

Ecampus

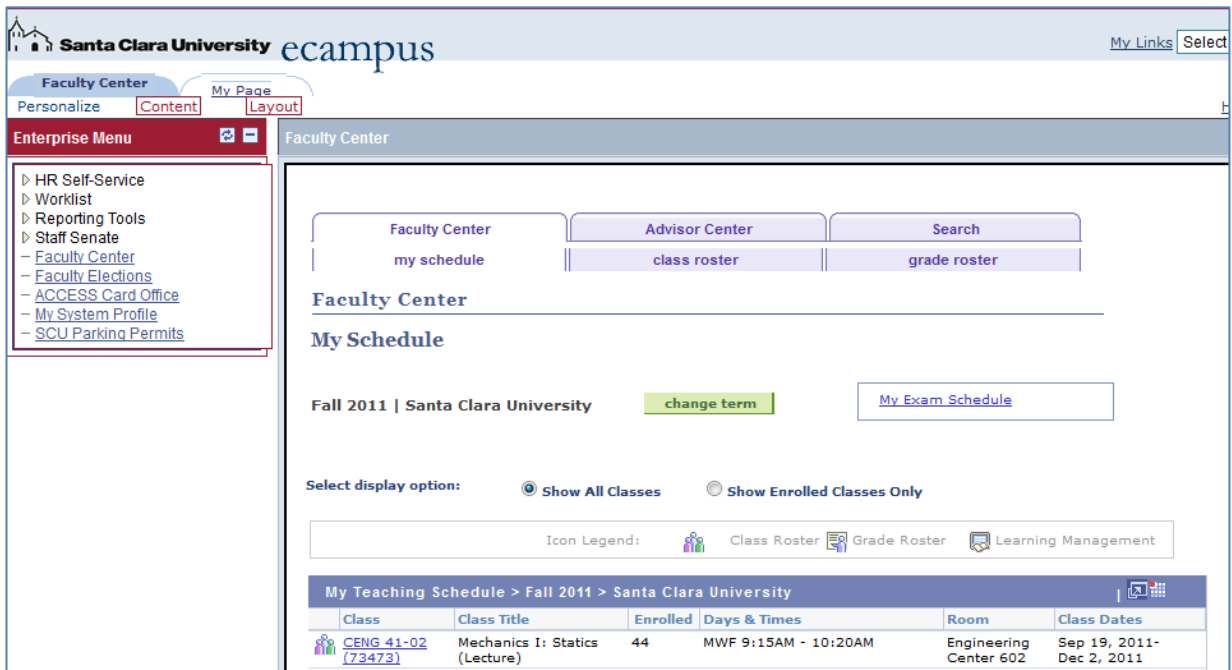
On-Line Grading Documentation

Sign on to ecampus

- From the SCU home page www.scu.edu click the **ecampus** link in the SCU Login section at the top right 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).
- 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 at any time. 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

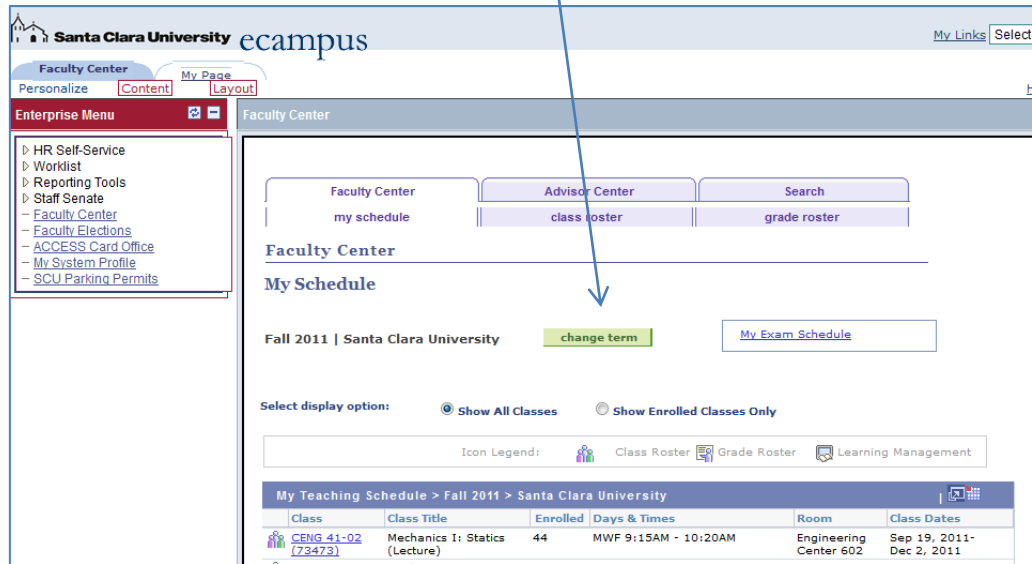


The screenshot shows the Santa Clara University ecampus Faculty Center interface. On the left, the Enterprise Menu is expanded, and a blue arrow points to the 'Faculty Center' link. The main content area displays the 'My Schedule' section for Fall 2011. Below the 'My Schedule' heading, there are options to 'change term' and a 'My Exam Schedule' link. A 'Select display option' section allows users to choose between 'Show All Classes' (selected) and 'Show Enrolled Classes Only'. An 'Icon Legend' section includes 'Class Roster', 'Grade Roster', and 'Learning Management'. At the bottom, a table titled 'My Teaching Schedule > Fall 2011 > Santa Clara University' lists the following class:

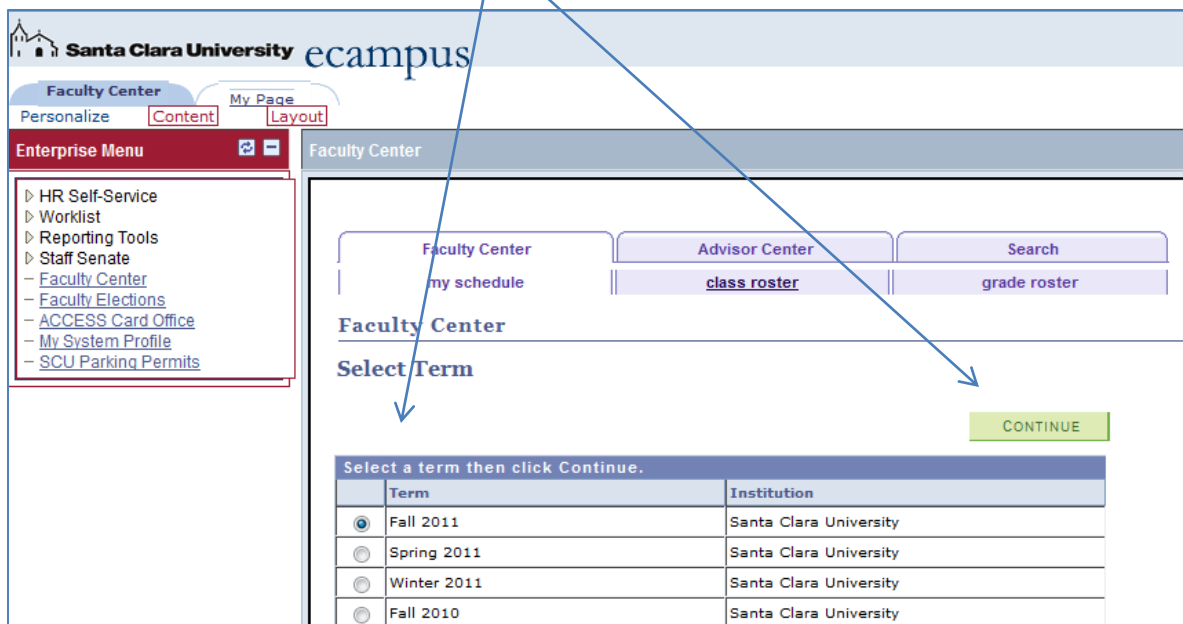
Class	Class Title	Enrolled	Days & Times	Room	Class Dates
CENG 41-02 (73473)	Mechanics I: Statics (Lecture)	44	MWF 9:15AM - 10:20AM	Engineering Center 602	Sep 19, 2011- Dec 2, 2011

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



3. Select the term of choice and click on “continue”




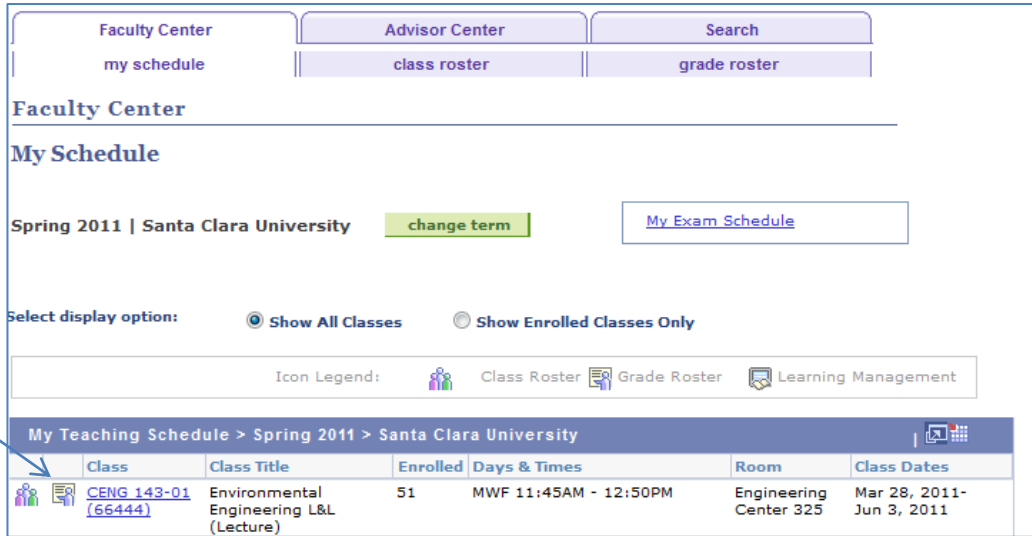


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4. Click on the Grade Roster icon  situated to the left of the class



