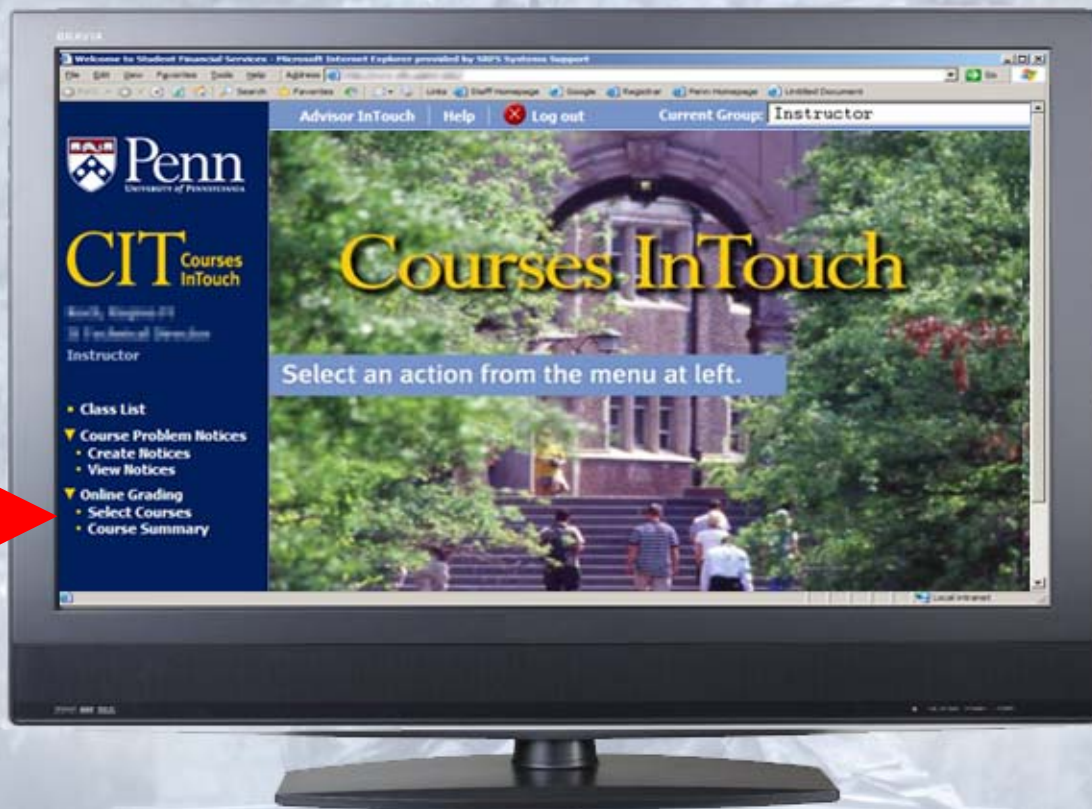


CIT Courses InTouch

User Guide



Online Grading

Courses InTouch - Online Grading Training & User Guide

TABLE OF CONTENTS

1.0	INTRODUCTION	2
2.0	ONLINE GRADING IS EASY AS 1-2-3 !	3
3.0	BASIC CONCEPTS	4
3.1	WHO WILL HAVE ACCESS TO GRADING COURSES?.....	4
3.2	WHAT DOES ONLINE GRADING MEAN FOR AN INSTRUCTOR OR TA?.....	4
3.3	HOW WILL YOU KNOW WHEN YOU MAY START SUBMITTING GRADES?	4
3.4	WHAT ARE YOU ABLE TO DO WITHIN ONLINE GRADING?.....	4
3.5	WHERE CAN YOU SEE THE STATUS AND DUE DATES FOR GRADING?.....	4
3.6	WHEN WILL ONLINE GRADING BE AVAILABLE?	4
4.0	SELECTING COURSES	5
5.0	GRADING SCREEN – OVERVIEW	6
6.0	GRADING SCREEN – SAVE	7
7.0	GRADING SCREEN – CONFIRMATION & SUBMIT	8
8.0	GRADE CHANGES	10
8.1	REQUESTING A GRADE CHANGE	10
8.2	GRADE CHANGE APPROVAL & POSTING	11
9.0	GRADING SCREEN – HISTORY & AUDIT TRAIL	12
10.0	COURSE SUMMARY	13
11.0	GRADING STATUS & DATES	14
11.1	GRADING STATUS.....	14
11.2	GRADING DATES	14
12.0	AUTOMATED EMAIL ALERTS	15
13.0	UPLOADING GRADES FROM EXCEL & BLACKBOARD	16
13.1	DOWNLOADING A GRADE ROSTER INTO EXCEL	16
13.2	REQUIREMENTS FOR FILES TO BE UPLOADED TO OLG	17
13.3	CREATING A BLACKBOARD EXTRACT.....	18
	<i>Task-1: Configure Grade Book to Display Student PennID's</i>	<i>18</i>
	<i>Task-2: Change Display Option for Grade Book Total Column</i>	<i>18</i>
	<i>Task-3: Download Blackboard Grade Book</i>	<i>18</i>
13.4	UPLOADING A GRADE ROSTER	19
13.5	ERROR & WARNING MESSAGES	20
14.0	HELP !	21
14.1	ONLINE HELP	21
14.2	CIT SCHOOL & DIVISIONAL CONTACTS	21
14.3	HELP WITH BLACKBOARD EXTRACTS	21

Courses InTouch - Online Grading Training & User Guide

1.0 Introduction

Penn is launching a new online grading system in Spring 2007 that provides instructors with a flexible and user-friendly interface for posting final course grades to student records. This system is an addition to the **Courses InTouch** suite of web-based applications on [U@Penn](http://www.upenn.edu), which already includes Class Lists and Course Problem Notices.

The CIT Online Grading (OLG) System will be used for submission of all final course grades, effective as of the Spring 2007 term, and replaces the current hardcopy OPSCAN grading forms and paper-based grade change forms. The Grade Change process is part of the new online application. As with the paper forms, the online process will be routed to divisional or school offices for review and approval.

The new OLG system includes integrated workflow, status reporting and several levels of security roles to enable submission of grades by a grading proxy. Automated email alerts will inform instructors when classes are available for grading and remind them of associated deadlines. Grades can be entered using the basic online screens or uploaded from an Excel spreadsheet or extracted from the Blackboard system.

School offices will have flexibility in managing and overseeing the grading process, and be able to monitor the status of grading for their courses and students.

Instructors and grading proxies will only be able to access grading functions for course-sections for which they have responsibility. Policies regarding security access will be on a school-by-school basis and carried out by the CIT School Administrators. In addition to teaching faculty, other individuals may be assigned access to the grading system as “course” or “subject” proxies.

NOTE: The User Guide for CIT Class List and Course Problem Notices is available separately on the Registrar's Home Page <http://www.upenn.edu/registrar>.

Courses InTouch - Online Grading Training & User Guide

2.0 Online Grading is Easy as 1-2-3 !

1. You are notified by email when your courses become available for Online Grading. Go to Courses InTouch at <http://www.upenn.edu/isc/apps/CoursesInTouch/> and login using your PennKey and associated password.

2. Choose **Select Courses** or **Course Summary** from the Online Grading menu, and then select the specific course-section to be graded.

The screenshot shows two overlapping windows from the Courses InTouch application. The background window is the 'Select Courses' page, which has a search filter set to '2006C (Fall)'. A dropdown menu is open, listing several course sections including 'HIST-048-403: Rise & Fall of Russ Emp'. The foreground window is the 'Course Summary' page for the selected course, displaying a table of search results with columns for Section Id, Status, School, Division, Available, Due, and Auto Graded.

