



User Guide

ENTERING MARKS AND OVERALL RESULTS ONTO CAMSIS



UNIVERSITY OF
CAMBRIDGE

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, upon successful completion the tables should not be subsequently recreated 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

Case Sensitive

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

[Basic Search](#) [!\[\]\(e43bab610a549a8e8f54a1c837fc9b10_img.jpg\) 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'.

Create Grade Rosters

[Find an Existing Value](#) [Add a New Value](#)

Run Control ID

[Add](#)

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, 3426 for Lent 2022, 3431 for Easter 2022

Create Grade Rosters

| Run Control ID | | grgen2 | Report Manager | | Process Monitor | | <input type="button" value="Run"/> |
|----------------------------------|---------------------|-------------------|-------------------------|--------------|-----------------|---------------------------------|------------------------------------|
| *Academic Institution | | UCAMB | University of Cambridge | | | | |
| *Term | | 3371 | Easter Term 2019 | | | | |
| *Session | Class End Date From | Class End Date To | Academic Organisation | Subject Area | *Grade Roster | *Override Existing Grade Roster | *Total |
| Easter Full | | | | | Final Grade | No | 1 |
| <input type="button" value=" "/> | | | | | | | |

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

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

| *Academic Institution | | UCAMB | University of Cambridge | | | | |
|----------------------------------|---------------------|-------------------|-------------------------|--------------|---------------|---------------------------------|--------|
| *Term | | 3371 | Easter Term 2019 | | | | |
| *Session | Class End Date From | Class End Date To | Academic Organisation | Subject Area | *Grade Roster | *Override Existing Grade Roster | *Total |
| Easter Full | | | | | Final Grade | No | 1 |
| <input type="button" value=" "/> | | | | | | | |

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
(17/6/22 for ET22) or
30/09/XXXX

Create Grade Rosters

Run Control ID: cab

Report Manager Process Monitor

Run

*Academic Institution: UCAMB University of Cambridge

*Term: 3326 Lent Term 2017

| *Session | Class End Date From | *Class End Date To | Subject Area | *Grade Roster | *Override Existing Grade Roster | *Total |
|----------|---------------------|--------------------|--------------|---------------|---------------------------------|--------|
| Lent FT | | 16/04/2017 | CSM3 | Final Grade | Yes | 1 |

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 ensure what this code is, you can check it by using the LOOK-UP button:

Create Grade Rosters

Run Control ID:

Misc

Report Manager Process Monitor

Run

*Academic Institution: UCAMB University of Cambridge

*Term: 3291 Easter Term 2015

| *Session | Class End Date From | *Class End Date To | Subject Area | *Grade Roster | *Override Existing Grade Roster | *Total |
|-----------|---------------------|--------------------|--------------|---------------|---------------------------------|--------|
| Easter FT | | 30/09/2015 | ARM4 | Final Grade | Yes | 1 |

Save Return to Search Previous in List Next in List Notify Add Update/Display

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.

The screenshot shows the 'Create Grade Rosters' page. At the top right, there are links for 'Report Manager' and 'Process Monitor', and a 'Run' button which is highlighted with a red box. Below these, there are fields for 'Academic Institution' (UCAMB) and 'Term' (3231, Easter Term 2012). A table below these fields has a row for 'Easter FT' with 'From' date 17/04/2012 and 'To' date 30/09/2012. The 'Grade Roster' column contains 'Final Grade'. There are buttons for 'Save' (highlighted with a red box), 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Add', and 'Update/Display'.

This takes you to the Process Scheduler Request page.

Make sure your SERVER NAME reads PSUNIX.

Click on the OK button to return to the previous screen.

The screenshot shows the 'Process Scheduler Request' page. It has fields for 'User ID' (nt219) and 'Run Control ID' (grgen). Under 'Process List', there is a table with one row selected: 'Grade Roster Generator' (Process Name: SRPCGGPJ, Process Type: PSJob, Type: (None), Format: (None), Distribution: Distribution). At the bottom, there are 'OK' and 'Cancel' buttons, with 'OK' highlighted with a red box.

The second screenshot of the 'Process Scheduler Request' page is identical to the first, showing the same fields and table. The 'OK' button at the bottom left is highlighted with a red box.

Click on the
**PROCESS
MONITOR** link.

