The Search Results page will open, showing the title of the course and all of its examined parts. Check to see if this equates with your information.

Click on the first row: in this example, Submitted essay.
The page showing the grade roster for this module/paper will open.

Set the USE BLIND GRADING drop-down to 'View by Name and College'.

Click the GRADE ROSTER tab.

The Grade Roster page will open. A list of names will appear. (In the following figure, names altered for privacy reasons). Before adding data, you are advised to check the students that appear on the grade roster are correct and that no students are missing.

If no students are shown, there will be either no enrolments added or a technical Grade Roster issue, either way please contact Grade.Rosters@admin.cam.ac.uk.

If the students you expect have been returned, enter the grades in the GRADE INPUT column.

Click SAVE to save your work.

Marks should be entered both for students who have passed and those who have failed. Please Do not enter grades for students whose result is not yet confirmed, for example those awaiting a viva or given a Thesis extension.
On the EASTER TERM grade roster, the RESULT grade roster is where you will enter the result (Pass with distinction, Pass or Not met the Pass mark) and a final overall mark.

If your course also has enrolments in Michaelmas and/or Lent terms and you record marks awarded in these terms, the RESULT grade roster for these terms needs to have the code COM added. COM = Completed, you should not add the overall result to these terms, as only at the end of the course (Easter term) should the confirmed result be recorded.
Set the USE BLIND GRADING drop-down to 'View by Name and College'.

Click the GRADE ROSTER tab.

This will show the list of students enrolled onto the course.
Enter the Grade in the GRADE INPUT column (In the BASIC FIELDS tab) and SAVE your work using previous instructions. You do this by adding the codes shown below:

**Michaelmas term: COM Completed**

**Lent term: COM Completed**

**Easter term: 8 (Pass); *8 (Pass with distinction); 9 (Not met Pass mark)**

Please note that Masters courses can only award one of these three results.

Click the TOTAL FIELDS tab.

Enter the overall mark in the TOTAL MARK column.

You can add the Rank Awarded to each student and the total number of students ranked, but this is **not mandatory**.

Enter the out of total in the OUT OF column.

Click SAVE to save your work.
Once you have added the results, overall total marks and module/paper marks to your Grade Roster, please email Grade.Rosters@admin.cam.ac.uk so the Student Registry is aware that the data is now on CamSIS.

The marks and results will not appear on the CamSIS record of students nor on their University transcript until the Student Registry posts to this data. Therefore it is vital that you send confirmation to Grade.Rosters@admin.cam.ac.uk that the Grade Roster has been completed with the results and marks awarded to your students as soon as possible.