



## **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).

### 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.

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Run Control ID

Case Sensitive

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

[Basic Search](#)

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.

### Grade Roster Generator

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](#)

Run Control ID: begins with

Case Sensitive

Search

Clear

[Basic Search](#)

[Save Search Criteria](#)

No matching values were found.

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

Enter grgen as  
the RUN  
CONTROL ID.

### Grade Roster Generator

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

Run Control ID:

Add

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

Click on ADD.

The Create Grade Rosters page will now open.

Enter the appropriate term code: for example 3371 for Easter 2019

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

### Create Grade Rosters

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

\*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

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

### Create Grade Rosters

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

\*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

**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](mailto: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

### Create Grade Rosters

Run Control ID: cab Report Manager Process Monitor

\*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

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.

### Create Grade Rosters

Run Control ID: Misc Report Manager Process Monitor

\*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

Click the SAVE button.

Click the RUN button.

### Create Grade Rosters

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

\*Academic Institution: UCAMB University of Cambridge  
 \*Term: 3231 Easter Term 2012

*Session	Class End Date From	*Class End Date To	Subject Area	*Grade Roster	*Override Existing Grade Roster	*Total
Easter FT	17/04/2012	30/09/2012	EGM2	Final Grade	No	1

**Save** [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Add](#) [Update/Display](#)

This takes you to the Process Scheduler Request page.

Make sure your SERVER NAME reads PSUNX.

### Process Scheduler Request

User ID: nt219 Run Control ID: grgen

**Server Name:** PSUNX **Run Date:** 01/11/2006  
**Recurrence:** **Run Time:** 14:03:55 [Reset to Current Date/Time](#)

**Time Zone:**

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	<a href="#">Grade Roster Generator</a>	SRPCGGPJ	PSJob	(None)	(None)	<a href="#">Distribution</a>

[OK](#) [Cancel](#)

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

### Process Scheduler Request

User ID: nt219 Run Control ID: grgen

**Server Name:** PSUNX **Run Date:** 01/11/2006  
**Recurrence:** **Run Time:** 14:03:55 [Reset to Current Date/Time](#)

**Time Zone:**

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	<a href="#">Grade Roster Generator</a>	SRPCGGPJ	PSJob	(None)	(None)	<a href="#">Distribution</a>

**OK** [Cancel](#)

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 Status: Distribution Status  Save On Refresh

**Process List** Customize | Find | View All | First 1 of 1 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	88160		PSJob	SRPCGGPJ	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 in July will not be seen until August 1<sup>st</sup>, and those that have been entered in October will not be seen until November 1<sup>st</sup>. 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.

### Grade Roster

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

Find an Existing Value

▼ Search Criteria

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

Case Sensitive

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

Search Clear [Basic Search](#) [Save Search Criteria](#)

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.

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: =

Case Sensitive

Search Clear [Basic Search](#) [Save Search Criteria](#)

#### Search Results

View All First 1-5

Academic Institution	Term	Short Description	Subject Area	Catalog Nbr	Campus	Class Section	Long Course Title	Class 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	T	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



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 screenshot shows the 'Grade Roster Type' dropdown menu with 'Grade Roster' selected. Below it, the 'Use Blind Grading' checkbox is checked, and the dropdown menu is open, showing 'View by Blind Grading ID' selected. The page also displays course information: Course ID: 013213, Submitted essay, Offer Nbr: 1, Catalog: ELM4, E, Class Section: 120, and Class Nbr: 24471. A table with columns for Description, Grade Roster Type, Approval Status, Approval Date, Status, Override, Partial Post, and Pl is visible, with one row for 'Final Grade'.

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](mailto: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.

The screenshot shows the 'Grade Roster' page with the 'Grade Roster Type' dropdown set to 'Grade Roster'. The page displays course information: Term: ET 2006, Class Nbr: 24471, Submitted essay, Section: 120, Session: Easter FT, Catalog: ELM4, E, and Seq Nbr: 1. Below this, the 'Roster Type' is set to 'Final Grade'. A table with columns for Name, Grade Input, Official Grade, Career, Grade Basis, Status, Fully Graded Date, RO Option, Detail, and Note is shown. The 'Grade Input' column is highlighted with a red box. The table contains 8 rows of student data.