Create Grade Rosters

Run Control ID: grgen Report Manager [Process Monitor](#) Run

*Academic Institution: UCAMB University of Cambridge

*Term: 3111 Easter Term 2006

| *Session | *End Date | Subject Area | *Grade Roster Type | *Override Existing Grade Roster | *Total |
|-----------|------------|--------------|--------------------|---------------------------------|--------|
| Easter FT | 16/06/2006 | ELM4 | Final Grade | No | 1 |

[Save](#) [Return to Search](#) [Notify](#)

[Add](#) [Update/Display](#)

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'.

Process List

View Process Request For

User ID: nt219 Type: Last: 1 Hours [Refresh](#)
 Server: Name: Instance: to
 Run: Distribution Save On Refresh
 Status:

| Select | Instance | Seq. | Process Type | Process Name | User | Run Date/Time | Run Status | Distribution Status | Details |
|--------------------------|----------|------|--------------|--------------|-------|-------------------------|------------|---------------------|-------------------------|
| <input type="checkbox"/> | 88160 | | PSJob | SRPCGGP | nt219 | 01/11/2006 14:03:55 GMT | Queued | N/A | Details |

[Go back to Grade Roster Generator](#)

[Save](#) [Notify](#)

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

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|--|-----------------------|-------------|-------|--|-------|---|------|--|---------------|-------------|------|--|----------------|-------------|--|--|----------|-------------|--|--|----------------|-------------|--|--|------------|---|--|--|--------------------|-------------|--|--|
| <p>Add the code for your term and course.</p> <p>For example, the term for Lent 2022 is 3426, for Easter 2022 the code is 3431</p> <p>The SUBJECT AREA is the code for your MPhil Course, i.e. ELM4.</p> <p>Click on the SEARCH button.</p> | <p>Grade Roster</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <p>Search Criteria</p> <table border="0"> <tr> <td>Academic Institution:</td> <td>begins with</td> <td>UCAMB</td> <td></td> </tr> <tr> <td>Term:</td> <td>=</td> <td>3251</td> <td></td> </tr> <tr> <td>Subject Area:</td> <td>begins with</td> <td>elm4</td> <td></td> </tr> <tr> <td>Catalogue Nbr:</td> <td>begins with</td> <td></td> <td></td> </tr> <tr> <td>College:</td> <td>begins with</td> <td></td> <td></td> </tr> <tr> <td>Class Section:</td> <td>begins with</td> <td></td> <td></td> </tr> <tr> <td>Class Nbr:</td> <td>=</td> <td></td> <td></td> </tr> <tr> <td>Long Course Title:</td> <td>begins with</td> <td></td> <td></td> </tr> </table> <p><input type="checkbox"/> Case Sensitive</p> <p>Limit the number of results to (up to 300): <input type="text" value="300"/></p> <p style="text-align: center;">Search Clear Basic Search </p> | Academic Institution: | begins with | UCAMB | | Term: | = | 3251 | | Subject Area: | begins with | elm4 | | Catalogue Nbr: | begins with | | | College: | begins with | | | Class Section: | begins with | | | Class Nbr: | = | | | Long Course Title: | begins with | | |
| Academic Institution: | begins with | UCAMB | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Term: | = | 3251 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Subject Area: | begins with | elm4 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Catalogue Nbr: | begins with | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| College: | begins with | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Class Section: | begins with | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Class Nbr: | = | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Long Course Title: | begins with | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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.

