

Submitting Mid-Term Grades in *e-Campus*

University of Rhode Island
Office of Enrollment Services

For Due Dates, please check the Faculty Senate University Calendar
at
www.uri.edu/facsen

These instructions are in 3 parts, *please read through all before starting.*

- Step 1 – Getting into your Grade Roster
- Step 2 – Entering your Grades
- Step 3 – Approving your Grades.

Step 1 – Getting into your Grade Roster

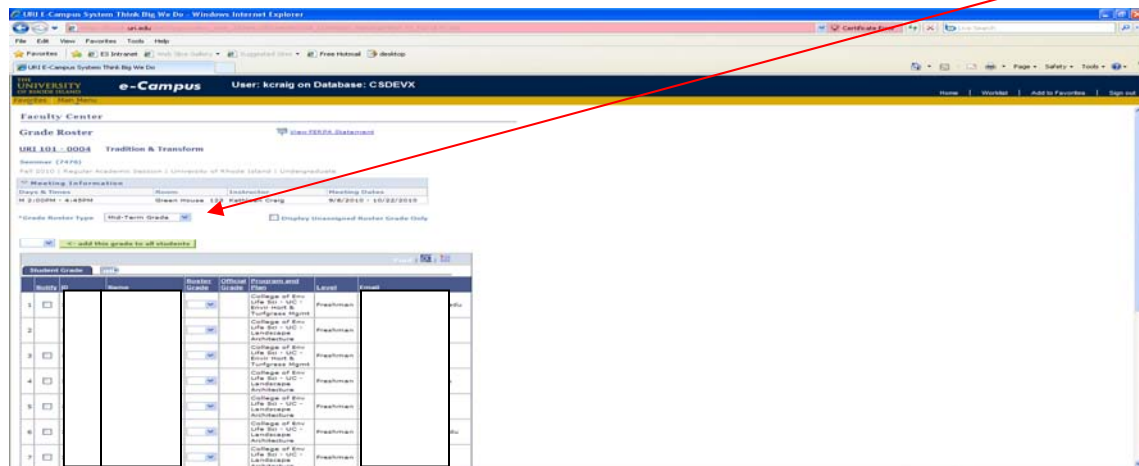
- Log on to e-Campus with your UserID and Password
- Choose the correct term for grading
- Click on the icon for grade roster to the left of your class

The screenshot shows the e-Campus Faculty Center interface. On the left side, there is a navigation menu with various system links. In the main content area, the 'Fall 2010 | University of Rhode Island' section is visible. Below this, there are radio buttons for 'Show all classes', 'Only classes with enrollment', and 'View My Weekly Schedule'. A 'Class Roster' icon is highlighted with a blue bar, and a black arrow points from this icon to the 'Grade Roster' icon in the 'My Teaching Schedule' section. The 'My Teaching Schedule' section shows a table with columns for Class, Class Name, Carol'd Days and Time, Room, and Class Dates. The table contains one entry: URI 101-0004 (SEM 7378), Tradition & Transform 14 (Seminar), M 2:00PM - 4:45PM, Green House 123, Sep 8, 2010 - Oct 22, 2010.

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The following is the screen that will appear. Grade Roster type will be Mid-term Grade.



