Company:	**McMaster University**
Project:	**Faculty Center and Online Grade Processing**
Document:	**User Guide**
Version:	1.0
Revised:	4/10/2015
Author:	Mosaic Training Team

A. Log in to Mosaic

1. Open an internet\web browser.
   Note: The supported browsers are listed in Appendix 1.
2. Go to http://mosaic.mcmaster.ca
3. Type your MAC ID into the MAC ID field.
4. Type your password into the 'Password' field.
5. Press the 'Sign In' button

B. Faculty Center Navigation

You may find yourself in the Faculty Center if you are looking for certain information or need to prepare for grading and exams. Some of the things that you can find here are:

a) **My Schedule** – Will list, in a grid (or in a calendar format), the details of your teaching schedule such as the day(s) of the week, time and location of each specific class. You will also find the **Class Number** here which you may need for grading.
b) **Exam Schedule** – same as above except for examinations.
c) **Exam Questionnaire** – allows you to identify details about your exam which are important to the Scheduling Office.

1. [Login](#), if you are not logged in already.

2. Click on the **Faculty Center** tab.

   Alternately you can navigate to the Faculty Center by Clicking **Main Menu > Campus Solutions > Self Service > Faculty Center > My Schedule**

3. The **My Schedule** tab will include the following:

   -**My Teaching Schedule** – lists the classes with the class number (**5 digit number located below the class name**), date, time and location that you are teaching

   -**My Exam Schedule –** lists your scheduled exams

Faculty Center

My Schedule

2014 Fall | McMaster University   My Exam Schedule

Select display option: ● Show All Classes   ○ Show Enrolled Classes Only

Icon Legend: 🏠 Class Roster   📗 Learning Management

My Teaching Schedule > 2014 Fall > McMaster University

View All | 📷 | 🗓   First ◀ 1 of 1 ▶ Last

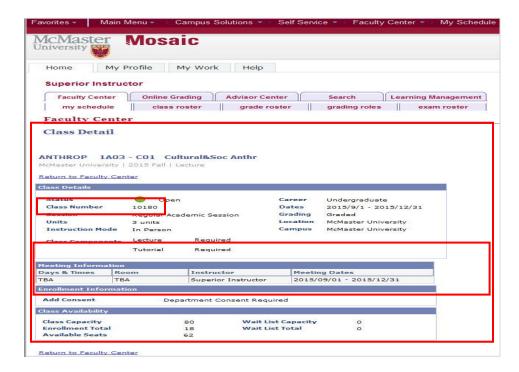|	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
🏠	ANTHROP 1A03-1 (10285)	Culture & Society (Tutorial)	34	TBA	TBA	Sep 1, 2014- Dec 21, 2014

View Weekly Teaching Schedule   Go to top

My Exam Schedule > 2014 Fall > McMaster University   View All | 📷 | 🗓   First ◀ 1 of 1 ▶ Last

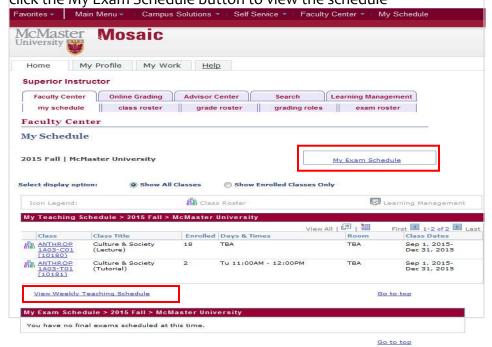| Exam Period	Class	Course Name	Exam Type	Sequence Number	Exam Date	Day of Week	Exam Start Time	Exam Duration	Exam Room	# of students in Exam Seq	# of students in the section	# of students in the Combination	Last Updated
December	ANTHROP 1A03-1 (10285)	Culture & Society	Regular	1	January 21, 2015	Wednesday	2:00PM	120 Minutes	TEST ROOM	0	0	-	January 10, 2015

To view details about the class, click on the class and a **Class Details** page opens.

-this page includes the **Location**, **Components**, **Career**, **Day and Times**, **Capacity** and **Class Number**.

Note: the class number is needed to import a CSV file of grades.

Favorites ▾ | Main Menu ▾ > Campus Solutions ▾ > Self Service ▾ > Faculty Center ▾ > My Schedule

McMaster University **Mosaic**

| Home | My Profile | My Work | Help |

Superior Instructor

| Faculty Center | Online Grading | Advisor Center | Search | Learning Management |
| my schedule | class roster | grade roster | grading roles | exam roster |

Faculty Center

Class Detail

ANTHROP 1A03 - C01   Cultural&Soc Anthr
McMaster University | 2015 Fall | Lecture

Return to Faculty Center

Class Details

Status	● Open	Career	Undergraduate
Class Number	10180	Dates	2015/9/1 - 2015/12/31
Session	Regular Academic Session	Grading	Graded
Units	3 units	Location	McMaster University
Instruction Mode	In Person	Campus	McMaster University
Class Components	Lecture	Required	
	Tutorial	Required	

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
TBA	TBA	Superior Instructor	2015/09/01 - 2015/12/31

Enrollment Information

Add Consent	Department Consent Required

Class Availability

Class Capacity	80	Wait List Capacity	0
Enrollment Total	18	Wait List Total	0
Available Seats	62		

Return to Faculty Center

View Weekly Teaching Schedule – click the link View Weekly Teaching Schedule to see a calendar view of your schedule. Alternatively, you can also click the My Exam Schedule button to view the schedule

View My Weekly Schedule – shows a calendar view of your schedule. This is Printable. Please note that the weekly view is for a specific week. If you are teaching classes or labs taught every other week, you may need to scroll to another week to see them on the schedule. To view another terms schedule, please adjust the date accordingly.

Faculty Center

View My Weekly Schedule

<< previous week	Week of 2015/8/31 - 2015/9/6	next week >>

Show Week of 2015/09/01 [📅] Start Time 8:00AM End Time 6:00PM [refresh calendar]

Time	Monday Aug 31	Tuesday Sep 1	Wednesday Sep 2	Thursday Sep 3	Friday Sep 4	Saturday Sep 5	Sunday Sep 6
8:00AM							
9:00AM							
10:00AM							
11:00AM		ANTHROP 1A03 - T01 Tutorial 11:00AM - 12:00PM					
12:00PM							
1:00PM							
2:00PM							
3:00PM							
4:00PM							
5:00PM							
6:00PM							

Meeting Information not available:

Class	Course Title	Start Date	End Date
ANTHROP 1A03 - C01 (Lecture)	Culture & Society	2015/09/01	2015/12/31

▼ Display Options

☑ Show AM/PM	☑ Monday	☑ Thursday	
☐ Show Class Title	☑ Tuesday	☑ Friday	☑ Sunday [refresh calendar]
☐ Show Instructor Role	☑ Wednesday	☑ Saturday	

Return to Faculty Center   Printer Friendly Page

C. View a Class Roster

A **class roster** lists all students in the class. Use this if you want to find out details about a student (their name and program they are enrolled in), or to build your own spreadsheet for tracking other things such as attendance or grades (although we recommend Avenue to Learn for that). There are options to view enrollment status of students which could be useful if you are receiving work from students that you do not believe to be enrolled in your class.