Section Id	Status	School	Division	Available	Due	Auto Graded
ANTH-252-601	Fully Submitted	AS	CGS	12/07/2006	01/04/2007	09/15/2009
BENF-099-003	Fully Submitted	AS		12/07/2006	01/04/2007	09/15/2009
HIST-048-403	Overdue	Partially Submitted	AS	12/07/2006	01/04/2007	09/15/2009
HIST-160-201	Fully Submitted	AS		12/07/2006	01/04/2007	12/21/2006
RUSS-048-403	Overdue	Partially Submitted	AS	12/07/2006	01/04/2007	09/15/2009
URBS-254-601	Fully Submitted	AS	CGS	12/07/2006	01/04/2007	09/15/2009
URBS-300-301	Fully Submitted	AS		12/07/2006	01/04/2007	09/15/2009

3. Enter the appropriate grade for each student and SAVE or SUBMIT.

- You may save at any point in time (allows for editing).
- You may partially submit at any time.
- Once submitted, only a change of grade action can alter the grade.

The screenshot shows the 'Online Grading Fall 2006' interface for the course 'HIST-048-403: RISE & FALL OF RUSS EMP'. It displays a table of students with columns for Name, Penn Id, Dy, Section, Cl, and Grade. Each student's grade is represented by a row of buttons for different grade options (A+, A, A-, B+, B, B-, C+, C, C-, D+, D, F, S, U, I, II, No Show). The interface also includes buttons for 'Download Grade Roster', 'Upload Grade Roster', 'Save Grades', and 'Begin Submission'.

Name	Penn Id	Dy	Section	Cl	Grade
Student, Fifth	8372880	COL	RUSS048403	SO	A+ A A- B+ B B- C+ C C- D+ D F S U I II No Show
Student, First	8026433	WH	RUSS048403	SR	A+ A A- B+ B B- C+ C C- D+ D F S U I II No Show
Student, Fourth	4026431	COL	HIST048403	FR	A+ A A- B+ B B- C+ C C- D+ D F S U I II No Show
Student, Second	8026431	COL	HIST048403	SR	A+ A A- B+ B B- C+ C C- D+ D F S U I II No Show
Student, Sixth	2228028	EAS	HIST048403	JR	A+ A A- B+ B B- C+ C C- D+ D F S U I II No Show
Student, Third	3889283	NJR	HIST048403	FR	A+ A A- B+ B B- C+ C C- D+ D F S U I II No Show



For details on how to Upload/Download the grade sheet in Excel and Blackboard; submit a Change of Grade; check your grade spread/statistics; review the history of each transaction; and more, please refer to detailed sections of the User Guide.

***Courses InTouch* - Online Grading Training & User Guide**

3.0 Basic Concepts

3.1 Who will have access to Grading Courses?

- Instructors and TA's – Instructors and TAs will have the ability to use online grading for any course sections to which they are assigned in SRS (on screen 132).
- Subject Proxy - Departmental or Program Staff. This user may be given privileges to perform online grading for all course sections in a subject area. [Policy on the use of this role will be set by the individual schools.]
- Course-Section Proxies – Coordinating faculty or graders (with 0% load). This user may be given privileges for a single course section or multiple sections within a given term. Grading privileges may expire on dates determined by the CIT School Administrator.
- CIT School Administrators – School Staff. This user will have high-level privileges and will be responsible for managing configuration according to school policies, as well as for ongoing oversight and local support. Configuration includes setting the timeframes for the onset of grading and associated due dates. CIT School Administrators will also be able to submit grades and/or grade changes for any courses owned by the school, and approve grade changes for students within their division.

3.2 What does Online Grading mean for an Instructor or TA?

You will have the ability to:

- save grades prior to final submission
- post final grades directly to the Student Records System (SRS)
- submit final grades for a subset of enrolled students in a course section
- submit grade changes online
- import final grades from Microsoft Excel and extracts from the Blackboard system

3.3 How will you know when you may start submitting grades?

You will receive automated email notifications letting you know:

- The date courses are “available” for grading and the date that grading is “due”
- If grading for any course is “overdue”
- When grade changes you have submitted have been “approved”

3.4 What are you able to do within Online Grading?

- Save – You may enter and save grades until you are ready for final submission to SRS. A saved document may still be changed.
- Submit – Prior to final submission and posting, the system will display a confirmation screen enabling the user to review and verify the accuracy of the grading entries.
- Partial Submission - The system provides the ability to submit grades for a subset of students enrolled in a course section.

3.5 Where can you see the Status and Due Dates for Grading?

Authorized users can see the grading status of courses for which they have grading privileges, both at the top of the Grading screen and on the Course Summary Screen. The available and due dates are based on parameters established by each CIT School Administrator prior to the onset of grading for each term. Due dates are determined by the Registrar's Office according to guidelines set by the Provost's Office.

3.6 When will Online Grading be available?

Effective April 3, 2007, the CIT Online Grading system will be available 7 days a week on an ongoing basis, with about an hour's outage daily between the hours of 1:00-5:00 AM for background data loads and maintenance. A message will appear at the top of the screen to alert you if the system is, or is about to become, unavailable. Additional outages may be scheduled occasionally, as need for software upgrades and security patches.

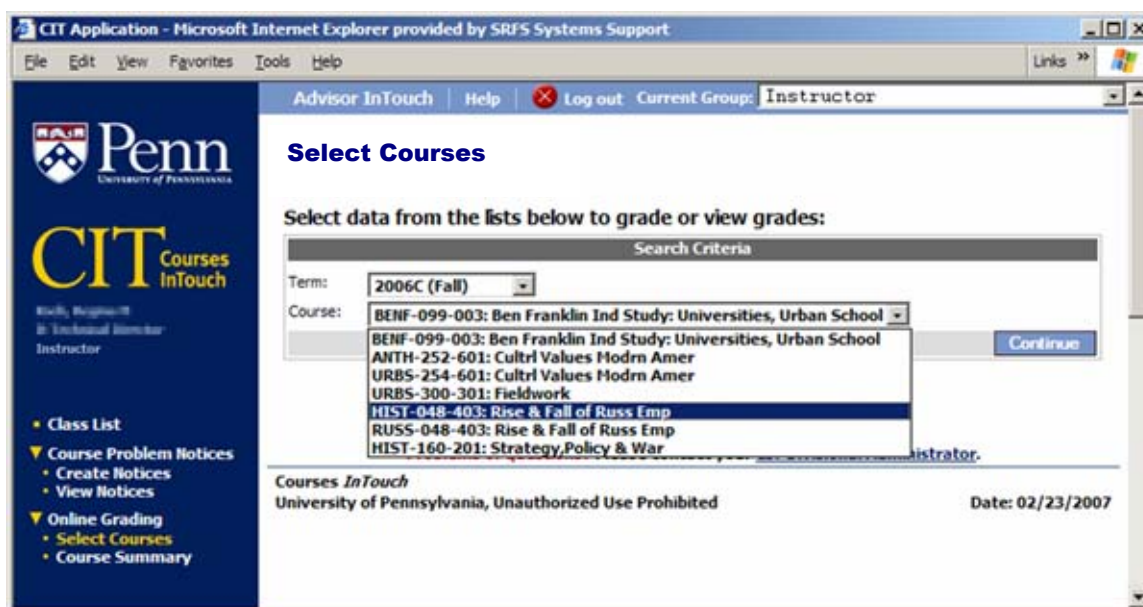
Courses InTouch - Online Grading Training & User Guide

4.0 Selecting Courses

Enter Courses InTouch as you would normally, from the U@Penn Portal or your school's home page. You will need your PennKey and associated Password to complete your login.

The Courses InTouch menu has separate items for Class List, Course Problem Notices and Online Grading, as shown below. Note that there are convenient links for Advisor InTouch and online Help at the top of the screen.

Choose "Select Courses" from the Online Grading menu. Highlight the desired course and press [Continue].



Cross-listed sections will appear separately in this list, but will be combined on the Grading Screen (see next section).

Important – Logging Out

If you access the Courses InTouch application from the U@Penn Portal, you will be automatically provided with the convenience of a "single sign-on" capability, which will enable you to use most of the PennKey authenticated Portal applications without having to re-enter your PennKey multiple times.

You can end your Online Grading session by using the [Log out] function at the top of the screen, or simply close the window at the [X]. Please be aware that you are still "logged in" to all PennKey authenticated applications until all browser windows have been closed.