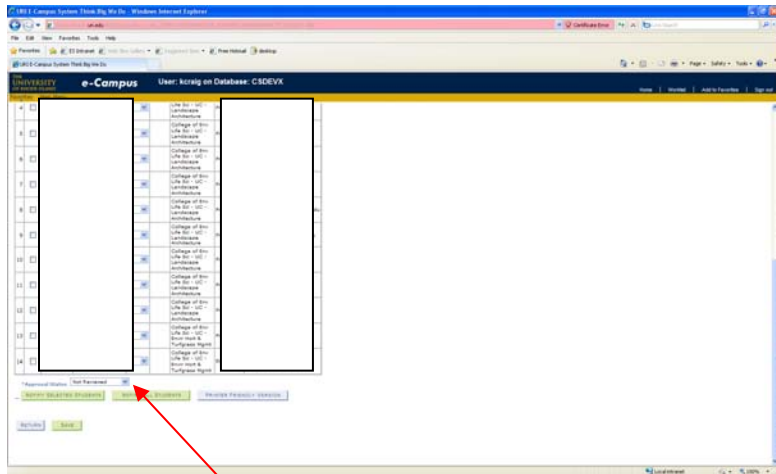
Step 2 – Entering and saving grades

When you chose Mid term this is what the page will look like. You will be grading students that are properly enrolled in your class and section with less than 30 credits. The grades available to you are S, S-, U, NW.

Enter grades and click SAVE with Approval Status set to NOT REVIEWED.

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Do not change the *Approval Status* from **Not Reviewed** until all grades are entered and verified by you.

IMPORTANT NOTES:

**** If you have a large class** it is recommended that you click the **SAVE** button periodically in the lower left side of the page so as not to lose any data.

**** Once all grades have been entered, click the Save button in the lower left corner of the page.**

New step in grade reporting. Once all grades are entered and saved, click on  (this icon will show you all columns on your roster), or click on the tab that says **TD EVALUATION FORM**, which is at the top of the roster. If you have students in your class that are in the Talent Development Program you are strongly urged to fill out the form that is next to their name. Click on [TD Evaluation Form](#) and that will bring you to the questionnaire. Once all questionnaires are completed for your students please click Save and continue to Step 3.

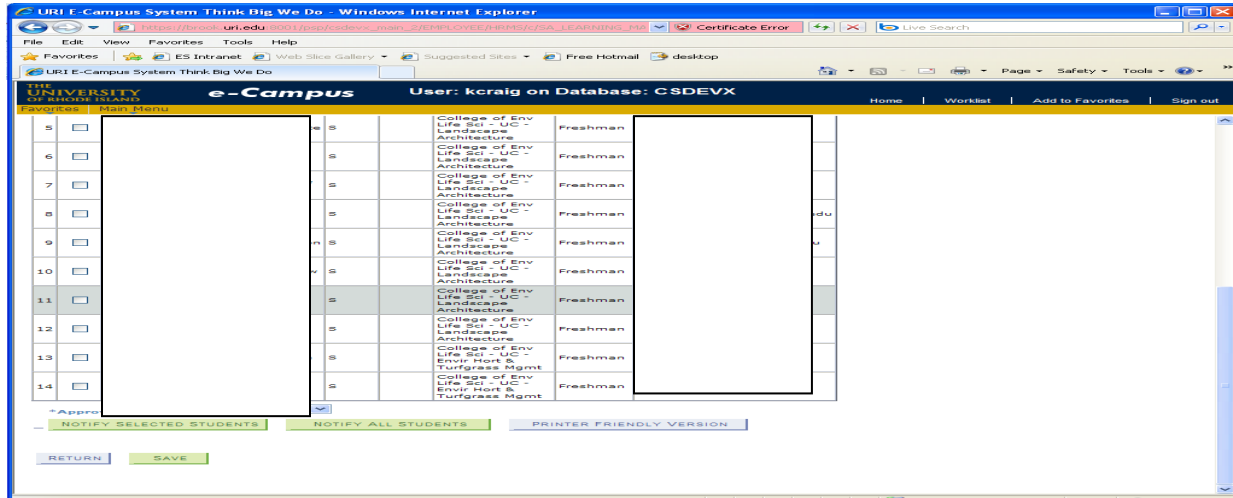
Step 3 – Approving and Submitting your Grades.

**** Change the “Approval Status” to Approved.**

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**** Click “SAVE” again. This submits your grades.**



- You will then receive a **Confirmation Page**.

If you have other classes to grade you can click on Select a Different Class on the grade roster page. You do not have to log out and log back in again.

**Grades will be made available on the student center as soon as you save them.
The mid-term grade due date is listed on the Faculty Senate University Calendar.**