1. Login, if you are not logged in already.

2. Click on the **Faculty Center** tab then the **My Schedule** tab.

   Alternately you can navigate to the Faculty Center by Clicking **Main Menu > Campus Solutions > Self Service > Faculty Center > My Schedule**
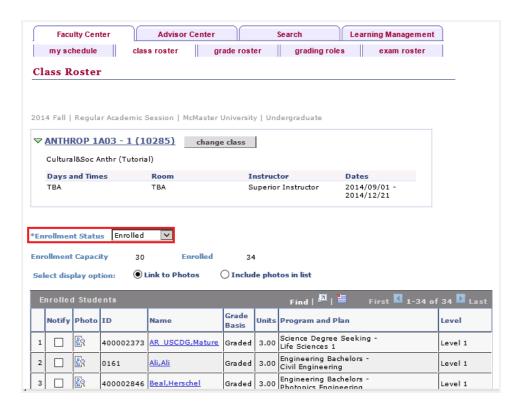
3. Click the **Class Roster icon** beside the respective class to view the **Class Roster.** **Note:** the **Class Roster** is in real time so this is the most accurate version for you to use.

4. The **Class Roster** page allows you to view the students who are enrolled in a class (with photos if available) or have dropped the class. It will also show the capacity of the class and the number enrolled.
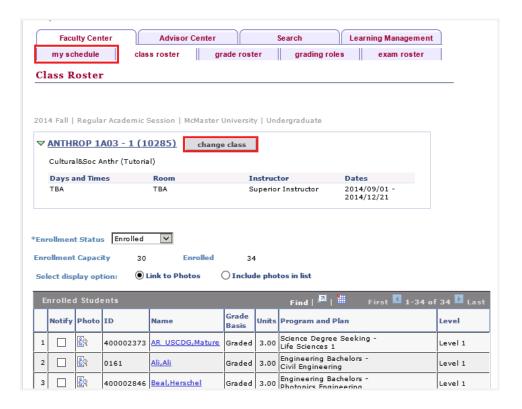
5. You can filter the class roster by clicking the Enrollment Status list. The available values are: **All, Dropped,** and **Enrolled**
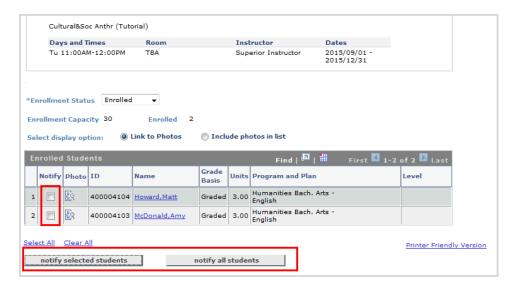

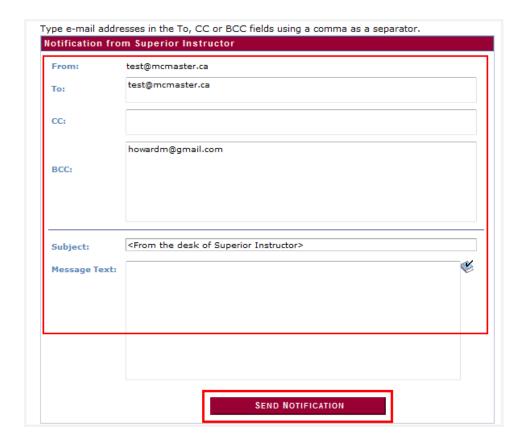**Note:** all students starting September 2015 and after will have their class photos available to view in the class roster.

6. Click the **change class** button or the **My Schedule** tab to return to the list of classes for the term.

7. On the class roster tab you can use the **"notify all students"** or "**notify selected students"** buttons to send an email to the students. Click the check box in the **Notify** column to indicate who you would like to send an email message to.

8. This email can be sent to individual students or numerous students at the same time. Once you have completed the email information, click the **Send Notification** button.

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Type e-mail addresses in the To, CC or BCC fields using a comma as a separator.

Notification from Superior Instructor

From:	test@mcmaster.ca
To:	test@mcmaster.ca
CC:	
BCC:	howardm@gmail.com
Subject:	<From the desk of Superior Instructor>
Message Text:	

SEND NOTIFICATION

D. Exam Questionnaire

You will be required to submit information to the **Scheduling Office** regarding details of how your class(es) exam will be administered. You will receive a separate communication regarding when this is to be done. When you do get the communication, this is where that information is submitted.

1. Login, if you are not logged in already.

2. Click on the **Faculty Center** tab then the **My Schedule** tab.

   Alternately you can navigate to the Faculty Center by Clicking **Main Menu > Campus Solutions > Self Service > Faculty Center > My Schedule**

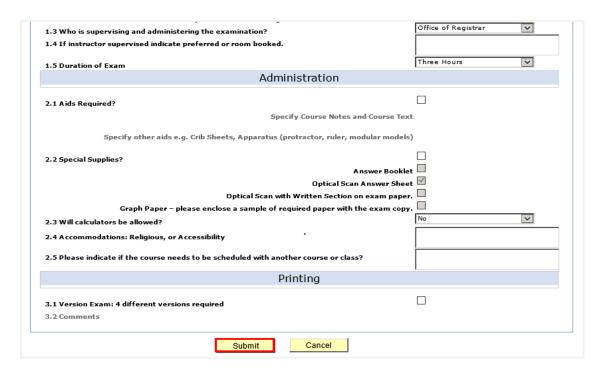3. Click the **Examination Questionnaire** link to open the page.
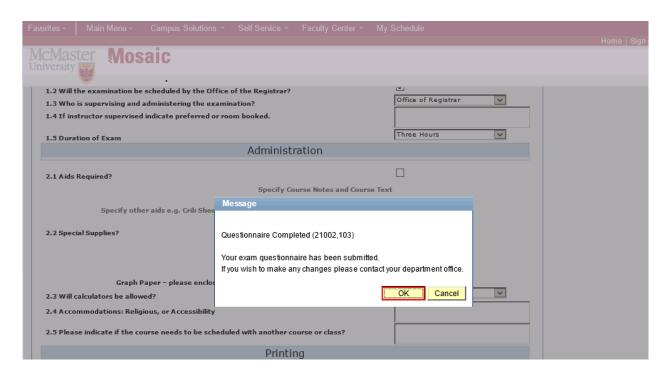
4. Click the **Class** found in the list.

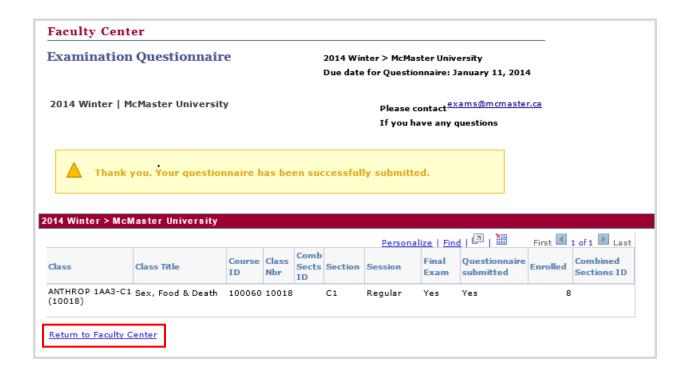5. Use the **Examination Questionnaire page** to enter the appropriate details for the exam.

Faculty Center

Examination Questionnaire

2014 Winter > McMaster University

Class	Class Title	Section	Enrolled	Combined Section	
ANTHROP 1AA3-C1 (10018)	Sex, Food & Death	C1	8		−
			8 Total enrl		−

Scheduling

1.1 Please give additional Phone Number for contact for emergency examination questions.

1.2 Will the examination be scheduled by the Office of the Registrar? ☑

1.3 Who is supervising and administering the examination? [Office of Registrar ▼]

1.4 If instructor supervised indicate preferred or room booked.

1.5 Duration of Exam [Three Hours ▼]

Administration

2.1 Aids Required? ☐

Specify Course Notes and Course Text

Specify other aids e.g. Crib Sheets, Apparatus (protractor, ruler, modular models)

2.2 Special Supplies? ☐

Answer Booklet ☐

Optical Scan Answer Sheet ☑

5. When you have entered all the appropriate information, scroll to the bottom of the page and click the **Submit** button.

