



## On-Line Grading Documentation

### Sign on to ecampus

- From the SCU home page [www.scu.edu](http://www.scu.edu) click the **ecampus** link in the SCU Login section at the bottom left of the screen.
- Sign on to ecampus using your SCU ecampus ID and password. Most ecampus IDs are the same as GroupWise campus email IDs. (e.g. JSMITH if your email address is [JSmith@scu.edu](mailto:JSmith@scu.edu)).
- If you do not know your ecampus password click on the “FORGOT YOUR PASSWORD” link.
- For additional help please contact the IT Service Center at (408) 554-5700 during regular working hours or send an email to [ecampus@scu.edu](mailto:ecampus@scu.edu) at anytime. Be sure to include your SCU employee ID number which is printed on your SCU ACCESS card or on your pay check

### Enter Grades

- 1) Click on Faculty Center in the Menu section

The screenshot shows the Faculty Center interface on the ecampus website. The page title is "Faculty Center" and it is for the "Winter 2008" term. There are navigation options for "Show all classes", "Only classes with enrollment", "View My Weekly Schedule", and "view finals schedule". Below this is a table titled "My Teaching Schedule > Winter 2008 > Santa Clara University".

Class	Class Name	Enrolled	Days and Time	Room	Class Dates
ECON 11-01 LEC 35532	Principles of Microeconomics (Lecture)	36	TR 11:50AM - 1:35PM	Kenna Hall 216	Jan 7, 2008- Jan 14, 2008
			TR 11:50AM - 1:35PM	Kenna Hall 216	Jan 28, 2008
			TR 8:00AM - 9:55AM	Casa Italiana 7	Feb 1, 2008- Feb 14, 2008
ECON 120-01 LEC 35548	Economics of the Public Sector (Lecture)	20	MWF 11:45AM - 12:50PM	Kenna Hall 104	Jan 7, 2008- Mar 14, 2008

2) To view a different term click on the “term” button.

The screenshot shows the Faculty Center interface. At the top, there is a search bar with "My Info" and "Go to...". Below it, there are buttons for "advisement" and "class search". The main heading is "Faculty Center". Below that, there is a section for "Winter 2008 | Santa Clara University" with a "term" button highlighted. There are also radio buttons for "Show all classes", "Only classes with enrollment", and "View My Weekly Schedule", along with a "view finals schedule" button. Below this, there are icons for "Class Roster", "Grade Roster", and "Learning Management System". The main content area is titled "My Teaching Schedule > Winter 2008 > Santa Clara University" and contains a table of classes.

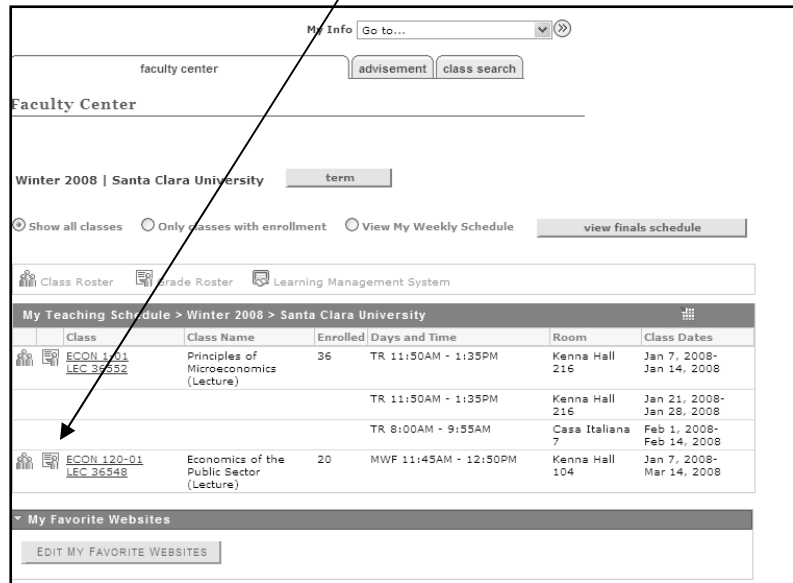
Class	Class Name	Enrolled	Days and Time	Room	Class Dates
ECON 1-01 LEC 36532	Principles of Microeconomics (Lecture)	36	TR 11:50AM - 1:35PM	Kenna Hall 216	Jan 7, 2008- Jan 14, 2008
			TR 11:50AM - 1:35PM	Kenna Hall 216	Jan 21, 2008- Jan 28, 2008
			TR 8:00AM - 9:55AM	Casa Italiana 7	Feb 1, 2008- Feb 14, 2008
ECON 120-01 LEC 36548	Economics of the Public Sector (Lecture)	20	MWF 11:45AM - 12:50PM	Kenna Hall 104	Jan 7, 2008- Mar 14, 2008

3) Select the term and click on “Change”.