If you do not complete this process, your computer may remain logged on to your PennKey account for up to 2 hours before it automatically disconnects, leaving other PennKey secured information accessible on your desktop. This is particularly important if you use a public or shared computer, but is recommended as a best practice in general.

Courses InTouch - Online Grading Training & User Guide

5.0 Grading Screen – Overview

The Grading screen displays all students enrolled in the course/section, and provides grading “bubbles” for each, according to the each student’s home school grading scheme.

- **Cross-Listed Courses:** Students in all sections of cross-listed courses are combined on a single Grading Screen, under the heading of the primary section. The “Section” column indicates the specific section in which each student is enrolled.
- **No Show:** This grading option is provided for situations where you have no record of a listed student being in the class. Selecting the No Show bubble will update the student’s record with a grade of ‘GR’ (No Grade Returned) in SRS.
- **Available for Grading:** Courses typically become available for grading approximately a week before the end of classes. This date will appear at the top-right of the Grading screen. Note: If a course is not yet available for grading, you can still pull up the Grading screen, but no grading “bubbles” will show until grading becomes available for the course.
- **Due Date:** This is the date you are expected to have your grading for the course completed, according to Registrar and Provost guidelines. Once this date has passed, your grading becomes “Overdue” and you will be reminded via email on a daily basis until the grading is completed.
- **Sorting:** There are “sort” options for every column on most screens, indicated by a ▼ next to the field name in the heading of a column. This enables you to sort by Name, PennID, Section (useful for cross-listed sections), by class level, etc.
- **Audit or Withdraw:** If a student is officially registered as auditing the course, or has withdrawn from the course, the system will display a grade of ‘AUD’ or ‘W’. These grades cannot be changed.

The screenshot shows the 'Online Grading Fall 2006' interface for the course 'HIST-048-403: RISE & FALL OF RUSS EMP'. The interface includes a navigation bar with 'Advisor InTouch', 'Help', and 'Log out' buttons, and a 'Current Group: Instructor' indicator. The course status is 'Not yet submitted', with an 'Available Date: 12/07/2006' and a 'Due Date: 01/04/2007'. The instructor is 'Phyllis Kulis, Yonkers'. There are buttons for 'Pictures', 'Course Summary', 'Download Grade Roster', and 'Upload Grade Roster'. The main table lists students with columns for Name, Penn Id, Dv, Section, Cl, and Grade. The 'Grade' column contains a series of bubbles for each student, corresponding to the grading scheme of their home school. Annotations include a box labeled 'Cross-Listed Sections' pointing to the 'Section' column, and a box labeled 'Grading schemes based on home school of each student' pointing to the 'Grade' column.

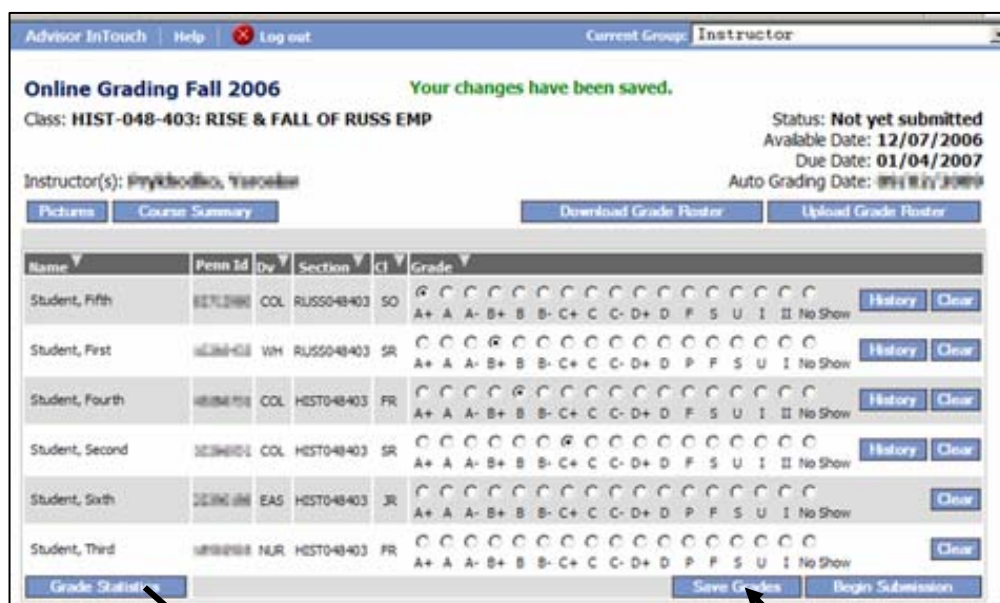
Name ▼	Penn Id	Dv ▼	Section ▼	Cl ▼	Grade ▼
Student, Fifth	11712160	COL	RUSS048403	SO	A+ A A- B+ B B- C+ C C- D+ D F S U I II No Show
Student, First	1039433	WH	RUSS048403	SR	A+ A A- B+ B B- C+ C C- D+ D P F S U I No Show
Student, Fourth	4228751	CO	HIST048403	FR	A+ A A- B+ B B- C+ C C- D+ D F S U I II No Show
Student, Second	1038405	COL	HIST048403	SR	A+ A A- B+ B B- C+ C C- D+ D F S U I II No Show
Student, Sixth	2228026	EAS	HIST048403	JR	A+ A A- B+ B B- C+ C C- D+ D P F S U I No Show
Student, Third	18881803	NUR	HIST048403	FR	A+ A A- B+ B B- C+ C C- D+ D P F S U I No Show

Courses InTouch - Online Grading Training & User Guide

6.0 Grading Screen – Save

You have the ability to input, save and edit grades until you are ready to submit them to SRS. To Save grades, just select the [Save Grades] button at the bottom of the screen.

- YOU MUST SAVE YOUR OWN WORK: When entering or editing grades (prior to submitting them to SRS), the system will not save your work. You must save your own work using the [Save Grades] button at the bottom of the screen. If you accidentally exit from the screen or system without saving, there is no way to retrieve your unsaved work -- you will have to re-enter all your input.
- Not Ready to Grade Some Students? If you are not ready to enter grades for certain students, leave their grades blank and save or submit grades for your other students.
- History: Notice how the [History] button appears once a grade has been saved for a student. If multiple instructors or TAs are grading a section, the History window will enable them to see who performed particular grading functions.
- Grade Statistics: The [Grade Statistics] button at the bottom left will display a summary of grade statistics for the course for all grades submitted and/or saved to date. You can also view this information in a chart, select the [View as Histogram] button.



**Grade Report HIST-048-403
Fall 2006**

This report only considers grades which have been saved or submitted.

Hs 0 (0%)	As 1 (25%)	Bs 2 (50%)	Cs 1 (25%)	Ds 0 (0%)	Fs 0 (0%)	Other 2
H 0 (0%)	A+ 1 (25%)	B+ 1 (25%)	C+ 1 (25%)	D+ 0 (0%)	F 0 (0%)	Not Graded 2
	A 0 (0%)	B 1 (25%)	C 0 (0%)	D 0 (0%)		
	A- 0 (0%)	B- 0 (0%)	C- 0 (0%)	D- 0 (0%)		

View as Histogram Close

**Remember to
SAVE your work!**

Courses InTouch - Online Grading Training & User Guide

7.0 Grading Screen – Confirmation & Submit

When you initiate the process of submitting grades by selecting the [Begin Submission] button from the Grading screen, the system will present you with a confirmation screen that displays your grade selections in a friendlier format.

Note: This screen will only reflect “new” grades you are submitting to SRS.

When you are satisfied that the new grades are correct, select the [Submit Grades] button to continue with the submission. If you want to go back to the Grading screen and make additional changes, select the [Back] button at the bottom of the screen. Once any course grades have been submitted, they cannot be “undone”; they will have to go through Grade Change and approval process (Section 8.2).