Faculty Center | Advisor Center | Search




my schedule | class roster | grade roster

Faculty Center


My Schedule

Spring 2011 | Santa Clara University change term My Exam Schedule

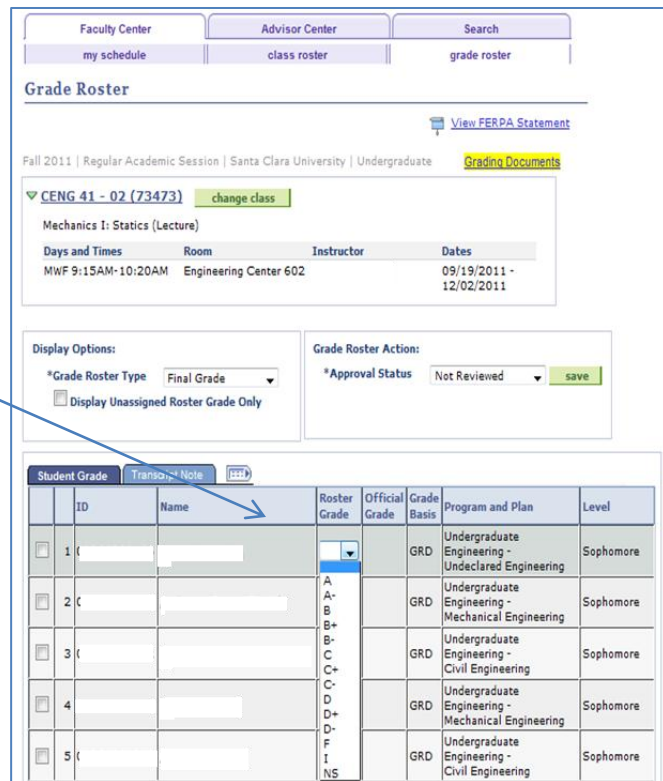
Select display option: Show All Classes Show Enrolled Classes Only

Icon Legend:  Class Roster  Grade Roster  Learning Management

My Teaching Schedule > Spring 2011 > Santa Clara University

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
 CENG 143-01 (66444)	Environmental Engineering L&L (Lecture)	51	MWF 11:45AM - 12:50PM	Engineering Center 325	Mar 28, 2011 - Jun 3, 2011

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



Faculty Center | Advisor Center | Search

my schedule | class roster | grade roster

Grade Roster [View FERPA Statement](#)

Fall 2011 | Regular Academic Session | Santa Clara University | Undergraduate Grading Documents

CENG 41 - 02 (73473) change class


Mechanics I: Statics (Lecture)

Days and Times	Room	Instructor	Dates
MWF 9:15AM-10:20AM	Engineering Center 602		09/19/2011 - 12/02/2011

Display Options:
 *Grade Roster Type: Final Grade
 Display Unassigned Roster Grade Only

Grade Roster Action:
 *Approval Status: Not Reviewed save

Student Grade	ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
<input type="checkbox"/>	1		GRD		GRD	Undergraduate Engineering - Undeclared Engineering	Sophomore
<input type="checkbox"/>	2		A		GRD	Undergraduate Engineering - Mechanical Engineering	Sophomore
<input type="checkbox"/>	3		B+		GRD	Undergraduate Engineering - Civil Engineering	Sophomore
<input type="checkbox"/>	4		C+		GRD	Undergraduate Engineering - Mechanical Engineering	Sophomore
<input type="checkbox"/>	5		D		GRD	Undergraduate Engineering - Civil Engineering	Sophomore

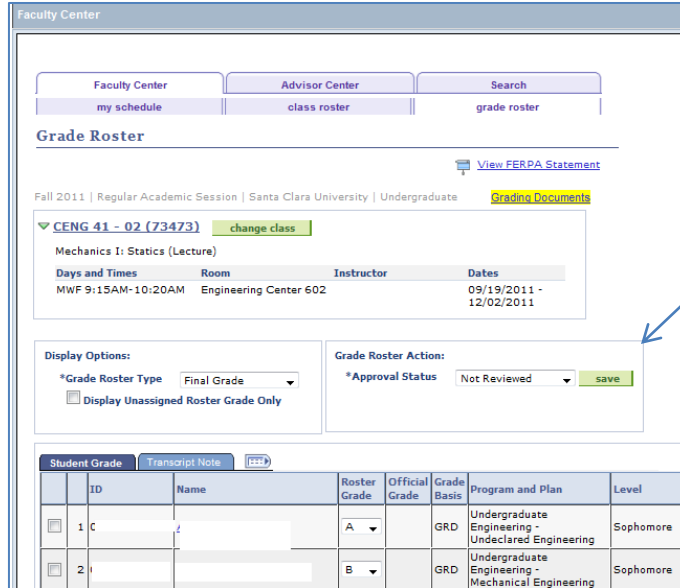


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6. Click the **SAVE** button at any time. The grades entered will be saved. You can return at a later point to enter more grades.