| <p>Click on the first row: in this example, Submitted essay.</p> | <table border="0"> <tr> <td>Academic Institution:</td> <td>begins with</td> <td>UCAMB</td> <td></td> </tr> <tr> <td>Term:</td> <td>begins with</td> <td>3111</td> <td></td> </tr> <tr> <td>Subject Area:</td> <td>begins with</td> <td>ELM4</td> <td></td> </tr> <tr> <td>Catalog Nbr:</td> <td>begins with</td> <td></td> <td></td> </tr> <tr> <td>Campus:</td> <td>begins with</td> <td></td> <td></td> </tr> <tr> <td>Class Section:</td> <td>begins with</td> <td></td> <td></td> </tr> <tr> <td>Long Course Title:</td> <td>begins with</td> <td></td> <td></td> </tr> <tr> <td>Course ID:</td> <td>begins with</td> <td></td> <td></td> </tr> <tr> <td>Class Nbr:</td> <td>=</td> <td></td> <td></td> </tr> </table> <p><input type="checkbox"/> Case Sensitive</p> <p style="text-align: center;">Search Clear Basic Search </p> <p>Search Results</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">View All</th> <th style="text-align: right;">First <input type="checkbox"/> 1-5</th> </tr> <tr> <th>Academic Institution</th> <th>Term</th> <th>Short Description Area</th> <th>Catalog Nbr</th> <th>Campus</th> <th>Class Section</th> <th>Long Course Title</th> <th>Co ID</th> </tr> </thead> <tbody> <tr> <td>UCAMB</td> <td>3111 ET 2006</td> <td>ELM4</td> <td>E</td> <td>UCAMB</td> <td>120</td> <td>Submitted essay</td> <td>01</td> </tr> <tr> <td>UCAMB</td> <td>3111 ET 2006</td> <td>ELM4</td> <td>RESULT</td> <td>UCAMB</td> <td>001</td> <td>Examination in American Literature for the degree of Master of Philosophy</td> <td>01</td> </tr> <tr> <td>UCAMB</td> <td>3111 ET 2006</td> <td>ELM4</td> <td>I</td> <td>UCAMB</td> <td>140</td> <td>Thesis</td> <td>01</td> </tr> <tr> <td>UCAMB</td> <td>3111 ET 2006</td> <td>ELM4</td> <td>WE1</td> <td>UCAMB</td> <td>120</td> <td>Written exercise 1</td> <td>01</td> </tr> <tr> <td>UCAMB</td> <td>3111 ET 2006</td> <td>ELM4</td> <td>WE2</td> <td>UCAMB</td> <td>130</td> <td>Written exercise 2</td> <td>01</td> </tr> </tbody> </table> | Academic Institution: | begins with | UCAMB | | Term: | begins with | 3111 | | Subject Area: | begins with | ELM4 | | Catalog Nbr: | begins with | | | Campus: | begins with | | | Class Section: | begins with | | | Long Course Title: | begins with | | | Course ID: | begins with | | | Class Nbr: | = | | | View All | First <input type="checkbox"/> 1-5 | Academic Institution | Term | Short Description Area | Catalog Nbr | Campus | Class Section | Long Course Title | Co ID | UCAMB | 3111 ET 2006 | ELM4 | E | UCAMB | 120 | Submitted essay | 01 | UCAMB | 3111 ET 2006 | ELM4 | RESULT | UCAMB | 001 | Examination in American Literature for the degree of Master of Philosophy | 01 | UCAMB | 3111 ET 2006 | ELM4 | I | UCAMB | 140 | Thesis | 01 | UCAMB | 3111 ET 2006 | ELM4 | WE1 | UCAMB | 120 | Written exercise 1 | 01 | UCAMB | 3111 ET 2006 | ELM4 | WE2 | UCAMB | 130 | Written exercise 2 | 01 |
|--|--|------------------------|-------------|--------|---------------|---|-------------|------|--|---------------|-------------|------|--|--------------|-------------|--|--|---------|-------------|--|--|----------------|-------------|--|--|--------------------|-------------|--|--|------------|-------------|--|--|------------|---|--|--|----------|------------------------------------|----------------------|------|------------------------|-------------|--------|---------------|-------------------|-------|-------|--------------|------|---|-------|-----|-----------------|----|-------|--------------|------|--------|-------|-----|---|----|-------|--------------|------|---|-------|-----|--------|----|-------|--------------|------|-----|-------|-----|--------------------|----|-------|--------------|------|-----|-------|-----|--------------------|----|
| Academic Institution: | begins with | UCAMB | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Term: | begins with | 3111 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Subject Area: | begins with | ELM4 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Catalog Nbr: | begins with | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Campus: | begins with | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Class Section: | begins with | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Long Course Title: | begins with | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Course ID: | begins with | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Class Nbr: | = | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| View All | First <input type="checkbox"/> 1-5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Academic Institution | Term | Short Description Area | Catalog Nbr | Campus | Class Section | Long Course Title | Co ID | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| UCAMB | 3111 ET 2006 | ELM4 | E | UCAMB | 120 | Submitted essay | 01 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| UCAMB | 3111 ET 2006 | ELM4 | RESULT | UCAMB | 001 | Examination in American Literature for the degree of Master of Philosophy | 01 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| UCAMB | 3111 ET 2006 | ELM4 | WE1 | UCAMB | 120 | Written exercise 1 | 01 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| UCAMB | 3111 ET 2006 | ELM4 | WE2 | UCAMB | 130 | Written exercise 2 | 01 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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. | <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: left; padding: 2px;">Grade Roster Type</th> <th style="background-color: #0070C0; color: white; padding: 2px;">Grade Roster</th> </tr> </thead> <tbody> <tr> <td colspan="3" style="padding: 