- **Partial Submissions:** If you have not graded all students in the section, the screen will alert you by displaying a red message, at which point you can continue with the partial submission or go back to the grading screen by using the [Back] button. Note: This is only an alert; you are not required to do full submissions.
- **Grade Posting to SRS:** Once you select the [Submit Grades] button from the confirmation screen, the grade posting process will post official grades to the student’s record immediately, and the term-GPA will also be updated. Note: Grades are posted to SRS in real-time and will be available on student transcripts and Penn InTouch immediately.
- **Grade Conversions:** If grades need conversion, such as Pass/Fail, the reported grade will automatically be converted during the process of posting to SRS.
- **Two-Term Courses:** Grades will need to be submitted each term, even if the final grade is undetermined until the end of the second term. At the end of the second term cycle, any changes to the final grade will need to be submitted as a grade change.

Advisor InTouch | Help | Log out | Current Group: Instructor

Online Grading Fall 2006

Some students in the section are NOT graded. Continue with partial submission or click [Back] button below.

Class: HIST-04B-403: RISE & FALL OF RUSS EMP
Instructor(s): Prytkhovich, Yaremkin
Status: Not yet submitted
Available Date: 12/07/2006
Due Date: 01/04/2007
Auto Grading Date: 01/02/2008

These statistics consider all entered grades for the course, not just those being submitted now.

Hs 0 (0%)	As 1 (25%)	Bs 2 (50%)	Cs 3 (25%)	Ds 0 (0%)	Fs 0 (0%)	Other 2
H 0 (0%)	A+ 1 (25%) A 0 (0%) A- 0 (0%)	B+ 1 (25%) B 1 (25%) B- 0 (0%)	C+ 1 (25%) C 0 (0%) C- 0 (0%)	D+ 0 (0%) D 0 (0%) D- 0 (0%)	F 0 (0%)	Not Graded 2

A summary of the NEW grades you are trying to submit is displayed below.
Please verify that the grades which are displayed below are correct.

Name	Perm Id	Div	Section	Cs	Grade
Student, Fifth	537L398E	COL	RU5504B403	SO	A+
Student, First	3C39HCE	WH	RU5504B403	SR	B+
Student, Fourth	4E39K7E	COL	H5704B403	PR	B
Student, Second	3C39K9E	COL	H5704B403	SR	C+

[Back] [Submit Grades]

Submit
Grades to
SRS

Courses InTouch - Online Grading Training & User Guide

Once grades have been submitted to SRS, you may return to the Grading Screen. For students with submitted grades, the grade(s) now display in the grade column and the bubble grading options disappear. Your only option for additional changes is using the online Grade Change function, as described in the following section.

Students for whom grades have not been submitted will continue to display with the grade scheme bubbles. You can continue to grade, save or submit according to your needs, or change to a different course or function.

The example below demonstrates how the Grading Screen will look after a partial submission. Note that the status is reflected as "Partially Submitted", and the grading bubbles still display for the un-graded students.

Advisor InTouch | Help | Log out | Current Group: Instructor

Online Grading Fall 2006

Your changes have been saved.

Class: HIST-048-403: RISE & FALL OF RUSS EMP

Status: **Partially Submitted**
Available Date: 12/07/2006
Due Date: 01/04/2007
Auto Grading Date: 00/00/0000

Instructor(s): [Name], [Name]

Buttons: Pictures, Course Summary, Download Grade Roster, Upload Grade Roster

Name	Penn Id	Dy	Section	Cl	Grade	
Student, Fifth	[ID]	COL	RUSS048403	SO	A+	Change History
Student, First	[ID]	WH	RUSS048403	SR	B+	Change History
Student, Fourth	[ID]	COL	HIST048403	FR	B	Change History
Student, Second	[ID]	COL	HIST048403	SR	C+	Change History
Student, Sixth	[ID]	EAS	HIST048403	JR	<input type="radio"/> A+ <input type="radio"/> A- <input type="radio"/> B+ <input type="radio"/> B- <input type="radio"/> C+ <input type="radio"/> C- <input type="radio"/> D+ <input type="radio"/> D- <input type="radio"/> P <input type="radio"/> F <input type="radio"/> S <input type="radio"/> U <input type="radio"/> I No Show	Clear
Student, Third	[ID]	NJR	HIST048403	FR	<input type="radio"/> A+ <input type="radio"/> A- <input type="radio"/> B+ <input type="radio"/> B- <input type="radio"/> C+ <input type="radio"/> C- <input type="radio"/> D+ <input type="radio"/> D- <input type="radio"/> P <input type="radio"/> F <input type="radio"/> S <input type="radio"/> U <input type="radio"/> I No Show	Clear

Buttons: Grade Statistics, Save Grades, Begin Submission

Remember to **SAVE** your work!

8.0 Grade Changes

Any user authorized to submit grades for a course section is also authorized to submit grade change requests for students in that course section.

Most schools currently require a process where they approve all grade changes for students in their division during the term in which the course was taken. This approval process is reflected in the new system. Each school/division will designate a "grade change approver," who has the ability to approve or deny the request for grade changes. Requests submitted by an instructor or grade proxy will require approval from the grade change approver. No grade change will get posted to SRS until they have been "approved". (The OLG system has a built-in process to notify approvers that a grade change request is pending.)

The following are allowable grade changes:

- Grade changes for any student that follow the grading scheme according to their primary school.
- Updating a "No Show" (GR) to a valid grade.
- Updating a "No Grade Reported" (NR) to a valid grade.

IMPORTANT: Grade changes can only be done in OLG for terms in the year 2000 and forward. To submit a grade change for a term prior to Spring 2000, you need to complete a paper Change of Grade form and submit it to the Registrar's Office.

8.1 Requesting A Grade Change

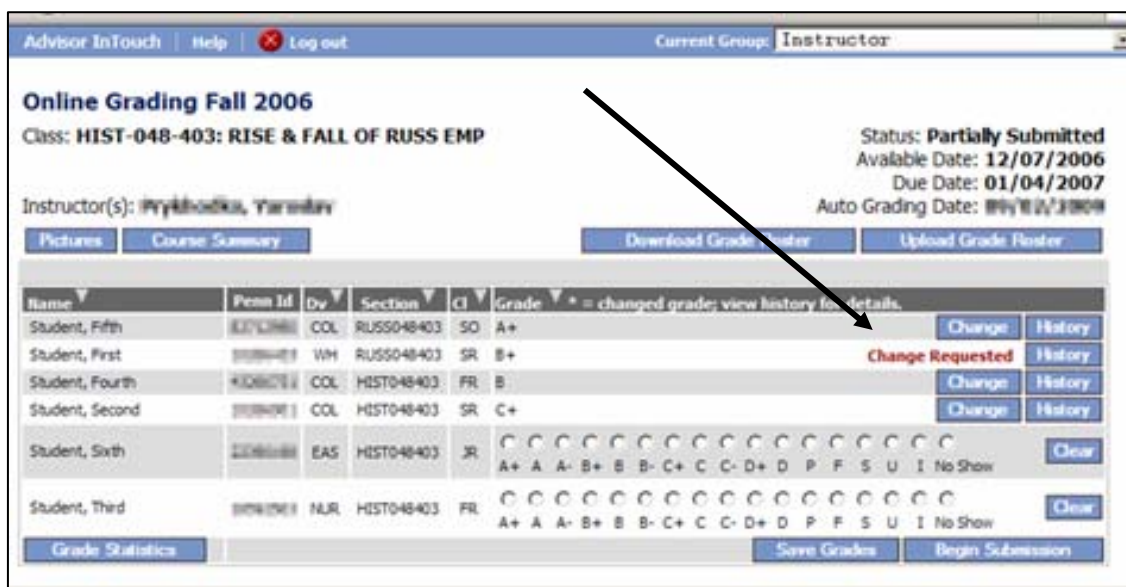
To request a grade change, simply select the [Change] button on the Grading screen. A Grade Change Request window will appear indicating the Original grade and displaying the student's grade scheme for selection of a new grade. All grade change requests require an entry of a "Reason" for the change. Select from a drop-down list of standard grade change reasons, including Completed Coursework, Grading Error and Other. Comments are mandatory if the reason of "Other" is selected.