1.3 Who is supervising and administering the examination? [Office of Registrar ▼]

1.4 If instructor supervised indicate preferred or room booked.

1.5 Duration of Exam [Three Hours ▼]

Administration

2.1 Aids Required? ☐

Specify Course Notes and Course Text

Specify other aids e.g. Crib Sheets, Apparatus (protractor, ruler, modular models)

2.2 Special Supplies? ☐

Answer Booklet ☐

Optical Scan Answer Sheet ☑

Optical Scan with Written Section on exam paper. ☐

Graph Paper – please enclose a sample of required paper with the exam copy. ☐

2.3 Will calculators be allowed? [No ▼]

2.4 Accommodations: Religious, or Accessibility

2.5 Please indicate if the course needs to be scheduled with another course or class?

Printing

3.1 Version Exam: 4 different versions required ☐

3.2 Comments

[Submit]   [Cancel]

6. A **message** will appear to confirm your Questionnaire has been submitted. Click the **OK** button.

7. A message appears indicating you questionnaire has been successfully submitted. Click on the **Return to Faculty Center** link.
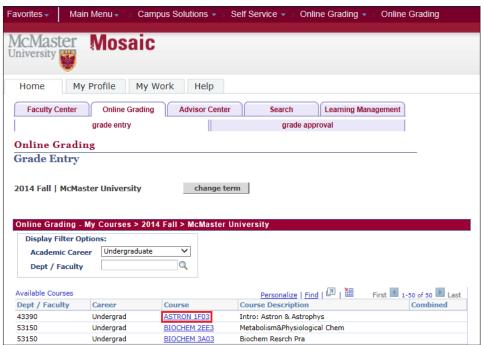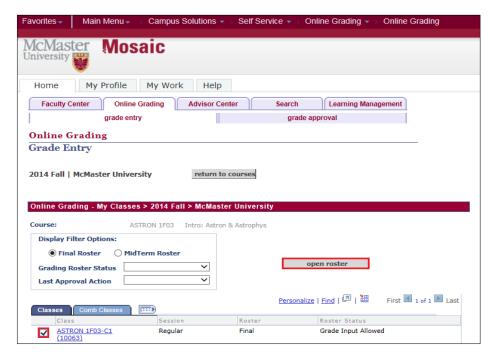
E. Enter and Submit Grades for Approval

At the end of each term (and at mid-term for some classes) you will be required to submit grades for the students in each of your classes. This will be done on the Mosaic Online Grading page.

1. [Login,](#) if you are not logged in already.

2. Click on the **Faculty Center** tab then the **Online Grading** tab.

   Alternately you can navigate to the Faculty Center by Clicking **Main Menu > Campus Solutions > Self Service > Faculty Center > My Schedule** then the **Online Grading** tab.

3. Click the desired **Course** link.

4. In the **Classes** tab, select the check box next to the desired Class.

   Note: If you wish to open a roster for multiple classes of a course, simply select the checkbox next to each applicable class.

5. Click the **Open Roster** button.

6. Scroll down the page to view the **Grade Roster.**
7. Once in the Grade Roster section of the Grade Entry page, there are three options for loading grades:
   a. Uploading a grade sheet (.csv) file (please refer to the section on creating a .csv file for more information)
   b. Manually entering grades directly on the Grade Roster page
   c. Loading grades from Avenue to Learn

8. If you choose the load from a grade sheet file (.csv) then:
   a. [Create a .csv file](#) (if you have not done so already).
   b. Select the '**Upload grade sheet (.csv) file'** radio button.

c. Click the **'go'** button.

d. Click the **'Add'** button.
e. In the File Attachment box, click the **'Browse'** button.

f. Locate the .csv file containing the grades for this grade roster user the

Choose File to Upload box that appears.
Tip: Typing ***.csv** into the File name field, and pressing <Enter> will filter the list to only .csv files.

g. Once located:
    i.   Select the file by clicking it once.
    ii. The file's name appears in the File Name field. (Be sure you have the correct file).
    iii. Click the **'Open'** button.

h. The Choose File to Upload box will close automatically.

i. The File Name (and path) will appear in the box beside the Browse button.

ii. Click the 'Upload' button.

i. The File Attachment box will disappear.

   i. In the Attached File field, the name of the uploaded file will be displayed.

   ii. Click the '**Load**' button.

      Tip: There are also the options to Delete or View the file here, to ensure accuracy.
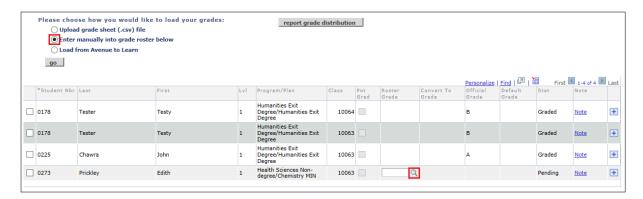

j. If the upload is successful, a message box will appear saying 'Process Complete – Uploaded file has been processed with 0 errors.'

k. If the upload is unsuccessfull there will be a link that says **Upload Error Conditions**. Click on the link to download a file with the error details

Some **common types of errors** you may encounter are students who are in the csv and not on the grade roster, or invalid data\grades. If you receive any errors, simply open the csv file, and cross reference to the students missing grades on the roster. If there are no students missing grades, then the likely error is that you have extra students in your list or those students have not completed their enrollment.

9. If you choose **to enter grades manually** directly on the Grade Roster page then:

a. Select the '**Enter manually into grade roster below'** radio button.
b. Click the **Roster Grade Look up** icon view grade options and to enter a grade for each student in the roster. (Or you can type the grade directly into the box and it will validate the grade against the lookup list.)
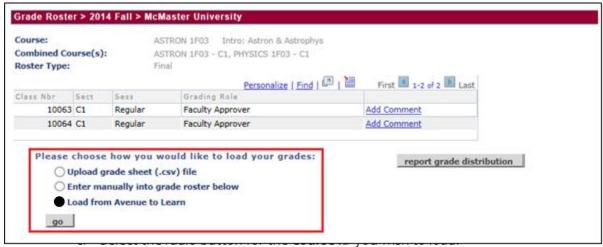

c. Scroll down and view all grade entry options.
   i. There is the option of entering the grade using percentage, or letter grade. If entering the grade using percentage, the grade will convert to the appropriate letter grade. If entering grades using percentages, it is important to check the Convert to Grade field to ensure that it reflects the desired grade.

d. Select the appropriate grade for the student(s). Repeat this for each student on the roster.
   i. If entering letter grades, there is an additional option of applying the same grade to multiple students at the same time.
      1. Select the check boxes corresponding to the desired students.
      2. Click the **grade list** next to the 'add this grade to selected students' button.
      3. Select the **appropriate grade.**

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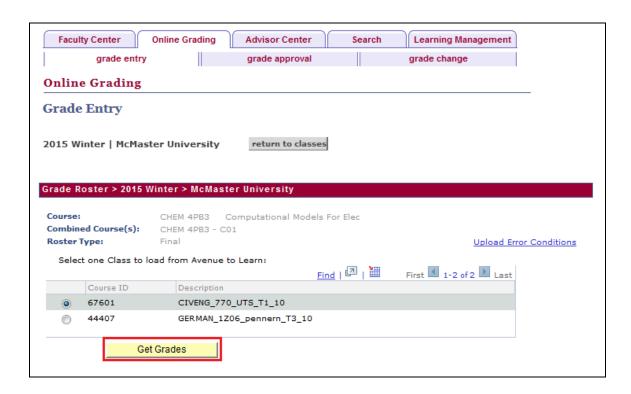4. Click the **'add this grade to selected students'** button.