Name	Grade Input	Official Grade	Career	Grade Basis	Status	Fully Graded Date	RO Option	Detail	Note
1 Bloggs, Joe	63.000		Graduate	Percent	Posted			<a href="#">Detail</a>	<a href="#">Note</a>
2 Doe, John	70.000		Graduate	Percent	Posted			<a href="#">Detail</a>	<a href="#">Note</a>
3 Smith, Jan	69.000		Graduate	Percent	Posted			<a href="#">Detail</a>	<a href="#">Note</a>
4 Jones, Sam	68.000		Graduate	Percent	Posted			<a href="#">Detail</a>	<a href="#">Note</a>
5 Smith, Tim	72.000		Graduate	Percent	Posted			<a href="#">Detail</a>	<a href="#">Note</a>
6 Smith, Kim	66.000		Graduate	Percent	Posted			<a href="#">Detail</a>	<a href="#">Note</a>
7 Smith, Jim	75.000		Graduate	Percent	Posted			<a href="#">Detail</a>	<a href="#">Note</a>
8 Smith, Bob	67.000		Graduate	Percent	Posted			<a href="#">Detail</a>	<a href="#">Note</a>

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) Section: 270  
 Session: Easter FT Catalogue: LEM2 EP08 Seq Nbr: 1

**Roster Type**

Final Grade: Final Grade  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 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.

Grade Roster

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

**Find an Existing Value**

Academic Institution: begins with

Term: begins with

Subject Area: begins with  ISM1

Catalog Nbr: begins with

Campus: begins with

Class Section: begins with

Long Course Title: begins with

Class Nbr: =

Case Sensitive

**Search Results**

View All

Academic Institution	Term	Short Description	Subject Area	Catalog Nbr	Campus	Class Section	Long Course Title
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
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.

Grade Roster Type **Grade Roster**

**Course ID:** 013329 Examination in Contemporary Eu **Offer Nbr:** 1  
**Catalog:** ISM1 RESULT **Class Section:** 001  
 **Use Blind Grading** **Class Nbr:** 24529

	*Description	*Grade Roster Type	Approval Status	Approval Date	Status
1	Final Grade	Final Grade	Not Reviewed		Grade Input Allow

Grade Roster Type | [Grade Roster](#)

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
- \*8 Pass with distinction
- 9 Fail

Click the TOTAL FIELDS tab.

Grade Roster Type | **Grade Roster**

Term: ET 2005    Class Nbr: 24529 Examination in Contemporary Eu    Section: 001  
 Session: Easter    Catalog: ISM1    RESULT    Seq Nbr: 1

Roster Type  
 Final Grade    Final Grade     Display Ungraded Students Only

Basic Fields    Additional    Extended Fields    **Total Fields**

ID	Blind Grading ID	Name	Grade Input	Prizes	Grade Input	Grade Input	Official Grade	M
1			<input type="text"/>	Prizes	<input type="text"/>	<input type="text"/>		M

Save    Return to Search    Previous in List    Next in List    Notify

Grade Roster Type | Grade Roster

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.

Grade Roster Type | **Grade Roster**

Term: ET 2006    Class Nbr: 7734 Examination in Contemporary Eu    Section: 001  
 Session: Easter FT    Catalog: ISM1    RESULT    Seq Nbr: 1

Roster Type  
 Final Grade    Final Grade     Display Ungraded Students Only

Basic Fields    Additional    Extended Fields    **Total Fields**

EmplID	Name	Campus	Rank	Rank Out Of	Total Mark	Out Of	Footnote (1)
1			<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Save    Return to Search    Previous in List    Next in List    Notify

Grade Roster Type | Grade Roster

\*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](mailto: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.*