Current and New Grades Reason

Once you have entered a new grade and a reason, select [Request Change] to proceed with the grade change request.

Courses InTouch - Online Grading Training & User Guide

After the request is submitted, you will be returned to the Grading Screen and see the grade "change requested" notation. History provides audit trail of this request (See Section 9.0).



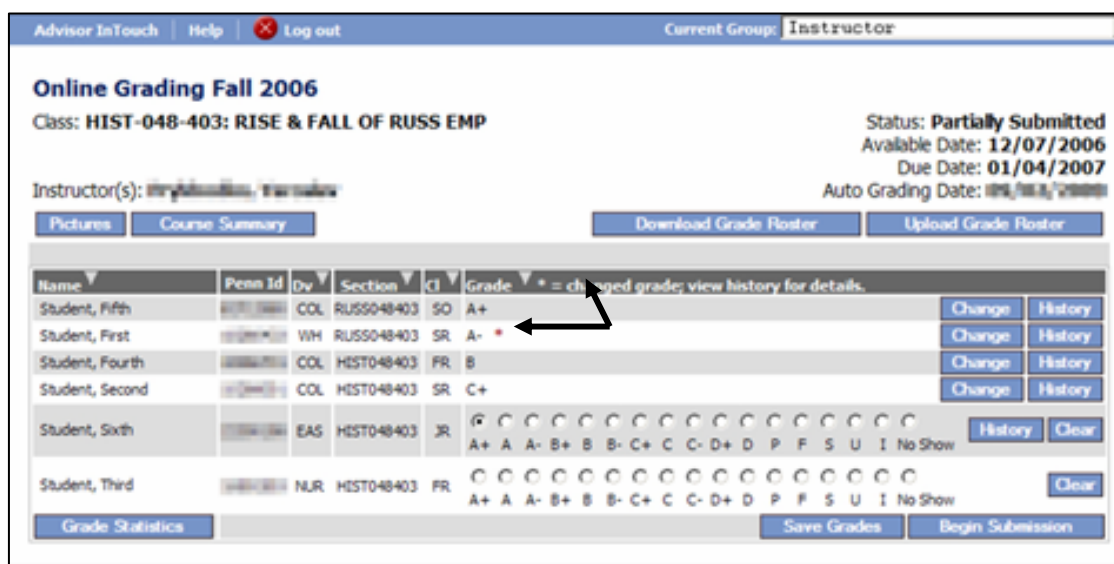
The screenshot shows the 'Online Grading Fall 2006' interface for the class 'HIST-048-403: RISE & FALL OF RUSS EMP'. The status is 'Partially Submitted'. The instructor is 'Pyykkö, Yrjö'. The interface includes buttons for 'Download Grade Roster' and 'Upload Grade Roster'. A table lists students with their Penn Id, Div, Section, Cl, and Grade. The grade for 'Student, First' is 'B+' with a red 'Change Requested' notation. An arrow points to this notation. Below the table are buttons for 'Grade Statistics', 'Save Grades', and 'Begin Submission'.

Name	Penn Id	Div	Section	Cl	Grade	Change	History
Student, Fifth	11111111	COL	RUS5048403	SO	A+		
Student, First	11111111	WH	RUS5048403	SR	B+	Change Requested	
Student, Fourth	11111111	COL	HIST048403	FR	B		
Student, Second	11111111	COL	HIST048403	SR	C+		
Student, Sixth	11111111	EAS	HIST048403	JR			
Student, Third	11111111	NJR	HIST048403	FR			

8.2 Grade Change Approval & Posting

Once a Grade Change has been approved, the new grade will display on the Grading page, with a red asterisk to indicate that a grade change has been applied. Note the reference in the column header for Grade to inform users that an asterisk indicates a changed grade, for which they can view more details in history.

An automated email alert will be sent to the Instructor who requested the change, and also to the Student for whom the change was made. See Section 12.0 for more information on email alerts, along with examples.



The screenshot shows the 'Online Grading Fall 2006' interface for the class 'HIST-048-403: RISE & FALL OF RUSS EMP'. The status is 'Partially Submitted'. The instructor is 'Pyykkö, Yrjö'. The interface includes buttons for 'Download Grade Roster' and 'Upload Grade Roster'. A table lists students with their Penn Id, Div, Section, Cl, and Grade. The grade for 'Student, First' is 'A-' with a red asterisk. An arrow points to this asterisk. Below the table are buttons for 'Grade Statistics', 'Save Grades', and 'Begin Submission'.

Name	Penn Id	Div	Section	Cl	Grade	Change	History
Student, Fifth	11111111	COL	RUS5048403	SO	A+		
Student, First	11111111	WH	RUS5048403	SR	A-		
Student, Fourth	11111111	COL	HIST048403	FR	B		
Student, Second	11111111	COL	HIST048403	SR	C+		
Student, Sixth	11111111	EAS	HIST048403	JR			
Student, Third	11111111	NJR	HIST048403	FR			

Courses InTouch - Online Grading Training & User Guide

9.0 Grading Screen – History & Audit Trail

The [History] button will always show a cumulative trail of grading activities performed for a student in a course. For course grades that have been Saved (but not yet submitted), this window will show who made the latest update to the initial grade and when they made it. Once courses have been submitted, this window will show the history of all other grading activities performed for a student in the course, including the initial submission to SRS and any grade changes.

Grading History for Student, Sixth HIST-048-403 2006C

Current Grade
Grade: A+
Original Entry
Original Grade: A+
Originally Entered in Online Grading By: REGINA H BOCH
Originally Submitted To SRS From Online Grading On:
Originally Submitted To SRS From Online Grading By:

Close

Grade saved, but not yet submitted to SRS

Grading History for Student, Fifth HIST-048-403 2006C

Current Grade
Grade: A+
Original Entry
Original Grade: A+
Originally Entered in Online Grading By: REGINA H BOCH
Originally Submitted To SRS From Online Grading On: 02/23/2007 01:36:38 PM
Originally Submitted To SRS From Online Grading By: REGINA H BOCH

Close

Grade Submitted to SRS

Grading History for Student, First HIST-048-403 2006C

Current Grade
Grade: B+
Grade Change History
New Grade: A-
Old Grade: B+
Requested:
Date: 02/23/2007 01:39:21 PM
By: Regina H Boch
Reason: Grading Error
Comments:
Approved?: Not Yet
Date:
By:
Comments:
Original Entry
Original Grade: B+
Originally Entered in Online Grading By: REGINA H BOCH
Originally Submitted To SRS From Online Grading On: 02/23/2007 01:36:39 PM
Originally Submitted To SRS From Online Grading By: REGINA H BOCH

Grade Change requested, but pending approval*

Grading History for Student, First HIST-048-403 2006C

Current Grade
Grade: A-
Grade Change History
New Grade: A-
Old Grade: B+
Requested:
Date: 02/23/2007 01:39:21 PM
By: Regina H Boch
Reason: Grading Error
Comments:
Approved?: Yes
Date: 02/23/2007 01:41:32 PM
By: Regina H Boch
Comments:
Original Entry
Original Grade: B+
Originally Entered in Online Grading By: REGINA H BOCH
Originally Submitted To SRS From Online Grading On: 02/23/2007 01:36:39 PM
Originally Submitted To SRS From Online Grading By: REGINA H BOCH

Close

Grade Change Submitted to SRS (approved*)

Courses InTouch - Online Grading Training & User Guide

10.0 Course Summary

The Course Summary screen will present you with a list of courses for which you have grading responsibility, with an indication of the grading status and important dates related to the grading process.

You can see which courses are ready for grading, which ones are completed, and any courses which may only be partially submitted or overdue.

Selecting any course from this list will take you directly to the Grading Screen for that course.