   Note: if a student is deferring an examination, this is now done as a separate process. The instructor must enter a grade in the grade roster which would be the grade the student has earned prior to completing the exam. There is no longer a **DEF** grade that is entered. Faculty offices will approve or deny deferred exams and this information will appear in the Student Center for the student to view.
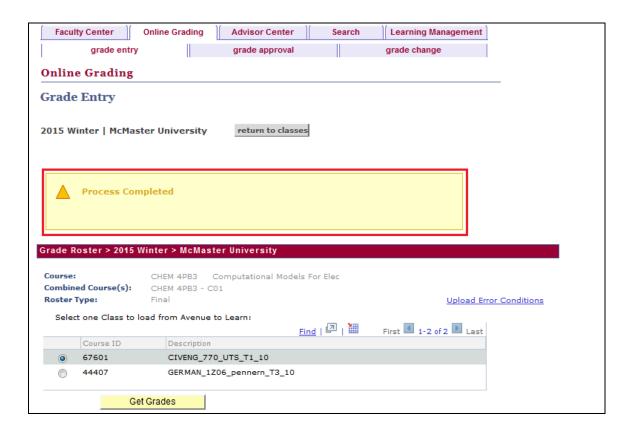

10. If you choose to **Load Grades from Avenue to Learn** then:

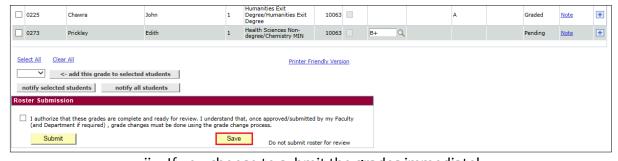   a. Select the **Load from Avenue to Learn** radio button.

    d. Click the **Get Grades** button.

Online Grading

Grade Entry

2015 Winter | McMaster University   [return to classes]

Grade Roster > 2015 Winter > McMaster University

Course: CHEM 4PB3   Computational Models For Elec
Combined Course(s):   CHEM 4PB3 - C01
Roster Type: Final   Upload Error Conditions

Select one Class to load from Avenue to Learn:

Find | | ⊞   First ◄ 1-2 of 2 ► Last

	Course ID	Description
⦿	67601	CIVENG_770_UTS_T1_10
○	44407	GERMAN_1Z06_pennern_T3_10

[Get Grades]

e. A **message** will appear to notify you of the completion status of the process.

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| Faculty Center | Online Grading | Advisor Center | Search | Learning Management |

| grade entry | grade approval | grade change |

Online Grading

Grade Entry

2015 Winter | McMaster University   [return to classes]

⚠ **Process Completed**

Grade Roster > 2015 Winter > McMaster University

Course: CHEM 4PB3   Computational Models For Elec
Combined Course(s): CHEM 4PB3 - C01
Roster Type: Final   Upload Error Conditions

Select one Class to load from Avenue to Learn:

Find | ⧉ | ⊞   First ◀ 1-2 of 2 ▶ Last

	Course ID	Description
⦿	67601	CIVENG_770_UTS_T1_10
◯	44407	GERMAN_1Z06_pennern_T3_10

[Get Grades]

11. Once grades are entered, they can be **saved** and returned to at a later date/time if you are not ready to submit them right away. Alternatively, grades can be entered and submitted all at once.

  i. If you choose to save the grades without submitting them, and return to the Grade Roster at a later time then:

      1. Click the '**Save'** button in the Roster Submission section.

| ☐ | 0225 | Chawra | John | 1 | Humanities Exit Degree/Humanities Exit Degree | 10063 | ☐ | | | A | | Graded | Note | ⊞ |
| ☐ | 0273 | Prickley | Edith | 1 | Health Sciences Non-degree/Chemistry MIN | 10063 | ☐ | B+ 🔍 | | | | Pending | Note | ⊞ |

Select All   Clear All   Printer Friendly Version

[▾] [<- add this grade to selected students]
[notify selected students] [notify all students]

Roster Submission

☐ I authorize that these grades are complete and ready for review. I understand that, once approved/submitted by my Faculty (and Department if required) , grade changes must be done using the grade change process.

[Submit]   [Save]   Do not submit roster for review

  ii. If you choose to submit the grades immediately,

  a. Scroll to the bottom of the page to the **Roster Submission** section.
  b. Select the '**I authorize that these grades are complete and ready for review'** check box.
  c. Click the '**Submit'** button.
  d. Scroll down the page to view the Approval History section, which displays details pertaining to the grade(s) submission for the course.

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F. Creating a .csv File

This section walks you through creating a CSV file for uploading grades.

After March 2015, all grades will be submitted through Mosaic and will need to follow the new format.

Mosaic requires grade information to be uploaded in a CSV file (comma delimited text file) in the order: Class number, Student ID, and Final Grade
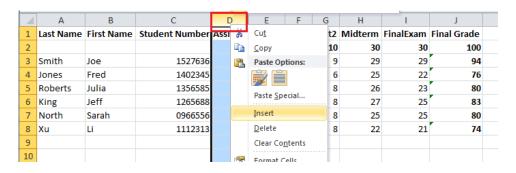
Those who use a spreadsheet to track grades may find the following format to be useful.

Class Number	Student ID number	Final Grade
Available in Mosaic starting March 2015	As of Oct 2014, student ID numbers will be converted to nine digit numbers. The majority of students will keep their existing seven digit number prefixed with two zeros. There is a small fraction that will get a new number. If you get errors importing your file please check this number for accuracy.	- Alpha - Percentage (no % sign please) - Other acceptable grades

Note: These instructions use Microsoft Excel as an example starting point, if you use a different spreadsheet program the steps will be similar, but the detailed instructions may not exactly match.

1. Open the file that contains the final grades for the Class (es).

2. The columns required are Class Number, Student Number and Grade. No column headings or other additional data is permitted in the file. The file must be saved as a .csv file type. The remaining instructions will walk you through how to format and save your spreadsheet into an acceptable file.

3. If a required column does not exist on the spreadsheet then insert a new column. To insert a new column, right-click on the column letter of the row next to the position you want to insert, and click 'Insert' from the menu that pops up.
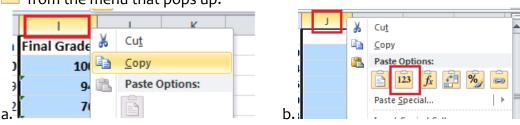

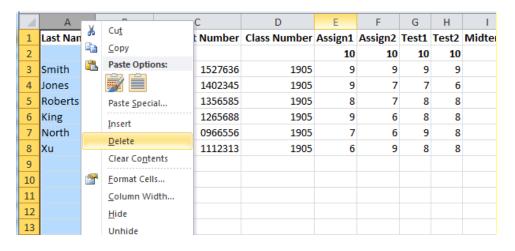4. Populate the column with data accordingly.

5. Repeat steps 3 & 4 for any other missing columns.
   Note: the only column you are likely to be missing is the Class Number

6. If you use a formula to calculate your final grade, then copy the values of that column into a new column. To (a) copy the values of your formula right-click the column letter and select 'Copy' from the menu that pops up. To (b) paste the values right-click on an empty column and click the 'Paste Options' Values button 123 from the menu that pops up.
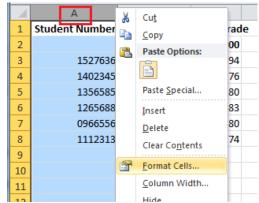

a.

b.