5px;"> Course ID: 013213 Submitted essay Offer Nbr: 1 Catalog: ELM4 E Class Section: 120 <input checked="" type="checkbox"/> Use Blind Grading <input style="border: 1px solid #0070C0; padding: 2px; width: 150px; height: 20px; border-radius: 5px;" type="button" value="View by Blind Grading ID"/> </td> </tr> <tr> <td colspan="3" style="padding: 5px; text-align: right;"> <input type="checkbox"/> Grade Input Allowed <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> </td> </tr> <tr> <td colspan="3" style="padding: 5px; text-align: center;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Description</th> <th style="width: 20%;">Grade Roster Type</th> <th style="width: 20%;">Approval Status</th> <th style="width: 20%;">Approval Date</th> <th style="width: 20%;">Status</th> </tr> </thead> <tbody> <tr> <td>1 Final Grade</td> <td>Final Grade</td> <td>Not Reviewed</td> <td></td> <td></td> </tr> </tbody> </table> </td> </tr> <tr> <td colspan="3" style="padding: 5px; text-align: center;"> <input style="border: 1px solid #0070C0; padding: 2px 10px; border-radius: 5px;" type="button" value="Save"/> <input style="border: 1px solid #0070C0; padding: 2px 10px; border-radius: 5px;" type="button" value="Return to Search"/> <input style="border: 1px solid #0070C0; padding: 2px 10px; border-radius: 5px;" type="button" value="Previous in List"/> <input style="border: 1px solid #0070C0; padding: 2px 10px; border-radius: 5px;" type="button" value="Next in List"/> <input style="border: 1px solid #0070C0; padding: 2px 10px; border-radius: 5px;" type="button" value="Notify"/> </td> </tr> <tr> <td colspan="3" style="padding: 5px; text-align: center;"> Grade Roster Type Grade Roster </td> </tr> </tbody> </table> | Grade Roster Type | | Grade Roster | Course ID: 013213 Submitted essay Offer Nbr: 1 Catalog: ELM4 E Class Section: 120 <input checked="" type="checkbox"/> Use Blind Grading <input style="border: 1px solid #0070C0; padding: 2px; width: 150px; height: 20px; border-radius: 5px;" type="button" value="View by Blind Grading ID"/> | | | <input type="checkbox"/> Grade Input Allowed <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> | | | <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Description</th> <th style="width: 20%;">Grade Roster Type</th> <th style="width: 20%;">Approval Status</th> <th style="width: 20%;">Approval Date</th> <th style="width: 20%;">Status</th> </tr> </thead> <tbody> <tr> <td>1 Final Grade</td> <td>Final Grade</td> <td>Not Reviewed</td> <td></td> <td></td> </tr> </tbody> </table> | | | Description | Grade Roster Type | Approval Status | Approval Date | Status | 1 Final Grade | Final Grade | Not Reviewed | | | <input style="border: 1px solid #0070C0; padding: 2px 10px; border-radius: 5px;" type="button" value="Save"/> <input style="border: 1px solid #0070C0; padding: 2px 10px; border-radius: 5px;" type="button" value="Return to Search"/> <input style="border: 1px solid #0070C0; padding: 2px 10px; border-radius: 5px;" type="button" value="Previous in List"/> <input style="border: 1px solid #0070C0; padding: 2px 10px; border-radius: 5px;" type="button" value="Next in List"/> <input style="border: 1px solid #0070C0; padding: 2px 10px; border-radius: 5px;" type="button" value="Notify"/> | | | Grade Roster Type Grade Roster | | |
|---|--|-------------------|---------------|-------------------|--|---------------|--------|--|-------------|--------------|---|--|--|-------------|-------------------|-----------------|---------------|--------|---------------|-------------|--------------|--|--|---|--|--|--|--|--|
| Grade Roster Type | | Grade Roster | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| <input type="checkbox"/> Grade Input Allowed <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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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. | <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: left; padding: 2px;">Grade Roster Type</th> <th style="background-color: #0070C0; color: white; padding: 2px;">Grade Roster</th> </tr> </thead> <tbody> <tr> <td colspan="3" style="padding: 5px;"> Term: ET 2006 Class Nbr: 24471 Submitted essay Section: 120 Session: Easter FT Catalog: ELM4 E Seq Nbr: 1 </td> </tr> <tr> <td colspan="3" style="padding: 5px; text-align: center;"> Roster Type </td> </tr> <tr> <td colspan="3" style="padding: 5px; text-align: center;"> <input type="checkbox"/> Final Grade <input type="checkbox"/> Display Ungraded Students Only </td> </tr> <tr> <td colspan="3" style="padding: 5px; text-align: center;"> <input style="border: 1px solid #0070C0; padding: 2px 10px; border-radius: 5px;" type="button" value="Basic Fields"/> <input style="border: 1px solid #0070C0; padding: 2px 10px; border-radius: 5px;" type="button" value="Additional"/> <input style="border: 1px solid #0070C0; 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| 1 Bloggs, Joe | 63.000 | Graduate | Percent | Posted | | | | Detail | Note | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 Doe, John | 70.000 | Graduate | Percent | Posted | | | | Detail | Note | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 Smith, Jan | 69.000 | Graduate | Percent | Posted | | | | Detail | Note | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 Jones, Sam | 68.000 | Graduate | Percent | Posted | | | | Detail | Note | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 6 Smith, Kim | 66.000 | Graduate | Percent | Posted | | | | Detail | Note | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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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.