Search Parameters

Enter Search Parameters and click [Select]

Select Term: 2006C (Fall) Filter on: All Course Id: (Optional) [Select]

Search Results: 1-7 of 7 Pages: 1

Section Id	Status	School	Division	Available	Due	Auto Graded
ANTH-252-601	Fully Submitted	AS	CGS	12/07/2006	01/04/2007	09/15/2009
BENF-099-003	Fully Submitted	AS		12/07/2006	01/04/2007	09/15/2009
HIST-048-403	Overdue Partially Submitted	AS		12/07/2006	01/04/2007	09/15/2009
HIST-160-201	Fully Submitted	AS		12/07/2006	01/04/2007	12/21/2006
RUSS-048-403	Overdue Partially Submitted	AS		12/07/2006	01/04/2007	09/15/2009
URBS-254-601	Fully Submitted	AS	CGS	12/07/2006	01/04/2007	09/15/2009
URBS-300-301	Fully Submitted	AS		12/07/2006	01/04/2007	09/15/2009

Course buttons Status Available & Due Dates

You can also use the "Search Parameter" area at the top of the screen to change your search parameters. You can change the Term, set a filter to focus on courses with certain statuses (e.g., overdue, partially graded), or enter a specific Course-ID. Note: A percent sign (%) can be used in the Course-ID field to search using a partial string, e.g., ECON% will just display your ECON sections, ECON101% will display only your ECON 101 sections, etc. **Remember to click the [Select] button after you indicate your search parameters to execute the search!**

Enter Search Parameters and click [Select]

Select Term: 2006C (Fall) Filter on: All Course Id: (Optional) [Select]

2007A (Spring)
2006C (Fall)
2006B (Summer)
2006A
2005C
2005B

Courses InTouch - Online Grading Training & User Guide

11.0 Grading Status & Dates

The following Status conditions are used in the Online Grading System, and will appear on the Grading Screens, as well as the Course Summary.

11.1 Grading Status

Not Yet Available	Course cannot be graded yet. Based on timeframes set by each school. (Note that "Available Date" indicates when grading will begin for each course.)
Not Yet Submitted	Course is available for grading, but <u>no grades</u> have been submitted to SRS.
Partially Submitted	Course grades for <u>some</u> of the enrolled students have been submitted to SRS.
Fully Submitted	Course grades for <u>all</u> of the enrolled students have been submitted to SRS.
Awaiting Approval	Submission of initial course grades are waiting for approval from school office (only used by some schools).

Note that these statuses only reflect course availability and the status of "submitted" grades. They do not reflect any situations where grades were input and "saved" and not submitted.

11.2 Grading Dates

Available Date	Date that courses become available for Online Grading. <i>On this date an automated email alert will be sent out to Instructors to inform them that they can begin the grading process for a course.</i> <i>This date is determined on a school-by-school basis for each term by the school's CIT School Administrator. The email alert is also sent to associated TAs and grading proxies identified for the course on SRS Screen 132. For more information on automated alerts, see Section 12.0.</i>
Due Date	Date by which you should have your grading completed, based on timeframes set by the Registrar and Provost's office. <i>The due date is typically 2 weeks after the end of exams for Fall courses and 3 days after end of exams for Spring and Summer terms.</i> <i>Note: Once this date passes, you will be sent an "overdue" reminder on a daily basis for each course where grades are overdue.</i>
Auto Grading Date	Date that missing grades will be automatically populated with a "not graded" indicator on SRS and the student's transcript will be updated. <i>The auto-grading date is typically 3 weeks after the end of exams for any given term, but can be adjusted on a school-by-school basis by the school's CIT School Administrator.</i>

Courses InTouch - Online Grading Training & User Guide

12.0 Automated Email Alerts

The Online Grading system will send out automated email alerts to indicate a variety of conditions, as listed below:

<i>Course Available for Grading</i>	One-time email to Instructors and grading proxies on the date grading becomes available for a course. <i>Can be in a list format, if more than one course.</i>
<i>Course Grades Overdue</i>	If the Due-Date has passed, this email alert will be sent every day to Instructors and/or grading proxies. <i>Can be in a list format, if more than one course.</i>
<i>Grade Change Request Processed</i>	One-time email to individual who submitted a grade request, confirming that the request was processed, either as an approval or denial. <i>Note that Grade Change "approval" emails are also automatically sent out to <u>students</u>, for whom a grade change has been approved and submitted to SRS.</i>

Important pre-requisites for effective use of the OLG Automated Email Alert process are:

- 1) A valid email address for every instructor and/or grading proxy, on the Penn Online Directory.
- 2) Identification of instructors and/or grading proxies on SRS Screen 132, with an associated CIT-Code of A or G (i.e., "Dr. Staff" will not receive any notification).
- 3) If a specific instructor cannot be determined for the course, or if there is no associated email address, this alert will be sent to the user in the next-highest level in the CIT security/administration setup for the specific school.

Sample Overdue Grades Alert:

From: CITsender@admsystems.upenn.edu [mailto:CITsender@admsystems.upenn.edu]
Sent: Friday, February 16, 2007 12:43 AM
To: instructor@pobox.upenn.edu
Subject: CIT Online Grading: Course Grades Overdue

Grades for the following course(s) are overdue:
CHEM-701-003 : Spring 2007
CHEM-242-602 : Spring 2007
CHEM-541-001 : Spring 2007

Please go to <https://www.apps.isc-seo.upenn.edu/cpr/jsp/fast.do> to access the CIT Online Grading system.

***Courses InTouch* - Online Grading Training & User Guide**

13.0 Uploading Grades from Excel & Blackboard

Two buttons appear at the top of the Grading Screen that will enable you to [Download Grade Roster] and/or [Upload Grade Roster] of students enrolled in that course. Be advised that to use these functions effectively, you should probably be familiar with using Excel or Blackboard, and know how to store/retrieve files on your PC, or have some technical support available to assist you.

Bubbling grades on the Grading Screen is still the simplest and most direct process, but the upload option may provide additional convenience if you already store your final grades in Excel or Blackboard. *It is important to note that the upload only works for the “initial loading” of grades, and cannot be used to load any “changes”.*

13.1 Downloading a Grade Roster into Excel

Downloading a Grade Roster into Excel using the [Download Grade Roster] function will create an Excel file on your computer, containing a list of students enrolled in the course, a column for you to input the final grades, and other useful student information. Note that the format of this file is very similar to the download from the CIT Class List screens, but it has two additional columns for the final grade and the grade scheme.

In the process of downloading the file you will be reminded about privacy and prompted whether to open or save the file. Save the file as you would normally. The downloaded file contains Excel macros that map the appropriate grade scheme to each student. While not required, we recommend that if possible you enable macros when opening the spreadsheet. (If you are unable to enable macros, contact your Local Support Provider for assistance.) The format of the downloaded file will look like the screen example in section 13.4 below.

Once you Download the file, you can simply enter final grades in the “Grade” column, save the file and then perform the Upload. If you enabled macros when opening the spreadsheet the Grade column will have a pull-down capability to select grades from the students’ grade schemes. In the event that macros are not enabled, you can type student grades in manually.

Remember that class enrollments may change after you have downloaded a file, so you may end up with some “mismatches” when you try to do the upload. Note that you do not need to create your Excel file using the Online Grading system. This download is only provided as an option, and you are welcome to use an Excel file you create yourself as long as you conform to specific requirements as defined in section 13.2.