7. Remove any columns that are not required. To remove columns right-click on the column letter of the row you want to delete, and click 'Delete' from the menu that pops up.
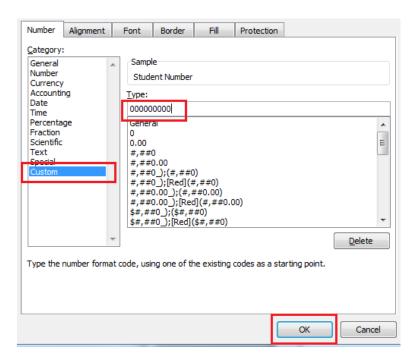
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	A			C	D	E	F	G	H	I
1	Last Nan			t Number	Class Number	Assign1	Assign2	Test1	Test2	Midter
2						10	10	10	10	
3	Smith			1527636	1905	9	9	9	9	
4	Jones			1402345	1905	9	7	7	6	
5	Roberts			1356585	1905	8	7	8	8	
6	King			1265688	1905	9	6	8	8	
7	North			0966556	1905	7	6	9	8	
8	Xu			1112313	1905	6	9	8	8	
9										
10										
11										
12										
13										

Note: if you use a formula to calculate your final grade be sure to delete the row that has the formula, and keep the row that has the values (the one you pasted in #6)

8. Repeat step 7 all columns that are not required until you have a file with only Class Number, Student Number, and the Final Grade (values) columns.

9. The Student Number must be formatted to 9 digits with left hand zero padding. To zero pad the 'Student Number' to 9 digits:
   a. Right-click the column letter of the column that contains the student number.
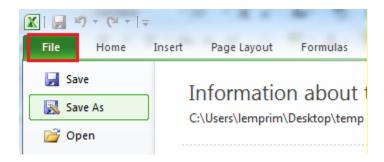   b. Click 'Format Cells' from the menu.

   c. In the screen that appears, click 'Custom' from the 'Category' list and type 9 zeros in the 'Type' box, then press the 'OK' button.
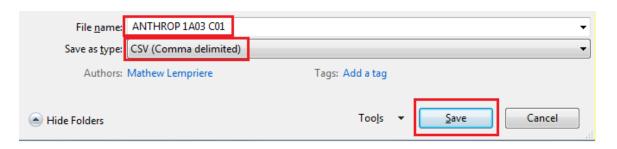
10. The file cannot contain column headings, so remove any rows that do not contain student related data including column headings and any empty rows. To remove rows, right-click on the row number of the row you want to remove and click 'Delete' from the menu that pops up. Repeat for all rows that need to be deleted.

8. The file must be saved in a CSV format. To save as a CSV, click 'File' from the menu bar and click 'Save as...'
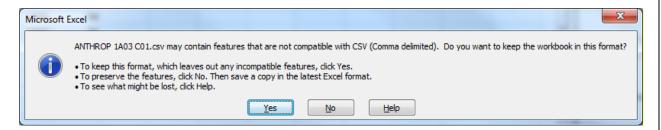

9. Select 'Save as Type' = CSV (Comma delimited) (*.csv) and then enter an appropriate 'File name' (I.e., ANTHROP 1A03 C01), and press the 'Save' button.

10. If the following warning appears, click the 'OK' button.

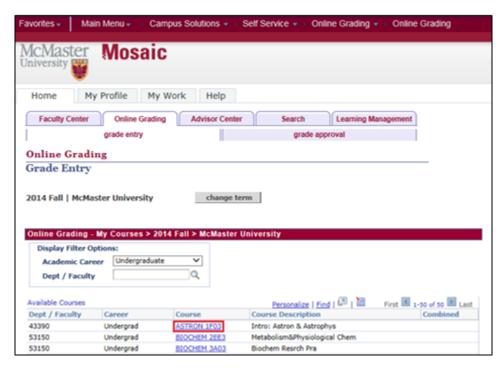11. When the following warning appears, click the 'Yes' button.

G. Submit Grades

If you have previously saved grades and you are now ready to return to submit the grades.

1. Login, if you are not logged in already.

2. Click the **Faculty Center** tab then the **Online Grading** tab.

Navigate to the Online Grading page by clicking **Main Menu > Campus Solutions > Self Service > Online Grading > Online Grading**
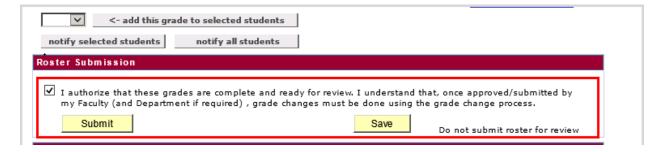
3.   In the **Online Grading** section, click the desired Course link.

a.   Scroll to the bottom of the page to the **Roster Submission** section.

b.   Select the '**I authorize that these grades are complete and ready for review'** check box.
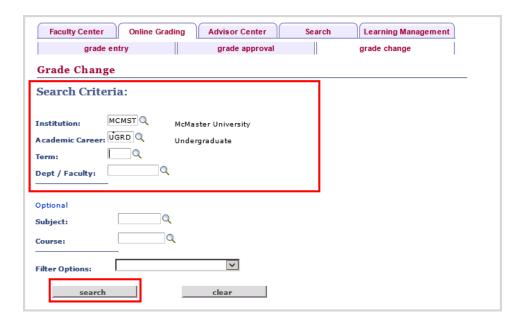c.   Click the '**Submit'** button.

d. Scroll down the page to view the **Approval History** section, which displays details pertaining to the grade(s) submission for the course.

H. Grade Changes

If a student's grade requires changing, you are able to do this through the Change Grades page. There are many reasons why a student's grade may require changing but a simply example would be when a mistake and\or typo may has been made. The process described in this section starts the necessary steps to have a grade change submitted and approved.

1. [Login](#), if you are not logged in already.

2. Navigate to the change grades page by clicking **Campus Solutions > Self Service > Online Grading > Change Grades**

2. Enter desired information into **Search Criteria** fields. **Mandatory** fields are Institution, Career, Term and Dept/Faculty. Optional fields are Subject and Course.

3. Click the **Search** button.

Note the following:

Institution: MCMST for McMaster

Academic Career: There are six academic careers that have been identified at McMaster.

> **Continuing Education Professional Development (CCE)** – to include programs focused on continuing education and professional development which may or may not award a Certificate of Completion, Certificate, or Diploma

> **Divinity (DIV) –** to include programs credentialed by Divinity College and is included on their transcript

> **Independent Programs (IND)** –focused on continuing education and professional development which may or may not award a Certificate or Diploma and are administered by various Departments across the University.   These programs are not considered part of the Undergrad / Graduate curriculum.

> **Graduate Programs (GRAD)** - to include all post-degree Graduate level programs that award a Master's, PhD, or Graduate Post-Degree or Diploma

> **Medicine Programs (MED) -** to include clinical medical education program(s) such as the Doctor of Medicine or programs which result in residency qualification

> **Undergraduate Programs (UGRD)** – to include all undergraduate and professional programs which award an undergraduate level credential, such as Bachelor's, Certificates and Diploma's

Term: There are three terms at McMaster, Fall, Winter and Spring/Summer. The coding used for the term in Mosaic is derived from the year and term. For example, 2151 indicates the year 2015 (drop the zero) plus the month

the term starts in . In this example it is "1" for January. (the options will be 1 for January, 5 for May and 9 for September).

Session: Sit outside the parameters of a term. They can be within a term or span multiple terms. i.e. CCE might teach a weekend course that they create a session for.

 Academic Program: Used to group one or more academic plans which:

- Have a similar set of academic policies / requirements
- Are a similar type of plan (i.e. Visiting, Bachelors, Masters) and /or area of study
- Are associated to a specific Academic Group (i.e. Faculty) and Career

This chart shows more details about the code structure.

