



## **On-Line Grading**

### **Frequently Asked Questions**

#### **What if I don't know my ecampus ID and password?**

For most users, your ecampus user ID is your first initial and last name, the same as your GroupWise account and/or Novell login (e.g. JSMITH if your email address is JSmith@scu.edu). Your password was forwarded to you by Human Resources. Call the IT Service Center at (408) 554-5700 if you continue to have problems or send an email to [ecampus@scu.edu](mailto:ecampus@scu.edu).

#### **What if I forgot my password?**

On the top right side of the SCU homepage ([www.scu.edu](http://www.scu.edu)) click on "SCU Login", then on "ECampus" from the list of SCU Login Links. Click on "Forgot your Password?" just under the Login button. Enter your ecampus user ID and answer the security question. A new password will be generated and sent immediately to the email address that appears on the screen. For most faculty, your SCU GroupWise email address will appear. For part-time faculty who do not use GroupWise, the email address you provided your department should appear. Use this link for more detailed instructions on how to log in or get a new password.

#### **What if I want my administrative assistant or someone else to enter my grades?**

Currently, a separate security cannot be authorized for another individual to access your grade roster. Please remember that your ID and password provide you access to your payroll information.

#### **Where do I go for help?**

- Department administrative assistants have received training.
- Detailed instructions are available on line at <http://www.scu.edu/ecampus/faculty/index.cfm>
- Office of the Registrar staff are available by phone at (408) 554-4998.
- A public computer is available at the Office of the Registrar, First Floor, Walsh Admin. Bldg., for hands-on assistance during normal office hours.
- System sign-on problems are handled by the IT Service Desk at 554-5700 during normal office hours. After hours send an email to: [ecampus@scu.edu](mailto:ecampus@scu.edu) and be sure to include your full name and ID in the email message.

#### **Will the system time out?**

Yes, after 20 minutes of inactivity. Save your grade entries frequently by clicking on the Save button located in the "Grade Roster Action" box. If the system times out and you have not saved your grades, you must login again and re-enter them.

**What if I am unable to finish entering all of my grades at one sitting?** Save the entries by clicking on the Save button located in the "Grade Roster Action" box. When you return you may finish grading and make any changes to any previously entered grades. Once you "Approve" and save your roster for posting, further changes in ecampus cannot be made.



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**What happens if I don't enter my grades by the deadline?**

Grades are due five calendar days after the last exam. ecampus will remain open for grade entry beyond the deadline. If you are unable to submit your grades by the published deadline, please request an extension by contacting the Office of the Registrar at (408) 554-4998.

**How do I change a grade once I approve my roster for posting?**

After you "Approve" and save your roster, you may not make changes. A printable "Change of Grade" form can be found on the grade entry page by clicking on the "Grading Documents" link located in the top right hand corner. Or you can pick up one at the Office of the Registrar, 1st Floor, Walsh Administration Building or your graduate program office.

**What if I am unable to grade a student?**

All students on your roster must receive a mark in order for you to "Approve" your roster for posting.

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.

**I have a student who attended but whose name is not on the roster. What do I do?** The Office of the Registrar does not accept add/drop forms after deadlines. If there are compelling reasons for an exception, students may submit a petition on the website link: <http://cms.scu.edu/registrar/petition.cfm> After submission, it will be reviewed by the University Registrar, and a response will be returned to the student's SCU email account within 24 hours (weekend submissions will take a longer response time).

**Is the system secure?** Yes. All users of SCU's administrative systems have accessed the system through the Internet for over two years. Firewalls and other appropriate security measures are in place.

**What if I do my grade recording in "Camino"?**

At this time there is no link to Camino; however, plans are being made to include this feature at a later date.

**May I opt to use the bubble grade scan forms?** No. Grading through ecampus is required. Grade scan forms are no longer available.

**Can I sign on to ecampus and complete my grading on a MAC?**

Yes. You may access ecampus from any location at any time as long as you have internet access.

**How are team-taught courses handled?** All instructors assigned to a team-taught course have access to grade the roster.

**How are cross-listed sections handled?** Instructors have access to grade both sections.