Courses InTouch - Online Grading Training & User Guide

13.2 Requirements for Files to be Uploaded to OLG

The required format and characteristics of files for uploading to OLG are listed on the upload screen itself, and also provided below with additional notes:

- Final grades may be uploaded in either an Excel file (.xls) or a comma delimited file (.csv). *For Excel files with multiple worksheets, grade information must be stored in the first sheet.*
- The file will need to contain the student's PennID and final grade, and you will be prompted to identify which columns these are. *The PennID and final grades need to be in separate and distinct columns, but the columns may be in any position in the file and you can have as many other columns of additional information as you want. Only the PennID and final grades will be used in the uploading. Once you begin the upload process you will be prompted to identify (and "set") the PennID and final grade columns.*
- A single row of column headings must be the first row in the file, followed immediately by rows of data. The headings can be anything you like, but they must be there and only in a single row. The OLG upload process will always ignore the first row in an upload file, with the assumption that it contains column headers. *Blackboard extracts may have additional data in the PennID column, but the grading system will interpret the PennID as the first 8-digits of this column during the load.*
- The process of creating extracts from the Blackboard system is described in the next section. When creating the extract to include the PennID, Blackboard may add extra data to the PennID field, such as the student's name. *There is no need for you to remove it. The upload process will always only read the first 8-digits of the PennID column and will ignore any/all additional characters.*
- Grades cannot be uploaded for students who already have a grade in SRS, or who are not enrolled in the course. Also, *the upload only works for the "initial loading" of grades, and cannot be used to load any "changes", this includes changes to grades you already entered, as well as any that have been submitted to SRS.*

Sample of an Excel spreadsheet, with proper formatting, i.e., a single row of column headings, and the PennID and final Grade in separate and distinct columns:

Single row of column headings

PennID

Grades

	A	B	C	D	E	F	G	H	I
1	Name	Classif	Email Address	Primary Major	Primary Division	Registered Section	Penn ID	Grade	Grade Scheme
2	Student, Fifth	SO	fifth@sas.upenn.	UNDC	COL	RUSS048403	55555555	A+	UC
3	Student, First	SR	first@wharton.up	FNCE	WH	RUSS048403	11111111	A-	UD
4	Student, Fourth	FR	fourth@sas.upen	UNDC	COL	HIST048403	44444444	B	UC
	Student, Second	SR	second@sas.upe	HIST	COL	HIST048403	22222222	C+	UC
	Student, Sixth	JR	sixth@seas.uper	CSE	EAS	HIST048403	66666666	A+	UD
	Student, Third	FR	third@nursing.up	NURS	NUR	HIST048403	33333333		UD

Courses InTouch - Online Grading Training & User Guide

13.3 Creating a Blackboard Extract

In order to use Penn's online grade submission tool, you'll need to make several changes to the Blackboard configuration. Note that you can make these configuration changes at any point, so you need not have set up your grade book before having made entries into it. Below are instructions for setting up your grade book and downloading it to your computer. Instructions are grouped into three tasks:

Task-1: Configure Grade Book to Display Student PennID's

- a) Login to Blackboard and access your course grade book through the **Control Panel**. You should be viewing your grade book in spreadsheet view.
- b) Click **Gradebook Settings**, which is in the toolbar along the top of the grade book, then click the **Spreadsheet Settings** link on the subsequent page.
- c) Under Options, check box labeled **Student ID**. Click **Submit**, then click sequence of **OK** prompts until you've returned to your grade book's spreadsheet view.

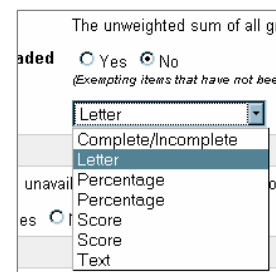
At this point, you should see an additional column, labeled Student ID, to the right of your students' names. Note: students missing a Penn ID may be using non-PennKey ("bb- Login") accounts. In such a case, if the student is officially registered for the course, s/he should obtain a PennKey account. When a valid PennKey exists for an enrolled student, s/he will automatically get added to the Blackboard course site.

Task-2: Change Display Option for Grade Book Total Column

The next task is to change the Display Option for the column labeled Total. To do this:

- a) Click **Total** column heading, then **Item Information** on the subsequent page.
- b) Select **Letter** from drop-down menu to the right of **Display As**. Click **Submit** and **OK** till back to spreadsheet view. Grades under the Total column should now display as letter grades.

[NOTE: if grades beneath Total either do not display as letters or display an incorrect grade, don't worry—you can edit any data after you've downloaded your grade book, which is explained next.]



Task-3: Download Blackboard Grade Book

Use the following steps to download a copy of your grade book data from Blackboard to your computer:

- a) Starting from the spreadsheet view of your grade book, click **Download Grades**, which you'll find in the toolbar along the top of the page;
- b) Select **Comma** as the **Delimiter Type** and click **Submit**;
- c) Right-click on **Download** and select "Save Link As ..." (Firefox) or "Save Target As ..." (Internet Explorer);
- d) Select a file location on your computer and give the grade book a meaningful name, especially if you will be downloading grade books from other Blackboard sites. Be sure to retain the ".csv" file extension, so that the appropriate application will launch when you double-click the file.

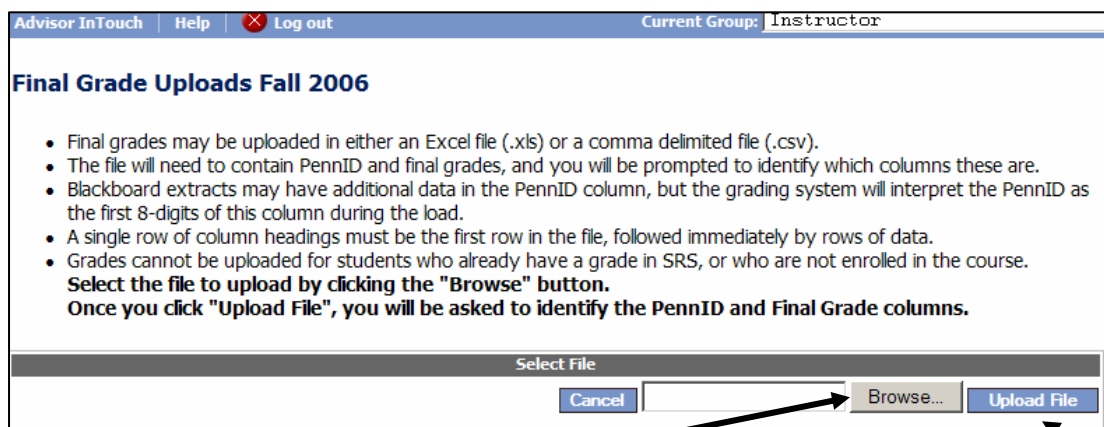
If you need to edit your grade book data and your computer is configured to launch the appropriate application (e.g. Excel), double-click on the file to open it. If your computer is not configured to launch a default application for.csv files, you can use any spreadsheet application to open it. The data you'd need to modify will be either under "Last Name, First Name (Username) | Student Id" or the Total column.

Need HELP with Blackboard? If you experience problems with the procedure outlined above for extracting your final grades from your Blackboard system, please contact your [Courseware Systems & Resources contact](#) or [Library Liaison](#).

Courses InTouch - Online Grading Training & User Guide

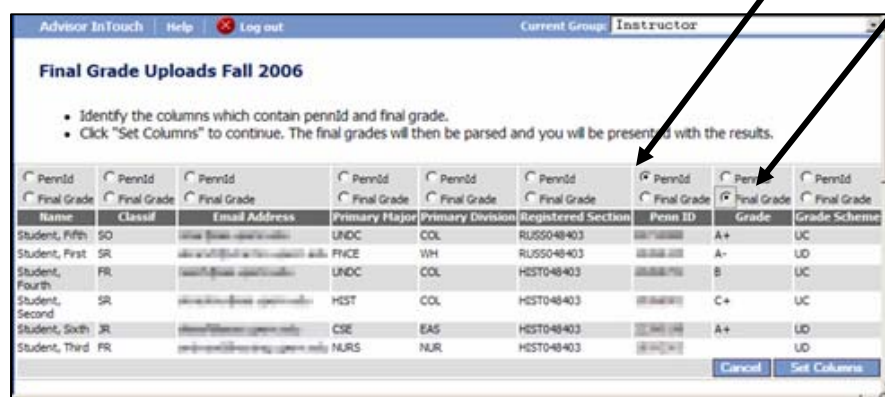
13.4 Uploading a Grade Roster

Once you have created and saved your grading file, in either Excel format or as a Blackboard extract, as described above) you will be ready to do the upload. Simply click on [Upload Grade Roster] on the Online Grading page and follow the instructions on the screen.



To indicate which file to upload, click the [Browse] button and navigate to the directory where you have the file stored. This may be on your desktop, or you may have stored it somewhere else. When you find the file, you can either double-click on the filename or click [Open]. You can then proceed to select [Upload File] or [Cancel] out of the process.