Career	Program based on	Code Structure	Example
CCE	combination of CCE and Area of Study	XZZZZ	CACCT
DIV	combination of Divinity and Credential / Type of program	XXXZZ	DIVPH
IND	Combination of IND and Area of Study	IZZZZ	ILBCR
GRAD	combination of Career, Area of Faculty and Credential / Type of program	XYYZZ	GHSPH
MED	combination of MED and Credential / Type of program	XXXZZ	MEDRS
UGRD	combination of the Career, Faculty and Credential / Type of Program	XYYZZ	USBHC

X = Career Indicator
Y = Faculty / Area of Study
Z = Credential / Type of Program

Academic Plan: In addition to an Academic Program, a student is associated to one or more Academic Plan(s). Examples – English, Business, Civil Engineering, Chemistry, etc. A minimum of one Academic Plan must be associated to a student when they are admitted into a program.

4. Select the desired **Class** from the search results table by clicking on the **Class Number** link.

5. Enter the new grade in the **Grade Change Column** for the desired students.

6. Click the **"I Authorize…"** check box at the bottom of the page.
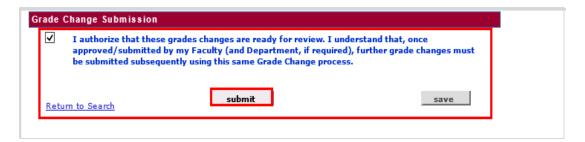
7. Click the **Submit** button.

8. If you wish to cancel after submitting the grade change, you may click the **Cancel** button to abort the approval process.

I. Student Grade Inquiry

This page may be used to look up a student's current grades for all classes in a given term. This page is primarily for looking at the student's entire record for information and advising.

1. [Login](), if you are not logged in already.

2. Navigate to the Online Grading page by clicking **Main Menu > Campus Solutions > Records and Enrollment > Student Term Information > Student Grades**

3. Enter the desired information to search for the student. This can be done using the   **ID** or the **Last Name and First Name** the click the Search button.

4. Click the desired **Academic Career**.

5. Use the **Student Grade Inquiry** page to review grades for a student within a term.

6. Click the **Term Statistics** tab to view the page. The **Term Statistics** tab provides information on term results for a specific student. Information is displayed one term at a time.

Student Grade Inquiry	Term Statistics					
Ana Beck				SR0400		

Academic Career: Undergraduate

Institution:	McMaster University			Academic Level - Term Start:		Level 1	
Term:	2149 2014 Fall						

Enrollments

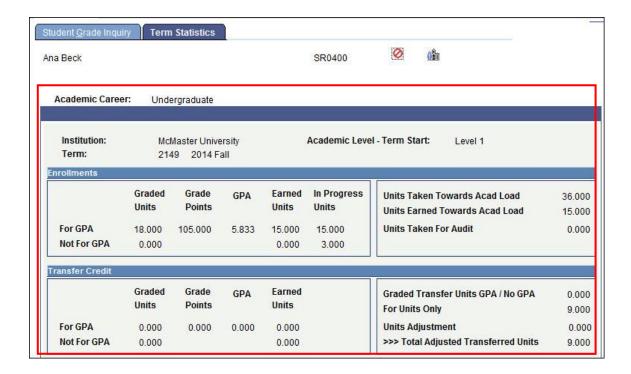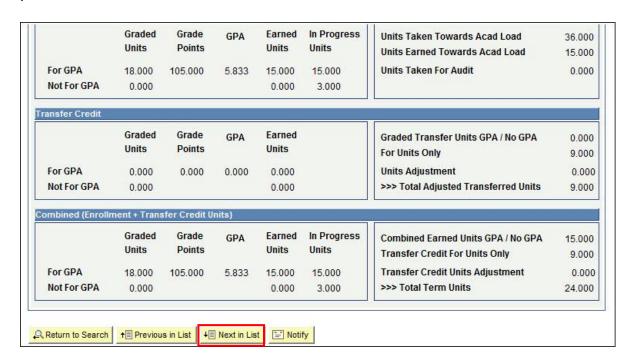|	Graded Units	Grade Points	GPA	Earned Units	In Progress Units		
						Units Taken Towards Acad Load	36.000
						Units Earned Towards Acad Load	15.000
For GPA	18.000	105.000	5.833	15.000	15.000	Units Taken For Audit	0.000
Not For GPA	0.000			0.000	3.000		

Transfer Credit

	Graded Units	Grade Points	GPA	Earned Units		
					Graded Transfer Units GPA / No GPA	0.000
					For Units Only	9.000
For GPA	0.000	0.000	0.000	0.000	Units Adjustment	0.000
Not For GPA	0.000			0.000	>>> Total Adjusted Transferred Units	9.000

7. Use the **Next in List** button to view information for all terms.

	Graded Units	Grade Points	GPA	Earned Units	In Progress Units		
						Units Taken Towards Acad Load	36.000
						Units Earned Towards Acad Load	15.000
For GPA	18.000	105.000	5.833	15.000	15.000	Units Taken For Audit	0.000
Not For GPA	0.000			0.000	3.000		

Transfer Credit

	Graded Units	Grade Points	GPA	Earned Units		
					Graded Transfer Units GPA / No GPA	0.000
					For Units Only	9.000
For GPA	0.000	0.000	0.000	0.000	Units Adjustment	0.000
Not For GPA	0.000			0.000	>>> Total Adjusted Transferred Units	9.000

Combined (Enrollment + Transfer Credit Units)

	Graded Units	Grade Points	GPA	Earned Units	In Progress Units		
						Combined Earned Units GPA / No GPA	15.000
						Transfer Credit For Units Only	9.000
For GPA	18.000	105.000	5.833	15.000	15.000	Transfer Credit Units Adjustment	0.000
Not For GPA	0.000			0.000	3.000	>>> Total Term Units	24.000

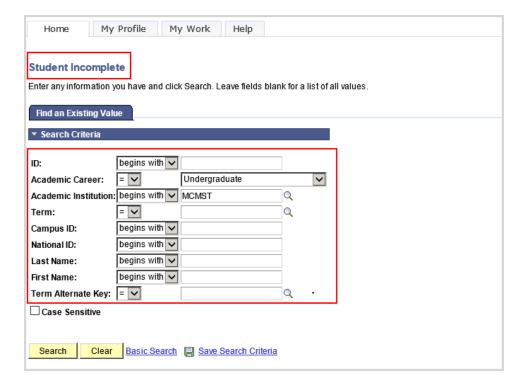Return to Search   Previous in List   Next in List   Notify
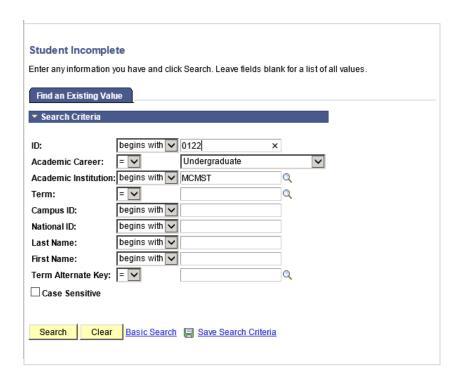
J. View Incomplete Grades

When an Incomplete (INC) grade is posted it creates a Student Incomplete record automatically. This record can be viewed by navigating to the **Student Incomplete** page. Administrators may use this page to change the default grade or lapse period.

If you have a student with and INC grade and wish to change it, then simply use the 'Change Grades' page.
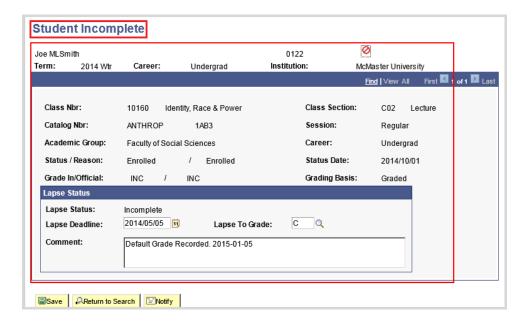
1. [Login], if you are not logged in already.