Faculty Center

my schedule | class roster | grade roster

Grade Roster

View FERPA Statement

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▼ CENG 41 - 02 (73473) [change class](#)

Mechanics I: Statics (Lecture)

Days and Times	Room	Instructor	Dates
MWF 9:15AM-10:20AM	Engineering Center 602		09/19/2011 - 12/02/2011

Display Options:

*Grade Roster Type: Final Grade

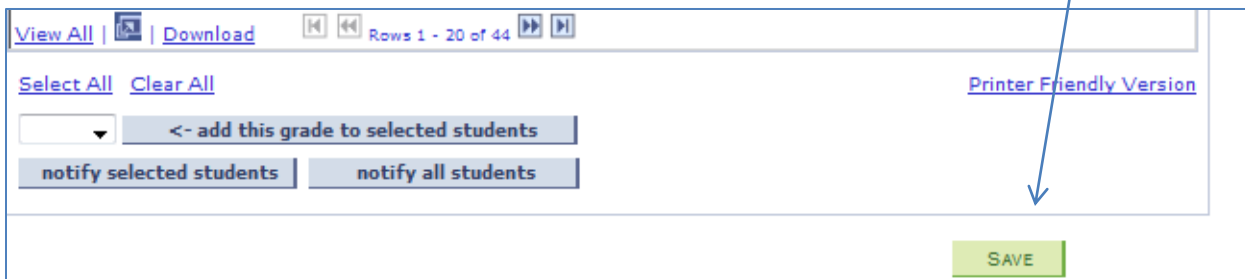
Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status: Not Reviewed [save](#)

Student ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
1		A		GRD	Undergraduate Engineering - Undeclared Engineering	Sophomore
2		B		GRD	Undergraduate Engineering - Mechanical Engineering	Sophomore

Note that the **SAVE** button is located in the Grade Roster Action box at top of roster and at the bottom of your grade roster. Either one can be pressed to **SAVE**. If you class is large the grade roster may show an arrow on menu bar to scroll to the next page or click on View All. The Download link copies your grade roster to EXCEL.



View All | Download | Rows 1 - 20 of 44

Select All | Clear All | [Printer Friendly Version](#)

<- add this grade to selected students

notify selected students | notify all students

[SAVE](#)

The “Select All”, “Clear All” and “<-add this grade to selected students” options save you time in assigning your grades. You have the ability to notify your students and to use the “Printer Friendly Version” to print your grade roster.

*******NOTE: The grades have NOT been submitted at this point*******

On-Line Grading Documentation

Reviewing and Approving Grades

7. After ALL of the final grades have been entered and reviewed, click on the Approval Status drop down menu located in the “Grade Roster Action: box” and 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. Next to the **APPROVED** status bar click on the **save** button. You must click on the **save** button after changing the status to APPROVED for the system to recognize the change. This will submit your final grades into the system.



Grade Roster

[View FERPA Statement](#)

Fall 2011 | Regular Academic Session | Santa Clara University | Undergraduate [Grading Documents](#)

▼ **CENG 41 - 02 (73473)** [change class](#)

Mechanics I: Statics (Lecture)

Days and Times	Room	Instructor	Dates
MWF 9:15AM-10:20AM	Engineering Center 602		09/19/2011 - 12/02/2011

Display Options:

*Grade Roster Type: Final Grade

Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status: Approved [save](#)

Student Grade | **Transcript Note**

ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
1		A		GRD	Undergraduate Engineering -	Sophomore

8. Repeat these steps for other classes.
9. **APPROVED** grade rosters are posted by the Office of the Registrar at 6:00 PM each day during the grading period. Once posted the grades will become official and are visible to students on-line in ecampus.
10. To change a grade after you have “approved” and submitted your grades, submit a “Change of Grade” form with all appropriate signatures directly to the Office of the Registrar. A copy of the “Change of Grade” form is available by clicking the “Grading Documents” link located at the top right of the Grade Roster entry page.

On-Line Grading Documentation**Grading Policy**

- 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



On-Line Grading Documentation

- **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 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 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 or call the Office of the Registrar at (408) 554-4331.



On-Line Grading Documentation

- **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.