Grade Sheet Application

CHICAGO BOOTH
The University of Chicago Booth School of Business

Grade Sheet Application allows faculty and Faculty Assistants (FAs) to upload grades, from a downloaded spreadsheet retrieved from the *My Courses* portlet on the portal or by downloading from the Chalk Grade Center, into the Grade Sheet Application which will feed to Gargoyle, the University Grade system.

Download the Class List

It is important to download a spreadsheet from with the *My Courses* portlet from the portal or from the course in *Chalk*. After you download the Excel Spreadsheet, ***do not*** rename it. Leave the downloaded name of the file intact.

Via My Courses:

1. Login to the Portal.
2. Under the **My Courses** portlet, click on the appropriate course/section.
3. Click on the Download to Excel link or the Download to Excel (All Sections link).

Via Chalk:

1. Login to chalk (chalk.uchicago.edu).
    a. Use your CNet ID and password to login.
2. Click on the course link to access the course.
3. On the left, click on the **Control Panel** link.

> Student ID and Final Booth Grade are required fields. Make sure these two columns are included in your export from Chalk.

4. Click on the **Grade Center** link.
5. Click on **Full Grade Center** link.
6. From the top right, roll your mouse over **Work Offline**.
7. Click on the **Download** option.
8. Select Full Grade Center.
9. Next to *Delimiter Type*, select **Tab Delimiter**.
10. Next to Include *Hidden Information*, select **Yes**.
    a. If you have hidden a required field, your import will fail.
    b. See below in the View/Show Hidden Information in the Chalk Grade Center section to show hidden fields in the Grade Center.
11. Next to *Save Location*, select **My Computer**.
12. Click on the **Submit** button.

Help Desk 773.702.7414
HelpDesk@ChicagoBooth.edu

Modify Excel Column for Grades

If you're using the spreadsheet downloaded from the *My Courses* portlet from the portal:

1. Add a column header named **Booth Final Grade** to the right-most column of the list.
    a. Proceed to step 7 to add the grades.
2. See an Example of the modified spreadsheet downloaded from the portal.

If you're using the spreadsheet downloaded from the *Chalk Grade Center* the downloaded file from Chalk will contain all sections for a course in one tab, the grade sheet upload process will upload the grades to the appropriate sections. Do not change the name of the tab or the file name of the export from Chalk.

1. If your downloaded file contains letter grades (with +/- scale), make sure the column header name for the grade column is named **Booth Final Grade** and is the last column to the right of all of the other columns in the spreadsheet.
2. See an example of the modified spreadsheet downloaded from Chalk.
3. Confirm the grades in the spreadsheet.
4. Be sure to use letter grades (with +/- scale), as opposed to numeric values (skip to step 7).
5. If the downloaded file does not contain letter grades, a column header named **Booth Final Grade** needs to be added to the right most column of the list.

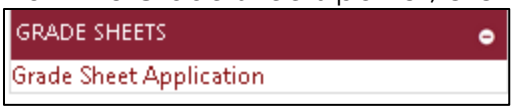
> Check the Grade Sheet Application for any student who elected to take the course as Pass/Fail. Enter the appropriate grade, P or F, in the Booth Final Grade column before uploading the grade sheet to Grade Sheet Application.

6. Enter the grades into the **Booth Final Grade** column.
7. Use letter grades as opposed to numeric values.
    a. You may use +/- grades.
    b. Click on the **File** menu.
    c. Click on the **Save As** link.

8. Select the desired save location from the *Save in*: drop-down.
9. Do not change the default setting (.xls or .xlsx) in the *Save as Type*: drop-down.
10. Do not rename the document.
11. Click on the **Save** button.
12. If you get a pop-up asking ***Do you want to replace the existing file?***, click on the **Yes** button.
13. Close the Excel file.