2. Navigate to the **Incomplete Grades** page by clicking **Main Menu>Campus Solutions > Records and Enrollment > Student Term Information >Student Incomplete**

3. Enter the **student ID** or name to complete your search.
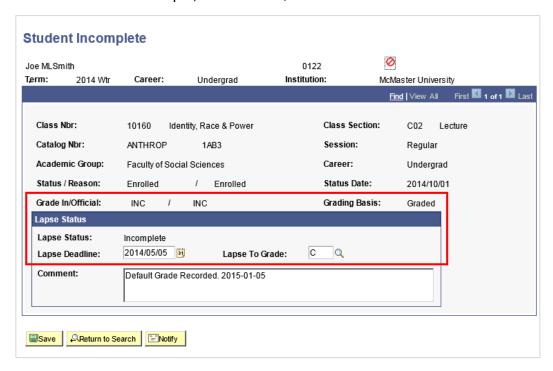
4. Click the **Search** button.

5. The Student Incomplete page will show. Use the Student Incomplete page to view the grade details of the student.

6. In this example, the instructor has submitted a grade change from **INC to a C** grade.   If the INC is not changed to an official grade prior to the **Lapse Deadline**
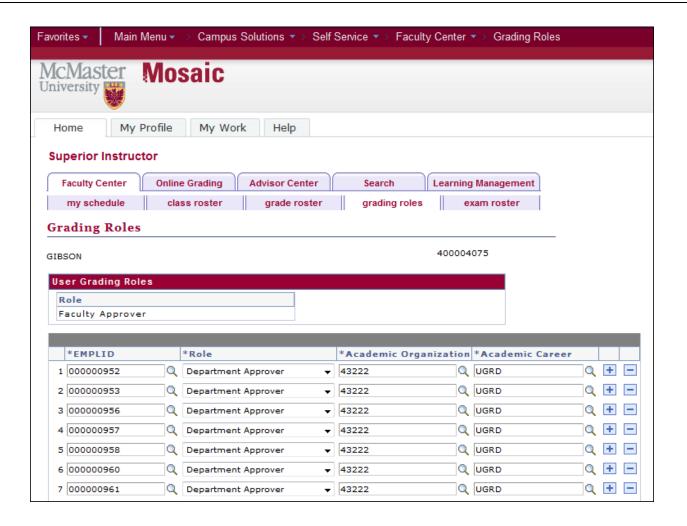
date, the **Lapse Process** will then replace the incomplete grade with the Lapse To Grade. In this example, the Grade In/Official would then become a C.
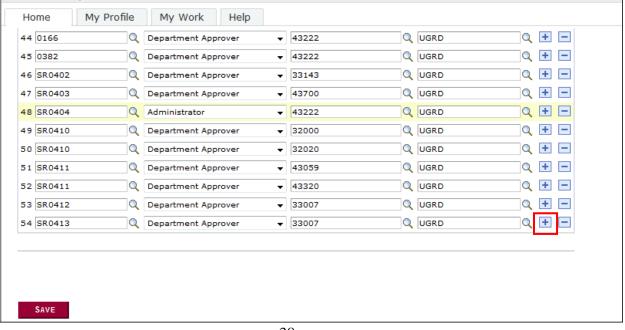

K. Define and Review Grade Approval Permissions

Approvers in the Chair's and Dean's Office will use this page to assign approvers and administrators the appropriate permissions to perform grade review and approval.

1.   [Login](), if you are not logged in already.

2.   Navigate to the Grading Roles page by clicking **Main Menu> Campus Solutions> Self Service > Faulty Center > Grading Roles**

- Adding users for Grading Roles (Department Approver or Department Administrator) is done on the Grading Roles page.

- Faculty-level approvers will be entering the roles of Department Administrators and Faculty Administrators for their own organization.

- Department-level approvers will be entering the roles of Department Administrators for their own organization.

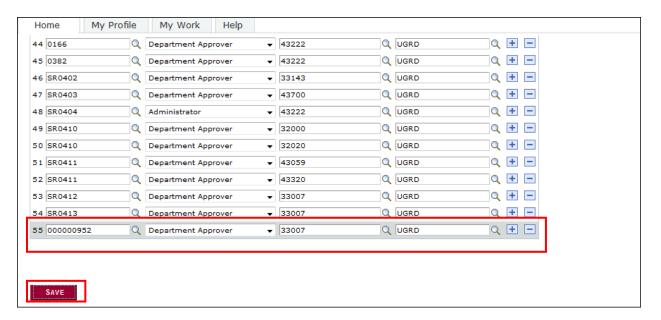- The roles available for assignment will depend on the role of the user.

McMaster University **Mosaic**

| Home | My Profile | My Work | Help |

Superior Instructor

| Faculty Center | Online Grading | Advisor Center | Search | Learning Management |
| my schedule | class roster | grade roster | grading roles | exam roster |

Grading Roles

GIBSON   400004075

User Grading Roles

| Role |
| Faculty Approver |

	*EMPLID	*Role	*Academic Organization	*Academic Career		
1	000000952 🔍	Department Approver ▾	43222 🔍	UGRD 🔍	➕	➖
2	000000953 🔍	Department Approver ▾	43222 🔍	UGRD 🔍	➕	➖
3	000000956 🔍	Department Approver ▾	43222 🔍	UGRD 🔍	➕	➖
4	000000957 🔍	Department Approver ▾	43222 🔍	UGRD 🔍	➕	➖
5	000000958 🔍	Department Approver ▾	43222 🔍	UGRD 🔍	➕	➖
6	000000960 🔍	Department Approver ▾	43222 🔍	UGRD 🔍	➕	➖
7	000000961 🔍	Department Approver ▾	43222 🔍	UGRD 🔍	➕	➖

3.   Click the **Add a new row (+)** icon.

| Home | My Profile | My Work | Help |

	EMPLID	Role	Academic Organization	Academic Career		
44	0166 🔍	Department Approver ▾	43222 🔍	UGRD 🔍	➕	➖
45	0382 🔍	Department Approver ▾	43222 🔍	UGRD 🔍	➕	➖
46	SR0402 🔍	Department Approver ▾	33143 🔍	UGRD 🔍	➕	➖
47	SR0403 🔍	Department Approver ▾	43700 🔍	UGRD 🔍	➕	➖
48	SR0404 🔍	Administrator ▾	43222 🔍	UGRD 🔍	➕	➖
49	SR0410 🔍	Department Approver ▾	32000 🔍	UGRD 🔍	➕	➖
50	SR0410 🔍	Department Approver ▾	32020 🔍	UGRD 🔍	➕	➖
51	SR0411 🔍	Department Approver ▾	43059 🔍	UGRD 🔍	➕	➖
52	SR0411 🔍	Department Approver ▾	43320 🔍	UGRD 🔍	➕	➖
53	SR0412 🔍	Department Approver ▾	33007 🔍	UGRD 🔍	➕	➖
54	SR0413 🔍	Department Approver ▾	33007 🔍	UGRD 🔍	➕	➖

SAVE

4. Enter the desired information into the **EMPLID** field. . Select either Department **Approver** or **Administrator** in the Role list. Enter the **Academic Organization**.

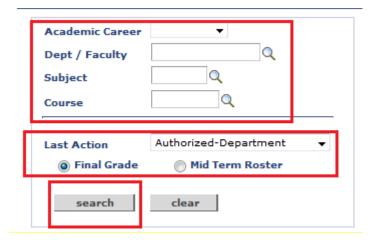Click the **Save** button.