Please also enter out of totals for the each mark awarded by using the Total Fields Tab

Click SAVE to save your work.

Click the RETURN TO SEARCH button to enter grades for each of the modules/papers of the course.

| Grade Roster Type | | Grade Roster | | | |
|--------------------|---------------------------------|--------------|---------|--|----------------|
| Term: | ET 2014 | Class Nbr: | 4758 | Rural env: | Prop (ET BOE2) |
| Session: | Easter FT | Catalogue: | LEM2 | EP08 | Section: 270 |
| Roster Type | | | | | |
| Final Grade | | Final Grade | | <input type="checkbox"/> Display Unassigned Roster | |
| Approval Status: | | Not Reviewed | | | |
| Basic Fields | | Additional | | Extended Fields | |
| | | | | Total Fields | |
| Blind Grading ID | Name | College | Out Of | Footnote (1) | Footnote |
| 1 4787N | Andre,Ryan | PEM | 100.000 | | |
| 2 4797J | Che,Gloria Yoojung | HH | 100.000 | | |
| 3 4800M | Curzon,Hannah Fay | F | 100.000 | | |
| 4 4785L | Da Silva Guerenabarrena,Adriana | NH | 100.000 | | |
| 5 4782I | Dhaundiyal,Shruti | Q | 100.000 | | |
| 6 4796I | Hewer,Gareth Anthony | Q | 100.000 | | |

On the EASTER TERM grade roster, the RESULT grade roster is where you will enter the result (Pass with distinction, Pass or Fail) 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.

To enter the OVERALL grade for the course, click on the RESULT row.

| Grade Roster | | | | | | |
|---|--------------|--------------------------------------|---|---|--------|--|
| Enter any information you have and click Search. Leave fields blank for a list of all values. | | | | | | |
| <input type="button" value="Find an Existing Value"/> | | | | | | |
| Academic Institution: | begins with | <input type="text"/> | <input type="button" value=""/> | | | |
| Term: | begins with | <input type="text"/> | <input type="button" value=""/> | | | |
| Subject Area: | begins with | ISM1 | <input type="button" value=""/> | | | |
| Catalog Nbr: | begins with | <input type="text"/> | <input type="button" value=""/> | | | |
| Campus: | begins with | <input type="text"/> | <input type="button" value=""/> | | | |
| Class Section: | begins with | <input type="text"/> | <input type="button" value=""/> | | | |
| Long Course Title: | begins with | <input type="text"/> | <input type="button" value=""/> | | | |
| Class Nbr: | = | <input type="text"/> | <input type="button" value=""/> | | | |
| <input type="checkbox"/> Case Sensitive | | | | | | |
| <input type="button" value="Search"/> | | <input type="button" value="Clear"/> | <input type="button" value="Basic Search"/> | <input type="button" value="Save Search Criteria"/> | | |
| Search Results | | | | | | |
| View All | | | | | | |
| Academic Institution | Term | Short Description | Subject Area | Catalog Nbr | Campus | Class Section |
| UCAMB | 3091 ET 2005 | ISM1 | RESULT | UCAMB | 001 | Examination in Contemporary European |
| UCAMB | 3111 ET 2006 | ISM1 | RESULT | UCAMB | 001 | Examination in Contemporary European |
| UCAMB | 3111 ET 2006 | ISM1 | SE1 | UCAMB | 120 | Submitted Essay 1 within the field of Ed |
| UCAMB | 3111 ET 2006 | ISM1 | SE2 | UCAMB | 130 | Submitted Essay 2 |
| UCAMB | 3111 ET 2006 | ISM1 | SE3 | UCAMB | 140 | Submitted Essay 3 |
| UCAMB | 3111 ET 2006 | ISM1 | SE4 | UCAMB | 150 | Submitted Essay 4 |
| UCAMB | 3111 ET 2006 | ISM1 | T | UCAMB | 110 | Thesis |