Import the Grades into Grade Sheet

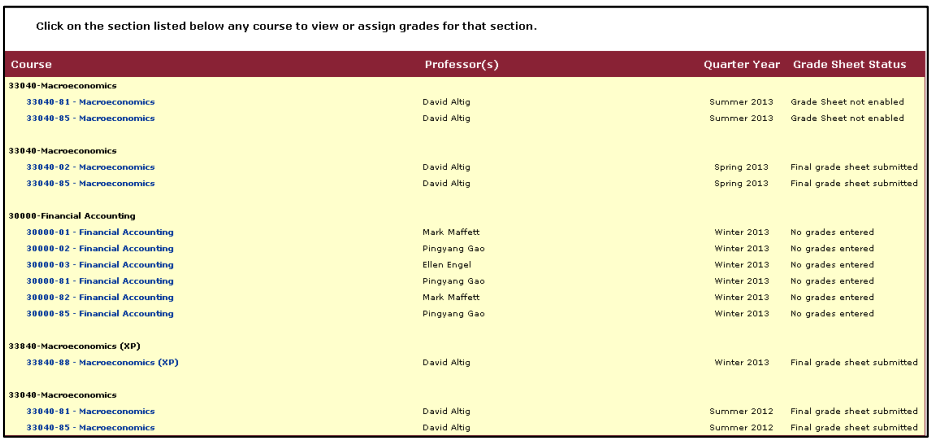
1. Login to the Portal.
2. From the *Grade Sheets* portlet, click on the **Grade Sheet Application** link.



3. Click on the course link for which you would like to import grades.

Faculty View:

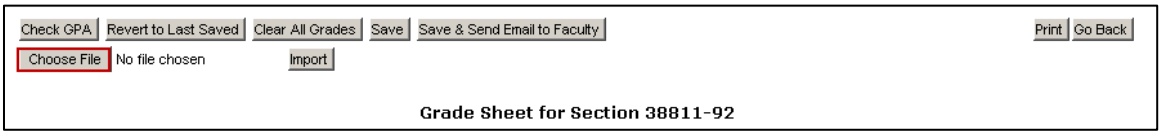
Faculty Assistant (FA) View:



Click on the section listed below any course to view or assign grades for that section.

Course	Professor(s)	Quarter Year	Grade Sheet Status
33040-Macroeconomics			
33040-01 - Macroeconomics	David Altig	Summer 2013	Grade Sheet not enabled
33040-85 - Macroeconomics	David Altig	Summer 2013	Grade Sheet not enabled
33040-Macroeconomics			
33040-02 - Macroeconomics	David Altig	Spring 2013	Final grade sheet submitted
33040-85 - Macroeconomics	David Altig	Spring 2013	Final grade sheet submitted
30000-Financial Accounting			
30000-01 - Financial Accounting	Mark Maffett	Winter 2013	No grades entered
30000-02 - Financial Accounting	Pingyang Gao	Winter 2013	No grades entered
30000-03 - Financial Accounting	Ellen Engel	Winter 2013	No grades entered
30000-81 - Financial Accounting	Pingyang Gao	Winter 2013	No grades entered
30000-82 - Financial Accounting	Mark Maffett	Winter 2013	No grades entered
30000-85 - Financial Accounting	Pingyang Gao	Winter 2013	No grades entered
33840-Macroeconomics (XP)			
33840-88 - Macroeconomics (XP)	David Altig	Winter 2013	Final grade sheet submitted
33040-Macroeconomics			
33040-01 - Macroeconomics	David Altig	Summer 2012	Final grade sheet submitted
33040-85 - Macroeconomics	David Altig	Summer 2012	Final grade sheet submitted

4. From the top left, click on the **Choose File** button.

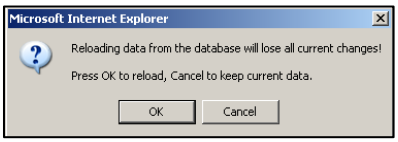


5. Browse for and select the file to import. This is the Excel file you modified, above.
6. Click on the **Import** button.