L. Authorizing, Approve/Posting Submitted Grades

If you are required to review and approve the submitted grades or grade changes for a Department or Faculty then you will use this page to perform approvals for submitted grade rosters.

1. Login, if you are not logged in already.
2. Navigate to the Online Approval page:

Campus Solutions > Self Service > Online Grading > Online Approval

3. If the desired Term is not selected press the 'change term' button to change it.

4. Enter desired information into **Search Criteria** fields, Career and Dept/Faculty are required. Optional fields are Subject and Course.

5. Use the 'Last Action' box and Final Grade\Midterm roster options to filter results for grades in different status'

6. Click the **Search** button.

7. Click on the Course link for the desired course

8. Click on the Class link for the desired class
9. Review the grades and
   a. Press the 'Return' button if you wish to send the grades back to the submitter
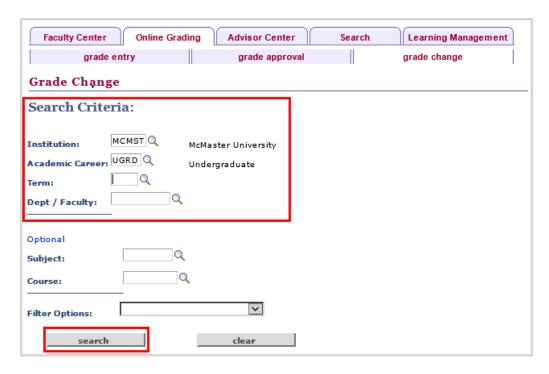   b. Press the 'Authorize' or 'Approve\post' button to approve the grades.

M. Authorizing, Approve/Posting Grade Changes

If you are required to review and approve the submitted grades or grade changes for the Department or Faculty then you will use this page to perform approvals for grade changes.
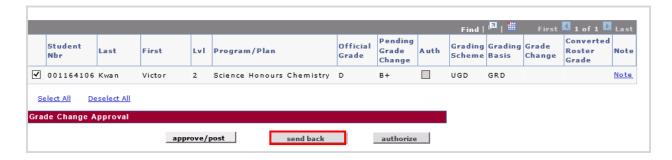
1. Login, if you are not logged in already.

2. Navigate to the Change Grades page:

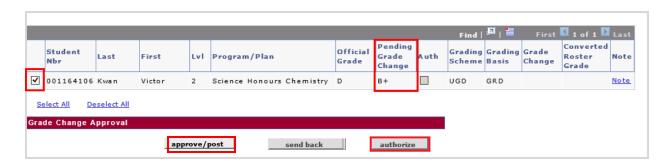   **Campus Solutions > Self Service > Online Grading > Change Grades**

3. Enter desired information into **Search Criteria** fields. Mandatory fields are Institution, Career, Term and Dept/Faculty. Optional fields are Subject and Course.

4. Click the **Search** button.

5. Select the desired **Class** from the search results table by clicking on the **Class Number** link.

6. If you do not want to authorize or approve/post the grade changes, click the Send Back button.

7. If you want to authorize or approve/post the changes, select the check box next to the applicable student(s). You may also use the Select All link to select all check boxes for all students on the page.

   a. To give department authorization, click the **Authorize** button.

   b. To give faculty approval, and post the grades to the students' records, press the **approve/post button**.

	Student Nbr	Last	First	Lvl	Program/Plan	Official Grade	Pending Grade Change	Auth	Grading Scheme	Grading Basis	Grade Change	Converted Roster Grade	Note
☑	001164106	Kwan	Victor	2	Science Honours Chemistry	D	B+	☐	UGD	GRD			Note

Select All   Deselect All

Grade Change Approval

[approve/post]   [send back]   [authorize]

Note: The buttons a user sees will depend on the access they have been given in the system.

N. Avenue to Learn Gradebook Pointers

If you use Avenue to Learn to collect grades then there are some specific settings that deal with decimals that will make it more efficient to transfer grades from that system to the Mosaic system.

There are three ways to remove decimal values from your gradebook. The decision as to which one to apply is yours as each one may impact students differently.

1. **Use Alpha Grades.**
   Ignores the decimal values as each alpha increment is not applied until the whole number of the corresponding alpha grade is reached.
      a. Open the applicable gradebook.
      b. Select Manage Grades from the left hand menu.
      c. Select the Final Grade item which is set to be released to students
         Hint: You can find this under Grades Settings →Calculation Options.
      d. Choose McMaster Grading System for the Grade Scheme.
         Note: If your course does not follow the undergraduate alpha\12pt grade scale (i.e., Grad Studies, MBA) then you should not use this option. Though you may configure a new grade scheme to match your courses then select it here.
      e. Press the Save button.
      f. Select Grades Settings from the left hand menu.
      g. Select Org Unit Display Options.
      h. Under Submission view Display Options ensure Grade scheme symbol is selected and ensure that Points Grade and Weighted Grade (if applicable) are NOT checked.
      i. Press the Save button.

2. **Remove decimals from each student individually.**
   Allows instructor discretion as each student may be rounded up or down on a case-by-case basis.
      a. Open the applicable gradebook.
      b. Select Grades Settings from the left hand menu.
      c. Choose Adjusted Final Grade as the Final Grade Released.
      d. Select Org Unit Display Options.
      e. Under the Submission view Display Options heading, set the Decimals Displayed to 0 and ensure that Grade Scheme Symbol is NOT checked.
         Hint: You may also want to set the Decimals Displayed under Managing View Display Options to 0, so that you see what the student sees.
      f. Press the Save button.
      g. Select Enter Grades from the left hand menu.
      h. Click the Enter Grades icon (ruler with green check mark) beside the Final Grades heading.

i. Adjust the grades in the Final Adjusted Grade column so there are no decimals in the numerator and the denominator is 100. Denominators that are not equal to 100 will result in an "Error DEN is unacceptable" message in the online grades system.

j. Press the Save button.

3. **Remove decimals globally.**
Applies "standard" rounding to all students where values below .5 are rounded down and values .5 and above are rounded up.

   a. Open the applicable gradebook.
   b. Ensure that your final grade is being calculated out of 100. Denominators that are not equal to 100 will result in an "Error DEN is unacceptable" message in the online grades system
   Hint: Select Grades Settings → Calculations Options and choose Weighted as the Grading System. Then select Manage Grades and ensure the sum of the Weight from all items equals 100.
   c. Select Grades Settings from the left hand menu.
   d. Select Org Unit Display Options.
   e. Under the Submission view Display Options heading, set the Decimals Displayed to 0 and ensure that Grade Scheme Symbol is NOT checked.
   Hint: You may also want to set the Decimals Displayed under Managing View Display Options to 0, so that you see what the student sees.
   f. Press the Save button.

O.   Appendix

1. The following are internet browsers which the application has been tested with. If you use another browser all functionality (required to enter, submit, change, and approve) may or may not be available. These are the minimum standards; typically newer versions of these browsers also work.

   The Mosaic team recommends Firefox as the web browser of choice for using the PeopleSoft tools in the Mosaic portal, as this web browser has been the most stable and reliable option.

Browser	Version	Notes
Mozilla Firefox	17	
Google Chrome	24	
Microsoft Internet Explorer (IE)	10,9,8	IE v. 11 was recently released, and thus is too new to be officially supported. Users of this browser will get a warning when they try to login. Users can still login and use the system with IE v. 11, however, they may encounter pages rendering anomalies or errors.
Safari	6,5	

   For more information in regards to browser compatibility for PeopleSoft, please see the Mosaic page End-user, computer software requirements to access PeopleSoft.