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

Click the GRADE ROSTER tab.

The screenshot shows the 'Grade Roster Type' page. At the top, there are tabs for 'Grade Roster Type' and 'Grade Roster', with 'Grade Roster' highlighted and outlined in red. Below the tabs, course details are listed: Course ID: 013329, Examination in Contemporary Eu; Catalog: ISM1, RESULT; Offer Nbr: 1; Class Section: 001; Class Nbr: 24529. A checked checkbox labeled 'Use Blind Grading' is present. Below this is a table with columns: *Description, *Grade Roster Type, Approval Status, Approval Date, and Status. One row is shown: 1 Final Grade, Final Grade, Not Reviewed, Grade Input Allow. At the bottom are buttons for Save, Return to Search, Previous in List, Next in List, and Notify.

This will show the list of students enrolled onto the course.

The screenshot shows the 'Grade Roster' page. At the top, there are tabs for 'Grade Roster Type' and 'Grade Roster', with 'Grade Roster' highlighted. Below the tabs, course details are listed: Term LT 2022, Class Nbr 1268, Master of Advanced Study Degree, Section 001; Session Lent FT, MAAS, Catalogue RESULT, Seq Nbr 1. A section titled 'Roster Type' contains fields for 'Final Grade' (set to 'Final Grade') and a checkbox for 'Display Unassigned Roster Grade Only' (unchecked). Another field 'Approval Status' is set to 'Not Reviewed'. Below this is a table with tabs for 'Basic Fields', 'Additional', 'Extended Fields', and 'Total Fields'. The 'Basic Fields' tab is selected, showing a grid of student data. The columns are: Name, Grade 1, Prizes, Official Grade, Career, Grading Basis, Final Roster Status, Detail, Note, and Footnote (1). Two rows of data are visible: 1. Kauma, Katherine Tyne and 2. Savard, Katherine Sarah. Each row has a 'Prizes' button and a 'Search' icon. At the bottom are buttons for Save, Return to Search, Previous in List, Next in List, Notify, and Refresh.

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:

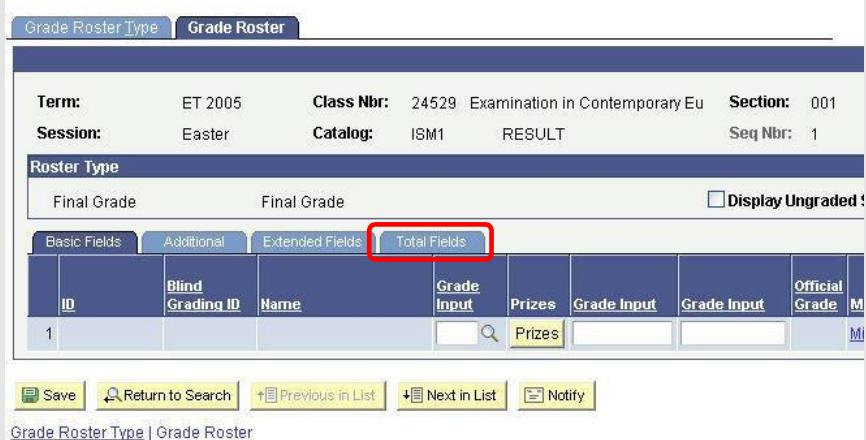
Michaelmas term: COM Completed

Lent term : COM Completed

Easter term: 8 (Pass); *8 (Pass with distinction); 9 (Fail)

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

Click the TOTAL FIELDS tab.