The screenshot shows the Faculty Center interface with a "Select Term" dialog box open. The dialog box has a "CHANGE" button. Below the button is a table with columns "Term" and "Institution".

Term	Institution
<input checked="" type="radio"/> Spring 2008	Santa Clara University
<input type="radio"/> Winter 2008	Santa Clara University
<input type="radio"/> Fall 2007	Santa Clara University
<input type="radio"/> Spring 2007	Santa Clara University
<input type="radio"/> Winter 2007	Santa Clara University

4) Click on the Grade Roster icon on the left of the class.



5) Enter the FINAL grade for each student in the corresponding Roster Grade Box. (For grade input options, click on the drop down menu.)



6) Click the **SAVE** button at anytime. The grades entered will be saved. You can return at a later point to enter more grades.

\*\*\*NOTE: The grades have not been submitted at this point\*\*\*

## Reviewing Grades and Approving Grades

- 7) After ALL of the final grades have been entered and reviewed, click on the drop down menu next to Approval Status, select **APPROVED** (You can only submit the grade roster after all the grades have been entered). Once grades have been **APPROVED** you will not be able to make any changes on-line.

Grading Documents

Grade Roster Information

Course	ECON 126	Institution	Santa Clara University
Description	Economics and Law	Term	Winter 2008
Class Number	38928	Session	Regular Academic Session
Class Section	1	Career	Undergraduate
Component	Lecture		

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Day	Tues Thurs	Instructor	Demmert, Henry G
Time	1:00AM 2:45AM		
Location	TBA		

\*Grade Roster Type: Final Grade (dropdown)  
\*Approval Status: Not Reviewed (dropdown) - Approved (selected)  
 Display Unassigned Roster Grade Only

<- add this

Student Grade

Notify	ID	Name	Roster Grade	Official Grade	Program and Plan	Level	RD Option	Requirement Designation
1	<input type="checkbox"/>	XXXXXXXXXX	A		Undergraduate Arts & Sciences - History/Studio Art	Senior	Yes	Business: Environment of Bus

NOTIFY SELECTED STUDENTS    NOTIFY ALL STUDENTS    PRINTER FRIENDLY VERSION

RETURN    **SAVE**

Use the change of Grade form found on the Grading Documents Link to submit grade changes.

- 8) At the bottom of the page, click on the yellow **SAVE** button. This will submit your final grades into the system.
- 9) Repeat these steps for other classes.
- 10) **APPROVED** grade rosters are posted by the Office of the Registrar at 6:00PM each day during the grading period. Once posted the grades will become official and are visible to students on-line in e-campus.

## ecampus Grading Procedures

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- Grades are assigned by the instructor to reflect the quality of a student's work. The University uses the following grades:
  - A: Excellent
  - B: Good
  - C: Adequate
  - D: Barely Passing
  - F: Not Passing
  - P: Pass
  - NP: No Pass

The grades A, B, C, and D may be modified by (+) or (-) suffixes, except that the grade of A may not be modified by a (+) suffix. Grade point values per unit are assigned as follows:

- A = 4.0
  - A- = 3.7
  - B+ = 3.3
  - B = 3.0
  - B- = 2.7
  - C+ = 2.3
  - C = 2.0
  - C- = 1.7
  - D+ = 1.3
  - D = 1.0
  - D- = 0.7
  - F = 0
- Unit credit, but not grade point credit, is awarded when the grade of "P" is assigned. Unit credit is not awarded when the grade of "NP" is assigned.
  - The University also uses the following marks for which no unit credit or grade point value is granted:
    - I: Incomplete
    - N: Continuing work
    - NS: No Show
    - AUD: Audit
    - W: Withdrawn
  - **Pass/No Pass (P/NP)**

A grade of "P" signifies that the quality of work done is equivalent to a letter grade of "C" or higher, while a grade of "NP" denotes work at the level of "C-" or lower. A maximum of six courses taken under the pass/no pass option in which the student receives a mark of "P" can be used to fulfill the unit requirements for graduation.

