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).

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

<table>
<thead>
<tr>
<th>Search Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Run Control ID begins with</td>
</tr>
<tr>
<td>Case Sensitive</td>
</tr>
<tr>
<td>Limit the number of results to (up to 300):</td>
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</tbody>
</table>

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:
Click on the ADD A NEW VALUE tab.

Enter grgen as the RUN CONTROL ID.

Click on ADD.
The Create Grade Rosters page will now open.

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

**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) or Michaelmas term, please 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- 30/09/XXXX

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:

The GRADE ROSTER TYPE and OVERRIDE EXISTING GRADE ROSTER should be pre-populated. If they are not, enter Final Grade and YES respectively.
Click the SAVE button.
Click the RUN button.

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.
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 in July will not be seen until August 1\textsuperscript{st}, and those that have been entered in October will not be seen until November 1\textsuperscript{st}. 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 CODE for ET19 is 3371.

The SUBJECT AREA is 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 they’ve been altered for privacy reasons)

If no students are returned 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.
Please also enter out of totals for 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.

On the RESULT grade roster you will enter both a grade (Pass with distinction, Pass or Fail), the Rank awarded to each student and a final overall mark.

To enter the OVERALL grade for the course, click on the RESULT row.
Set the USE BLIND GRADING drop-down to 'View by Name and College'.

Click the GRADE ROSTER tab.
Enter the Grade in the GRADE INPUT column (In the BASIC FIELDS tab) and SAVE your work using previous instructions. You do this by selecting the relevant grade from the lookup:

**8** Pass

**9** Fail

Click the TOTAL FIELDS tab.

Enter the overall mark in the TOTAL MARK column.

Add the Rank Awarded to each student and the total number of students ranked*

Enter the out of total in the OUT OF column.

Click SAVE to save your work.
*Please note that following the decision taken by General Board’s Education Committee, all students candidates should be ranked against their cohort in order of attainment, providing this information is now mandatory. With this in mind, please complete all cells relating to Rank on the total fields tab of the RESULT component and indicate the total number of students ranked, without this context the data is meaningless.

Once you have added the results, overall total marks, Ranking and module/paper marks to your Grade Roster please email Grade.Rosters@admin.cam.ac.uk so the Student Registry is aware that such information is on CamSIS.

The marks will not appear on the transcript if the transcript is produced before marks are posted to the record of each student, this process is done by staff at the Student Registry therefore it is vital that you send confirmation that the Grade Roster has been completed as soon as possible.