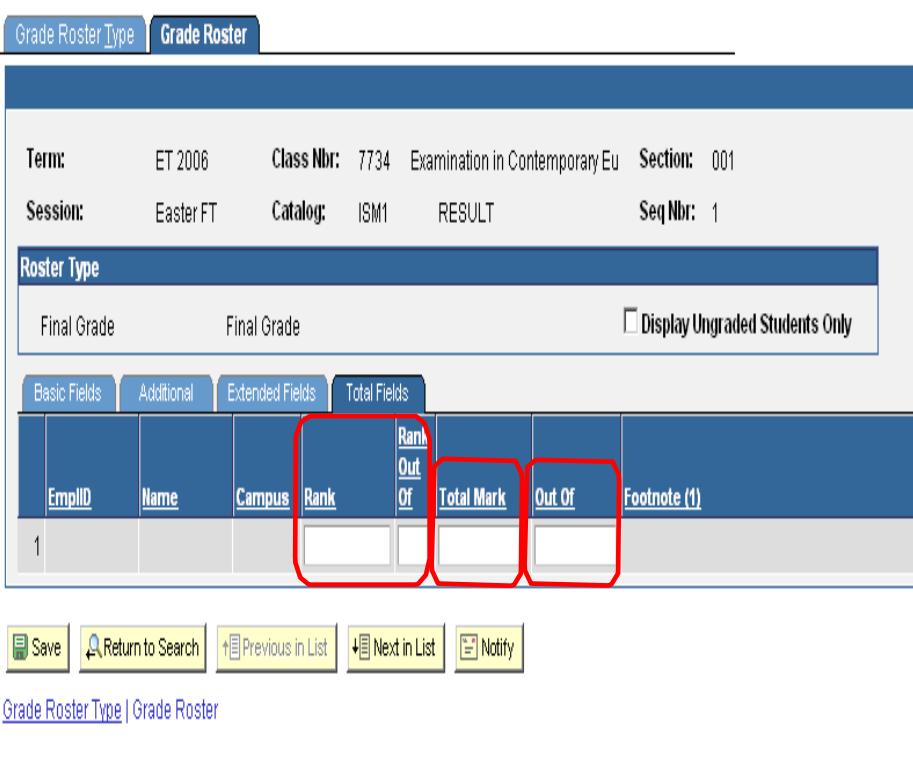
The screenshot shows the 'Grade Roster Type' screen with the 'Grade Roster' tab selected. The 'Term' is ET 2005, 'Class Nbr' is 24529, 'Section' is 001, 'Session' is Easter, 'Catalog' is ISM1, and 'Seq Nbr' is 1. Under 'Roster Type', there are tabs for 'Final Grade' and 'Final Grade'. A checkbox for 'Display Ungraded' is unchecked. Below these are tabs for 'Basic Fields', 'Additional', 'Extended Fields', and 'Total Fields', with 'Total Fields' highlighted with a red box. The main table has columns for ID, Blind Grading ID, Name, Grade Input, Prizes, Grade Input, Grade Input, Official Grade, and M. At the bottom are buttons for Save, Return to Search, Previous in List, Next in List, and Notify.

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.



The screenshot shows the 'Grade Roster Type' screen with the 'Grade Roster' tab selected. The 'Term' is ET 2006, 'Class Nbr' is 7734, 'Section' is 001, 'Session' is Easter FT, 'Catalog' is ISM1, and 'Seq Nbr' is 1. Under 'Roster Type', there are tabs for 'Final Grade' and 'Final Grade'. A checkbox for 'Display Ungraded Students Only' is unchecked. Below these are tabs for 'Basic Fields', 'Additional', 'Extended Fields', and 'Total Fields', with 'Total Fields' highlighted with a red box. The main table has columns for EmplID, Name, Campus, Rank, Rank Out Of, Total Mark, Out Of, and Footnote (1). The 'Rank', 'Rank Out Of', 'Total Mark', and 'Out Of' columns are highlighted with red boxes. At the bottom are buttons for Save, Return to Search, Previous in List, Next in List, and Notify.

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.