If you have selected to proceed with the upload, the system will examine your file and give you a "preview" of the data. From this preview will need to identify the exact location of the PennID and Final Grade columns, and then click [Set Columns].



Once you have completed the [Set Column] process, the system will proceed to validate your records for upload to the Grading Screen. If the file is good, you will be taken back to the Grading Screen, where the grades you just uploaded will appear in the grading bubbles. You can then make additional changes on this screen, and **save** your work or **submit** the grades to SRS.

If errors were encountered during the validation process, you will be presented with a screen summarizing any errors (see more about error below). You can then either decide to [Cancel] out of the process, fix your spreadsheet and [Restart Upload] or [Accept and Proceed to Grading].

Once you have uploaded grades you can make any additional changes directly on the Grading Screen.

Courses InTouch - Online Grading Training & User Guide

13.5 Error & Warning Messages

IMPORTANT: *The Upload process does not have any validation to insure that the file you are uploading matches the course into which you are doing the upload. This is your responsibility. If there is a mismatch between the upload and the course, it will not work and you will receive error messages.*

A number of error/mismatch conditions are possible during an upload. See below for a summary of the potential messages.

These errors should be considered as “warnings”. You can either edit your spreadsheet and re-try the load, or proceed with [Upload Grade Roster] and then make any final changes/corrections on the Grading Screen directly

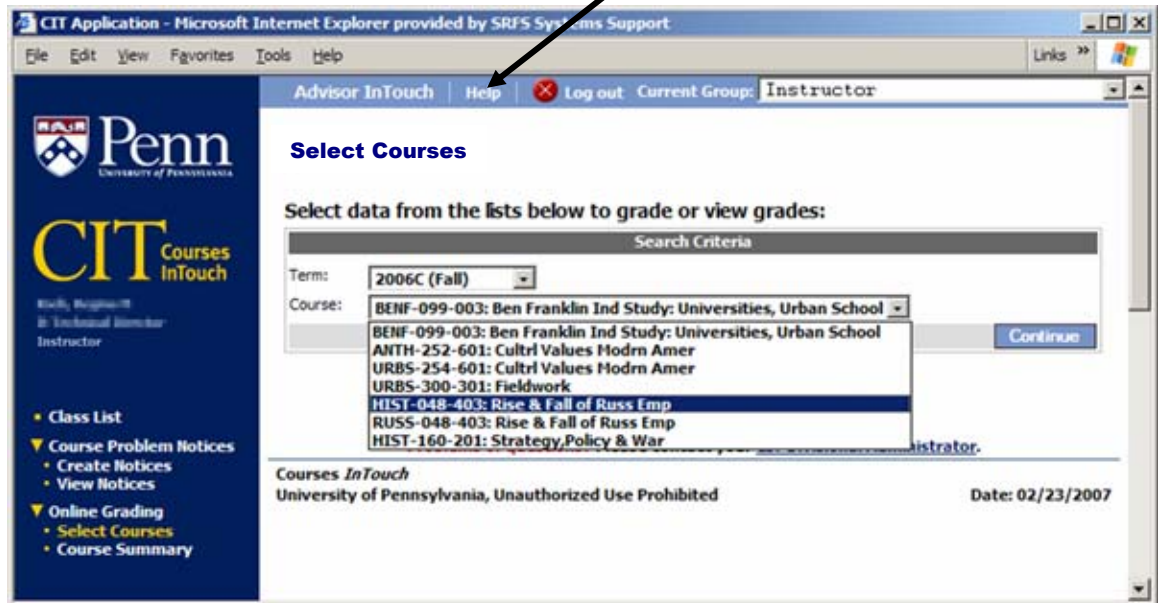
Message	Interpretation
Smith,John/12345678 was found in Online Grading but does not exist in the upload file.	You did not have a record for this student in your uploaded file.
PennId 99999999 was found in the spreadsheet but does not exist in the database.	You had a student in your spreadsheet who does not appear to be enrolled in this course, and this record will be ignored.
The grade for Jones,Tom/22222222 has already been recorded. The value from the upload file will be ignored.	This student already had a grade on the Online Grading system, and this new record will be ignored.
The grade X for Franklin,Ben/87654321 is not a valid grade within the student's grade scheme.	The grade you are submitting is not valid for this student and will be ignored.
A grade for Wilson,Woodrow/3333333333 was not found in the upload file.	Your file did not include a grade for this student

Courses InTouch - Online Grading Training & User Guide

14.0 HELP !

14.1 Online Help

- Online Help is available on the Online Grading Screens at a screen level, by accessing the Help link at the top of the screen.



- Help text on the Grading Screen includes a link to a [Grades Legend] which provides decoding for grading schemes which may not be familiar to instructors. This may be helpful for instructors grading students from different schools.

14.2 CIT School & Divisional Administrators

A list of CIT School and Divisional Contacts is available on the Registrar's Home Page at <http://www.upenn.edu/registrar>

If you have any problems or issues with the system, such as the items listed below, and need assistance, please contact your CIT School or Divisional Administrator directly:

- You cannot logon to the system
- One or more of your courses do not come up on your list for grading
- You need assistance with the import/upload process from Excel
- You have a question about how things work

If you are unable to reach your CIT Administrator or need additional assistance, contact the Registrar's Office support team for Courses InTouch at coursesintouch@lists.upenn.edu.

14.3 Help with Blackboard extracts

If you experience problems with the procedure for extracting your final grades from your Blackboard system, please contact your [Courseware Systems & Resources contact](#) or [Library Liaison](#)

Courses InTouch

ONLINE GRADING - QUICK OVERVIEW

1. You are notified by email when your courses become available for Online Grading. Go to Courses InTouch at <http://www.upenn.edu/isc/apps/CoursesInTouch/> and login using your PennKey and associated password.

2. Choose **Select Courses** or **Course Summary** from the Online Grading menu, and then select the specific course-section to be graded.

The screenshot shows two overlapping windows from the Courses InTouch application. The left window is titled 'Select Courses' and displays a search interface with a dropdown menu for 'Terms' set to '2006C (Fall)'. Below the search bar, a list of course sections is shown, including 'BENF-099-003: Ben Fra...', 'ANTH-252-601: Cultr...', 'URBS-254-601: Cultr...', 'URBS-300-301: Field...', 'HIST-048-403: Rise & Fall of Russ Emp', 'RUSS-048-403: Rise & Fall of Russ Emp', and 'HIST-160-201: Strategy, Policy & War'. The right window is titled 'Course Summary' and shows a search results table with columns for Section Id, Status, School, Division, Available, Due, and Auto Graded. The table lists several course sections with their respective statuses, such as 'Fully Submitted', 'Partially Submitted', and 'Overdue'.

3. Enter the appropriate grade for each student and SAVE or SUBMIT.

- You may save at any point in time (allows for editing).
- You may partially submit at any time.
- Once submitted, only a change of grade action can alter the grade.

The screenshot shows the 'Online Grading Fall 2006' interface for the course 'HIST-048-403: RISE & FALL OF RUSS EMP'. The instructor is 'mythos@cis.upenn.edu, Yvanovska'. The status is 'Not yet submitted', with an available date of '12/07/2006' and a due date of '01/04/2007'. The interface includes buttons for 'Pictures', 'Course Summary', 'Download Grade Roster', and 'Upload Grade Roster'. Below these buttons is a table with columns for Name, Penn Id, Div, Section, Cl, and Grade. The table lists several students and their corresponding Penn IDs, divisions, sections, and classes. Each student's grade is represented by a grid of radio buttons for grades A+, A, A-, B+, B, B-, C+, C, C-, D+, D, F, S, U, I, II, and 'No Show'. There are 'Clear' buttons next to each student's grade grid. At the bottom of the page, there are buttons for 'Grade Statistics', 'Save Grades', and 'Begin Submission'.



For details on how to Upload/Download the grade sheet in Excel and Blackboard; submit a Change of Grade; check your grade spread/statistics; review the history of each transaction; and more, please refer to detailed sections of this User Guide.