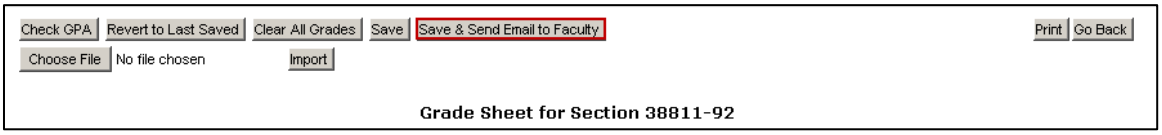
   a. Note that whatever value (including blanks) is entered in the Grade column (column E), will be imported and inserted into the Grade Sheet Application.
7. Click on the **Save** button.
   a. Note the number of grades processed for quantity of sections.
   b. Note the number of quality grades (all grades besides X, P, R, W, I)
   c. The data was saved and the GPA appears.
   d. The finalize button appears only when grade sheets have been enabled in SAM.

Using the **Revert to Last Saved** button

8. Reverting to the last save will remove all grades entered after the save was last processed.



9. FAs save the grades and send an email to the faculty member, who will finalize the grades to submit the final grades.
   a. FAs click on the **Save** button to save the grades entered.
      i. This will save the grades entered to not lose them.
      ii. No GPA check validation will be performed at this time.
   b. Once all grades for all sections for a faculty are entered, the FA will click on the **Save & Send Email to Faculty** button which will send an email to the faculty member that the grades are ready to be reviewed and submitted.



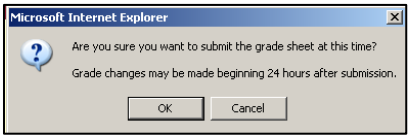
      i. This will save grades in the Grade Sheet Application, check the GPA and send en email to the faculty member of record to notify the grades are ready to be finalized.
      ii. If there are any issues i.e. missing grades, an error message will appear on the screen and no email will be sent to faculty.
         1. FA should correct the error and try resending the grades to the faculty member.

   c. FAs can modify the grades until the faculty member finalizes the grades. Once grades are finalized, FAs do not have an option to modify any grades.

Faculty will Submit the Final Grades

After FAs have imported and saved the grades, faculty will need to login to Grade Sheet Application and submit the final grades.

1. After the FA clicks on the **Save & Send Email to Faculty** button, the faculty member will receive an email to go into Grade Sheet Application and *Finalize* the grades, which will send them to the university Registrar as the final official grade.
2. Faculty should login to Grade Sheet Application and click on the **Check GPA** button to ensure the GPA is below the target for the course**.**
3. If the GPA is higher than the target GPA, make the necessary changes to update the higher grades in order to lower the GPA.
4. Once the GPA has been lowered below the target GPA, the grades can be finalized.
5. Click **Finalize Grade Sheet(s)** for Booth courses.
6. A pop-up message appears.
7. Once grades are finalized, a 24 hour waiting period begins.
8. No grades can be updated during that 24 hour period.



9. Click on the **OK** button**.**

Grade Updates - No Approval

1. Select the course grade sheet that needs to be updated.
2. Update the necessary grades.
3. Click on the **Update** button.
4. Note the GPA and the number of grades processed along with the calculated GPA.

Grade Updates - Need Approval

Course grade sheets not meeting the GPA requirement will need Dean's approval prior to being finalized.

1. Select the grade sheet that needs to be updated.
2. Update the necessary grades.
3. Click on the **Update** button.
4. If the GPA is higher than the target GPA, Dean's approval is required.
5. Click on the **Yes** button to submit to the Deans for approval.

The GPA for this course (3.3421) was higher than the target (3.3300).

Would you like to request Dean approval for the following grade changes?

- If you select 'Yes', an email will be sent to the Deans for grade sheet review and approval.
- If you select 'No', you must update the grade sheet and lower the GPA below the target.