Some courses are offered only on a pass/no pass basis, and a student with junior or senior standing and a declared major may choose to take an elective course on a pass/no pass basis. Students may enroll in only one course per quarter on a pass/no pass basis. Students may choose the pass/no pass option for a class through the last day of the late registration period, but may not change the grading option after that date.

- **Incomplete (I)**

The mark of “I” (incomplete) may be assigned by the instructor when a student does not complete some essential portion of the assigned work in a class because of extraordinary circumstances beyond the student’s control. The instructor no longer needs to submit an “Incomplete Contract” form. The unfinished work must be completed and given to the course instructor within three weeks of the beginning of classes in the next scheduled term (not the student’s next term of enrollment), excluding summer session, unless extraordinary circumstances require an extension. A request for an extension must be submitted in writing by the instructor and approved by the University registrar within the original three-week period. Extensions shall not be for longer than two academic quarters after the mark of “I” was assigned, excluding summer session. An incomplete that has not been completed within the specified deadline or has not received an approved extension will be converted to a grade of “F.”

- **Continuing Work (N)**

The mark of “N” (continuing work) may be assigned by an instructor when course requirements span more than one term. When the course requirements are completed, the instructor assigns a standard grade. A student may not graduate and receive a degree with a mark of “N” on their academic record.

- **No Show (NS)**

The mark of “NS” (No Show) may be assigned by an instructor when a student never attends a class and does not drop the class. A mark of “NS” cannot be changed to any other grade or mark after it is assigned by the instructor. A mark of “NS” is included in the student’s academic record and appears on the student’s transcript, but is not included in the calculation of the student’s grade point average. No adjustment in tuition will result from the awarding of a mark of “NS” in a class.

- **Audit (AUD)**

The mark of “AUD” is assigned when a student enrolls in a class on an audit basis. A mark of “AUD” cannot be changed to any other grade.

- **Withdrawn (W)**

The mark of “W” is assigned by the Office of the Registrar when a student completes the formal requirements dropping a class or withdrawing from the University. A mark of “W” cannot be changed to any other grade or mark. A mark of “W” is included in the student’s academic record and appears on the student’s transcript, but is not included in the calculation of the student’s grade point average.

- **Grades are due five calendar days after the last exam.** Grade rosters are usually available on ecampus beginning the week before exams. If you require an extension after the deadline please contact Adora Hoose at [ahoose@scu.edu](mailto:ahoose@scu.edu) or call the Office of the Registrar at (408) 554-4331.
- **Incomplete:** The mark of “I” (incomplete) may be assigned by the instructor when a student does not complete some essential portion of the assigned work in a class because of extraordinary circumstances beyond the student’s control. The unfinished work must be completed and given to the course instructor within three weeks of the beginning of classes in the next scheduled term (not the student’s next term of enrollment), excluding summer session, unless extraordinary circumstances require an extension. A request for an extension must be submitted in writing by the instructor and approved by the University registrar within the original three-week period. Extensions shall not be for longer than two academic quarters after the mark of “I” was assigned, excluding summer session. An incomplete that has not been completed within the specified deadline or has not received an approved extension will be converted to a grade of “F.”
- **Continuing Work:** The mark of “N” (continuing work) may be assigned by an instructor when course requirements span more than one term. When the course requirements are completed, the instructor assigns a standard grade. A student may not graduate and receive a degree with a mark of “N” on their academic record.
- **To change a grade after you have “approved” and submitted your grades,** please submit a “*Change of Grade*” form with all appropriate signatures directly to the Office of the Registrar. Change of Grade forms are not accepted from students. A copy of the “Change of Grade” form is available by clicking the “Grading Documents” link at the top right of the Grade Roster entry page.
- **Both instructors of team-taught courses have access to the grade roster.**
- **Instructors teaching cross-listed (combined sections) have access to both grade rosters.**
- **Labs with units are graded like any other class.**
- **If your roster is not available on line, contact your department.** If your personal data has not been entered into the HR database or if there has been an instructor change that is not reflected in the system, your name may not be associated with your class.

If you have any questions about these procedures, please contact Adora Hoose at (408) 554-4998 or the Office of the Registrar main number at (408) 554-4331 and someone will assist you.