Student	Current Grade	Pending Grade
Brendan William Beirne	C	A
Nolton Christopher Davis	C	A
Yuichi Inukai	C	A
Gagan Khanna	C	A
Brent Kozel	C	A

Yes No

6. Selecting **Yes** will send an email to Faculty Services with a request for approval.
7. While waiting for Approval, the course grade sheet cannot be updated.
8. Click **No** to edit grades to update the GPA below the target GPA and then click on the **Finalize** button.

Grade Log

The grade log will detail the student's grade history for a particular course section. The grade log is viewable after a grade has been saved.

1. Select the quarter year.
2. Search for the student.
3. Click on the course title.
4. The grade sheet for the student is displayed.
5. Click on the student's name.

#	Student	UC ID	Current Grade	Posted Grade
1.	Jones, Jennifer Alexis	36-75-90	A	A

6. The grade log is displayed.
   a. Any grades that were entered are displayed.
   b. Who entered the grade and when the grade was entered is displayed

Grade Log

Jones, Jennifer Alexis
Section: 33040-01 Quarter: Spring 2006

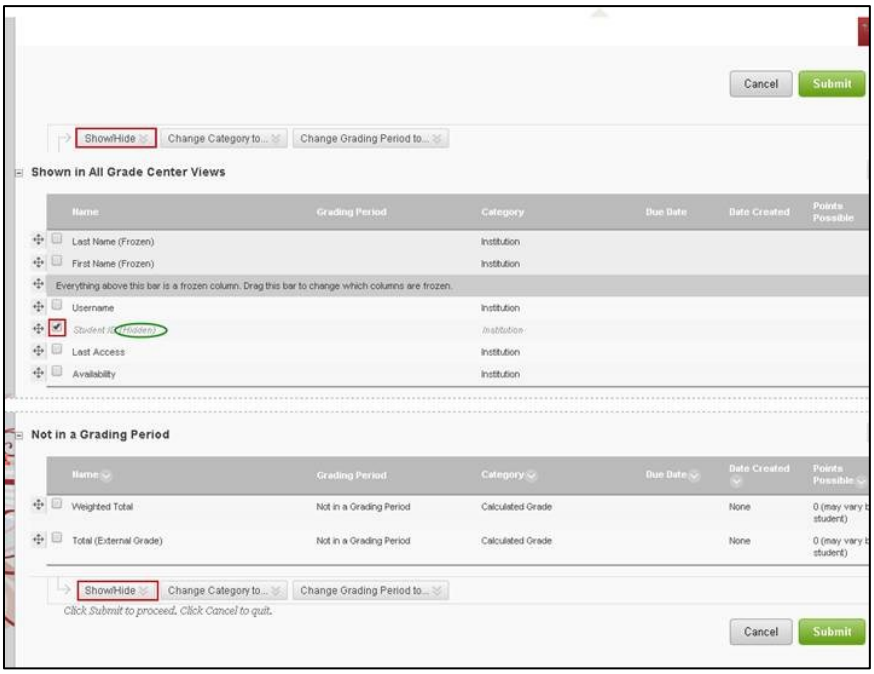
Orig Grade	Current Grade	Pending Grade	Posted Grade	Change Info
C	A		A	11/2/2006 2:24:46 PM - kgooe
C	B		B	11/2/2006 2:19:55 PM - kgooe
C			C	1/1/1900 12:00:00 AM -

View/Show Hidden Information in the Chalk Grade Center

There are a few required fields to be present in the Chalk spreadsheet in order for the import to work correctly.

1. Student ID
2. Final Booth Grade

Show/Hide Columns in Chalk Grade Center

You can hide/unhide columns in Chalk by:

1. Go into the Chalk course.
2. Click on the **Grade Center** menu item.
3. Click on the Full Grade Center.
4. Roll your mouse over the **Manage** button, select **Column Organization**.
5. Check the checkbox in front of the column to Unhide/hide.
6. Click on the **Show/Hide** button.
7. Click on the **Submit** button.
8. After showing the required column, export your spreadsheet by going to Work Offline and follow the prompts there to export.