



Inspiring Innovation and Discovery

Company: McMaster University

Project: Faculty Center and Online Grade Processing

Document: User Guide

Version: 1.0

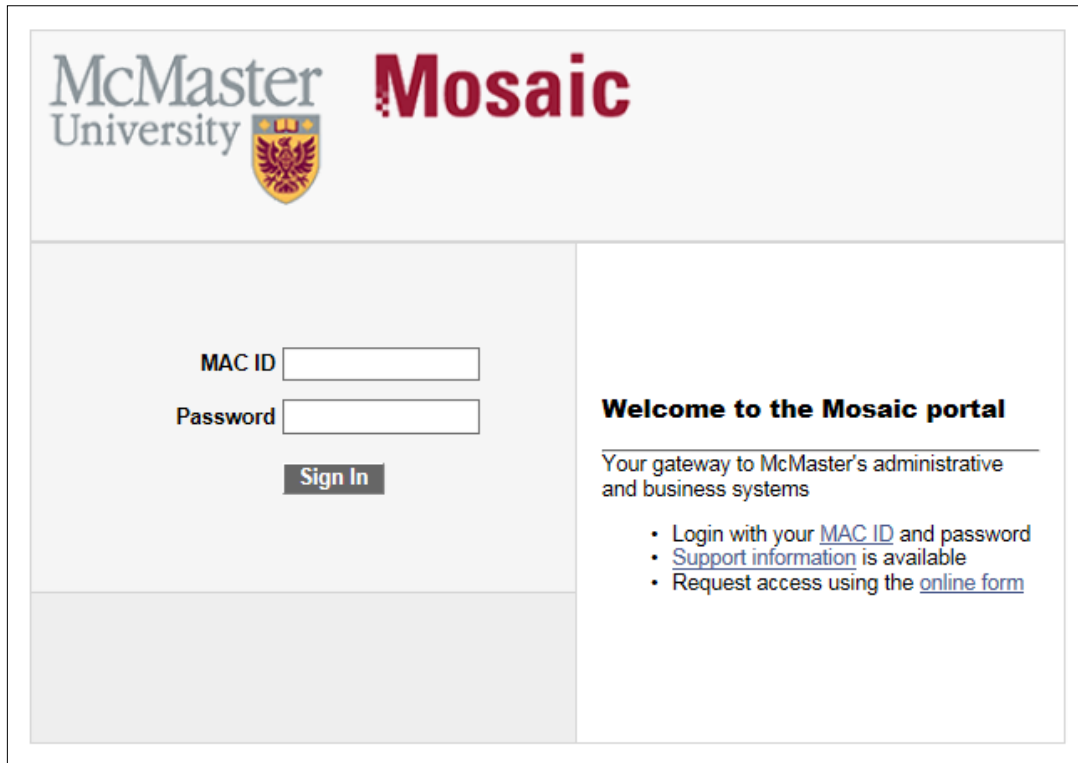
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Author: Mosaic Training Team

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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



McMaster University **Mosaic**

MAC ID

Password

Sign In

Welcome to the Mosaic portal

Your gateway to McMaster's administrative and business systems

- Login with your [MAC ID](#) and password
- [Support information](#) is available
- Request access using the [online form](#)

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

The screenshot shows the McMaster University Mosaic interface. At the top, there are navigation menus: Favorites, Main Menu, Campus Solutions, Self Service, Faculty Center, and My Schedule. Below this is the McMaster University logo and the word 'Mosaic'. There are tabs for Home, My Profile, My Work, and Help. A 'Superior Instructor' section contains several tool tabs: Faculty Center, Online Grading, Advisor Center, Search, and Learning Management. Under Faculty Center, there are sub-tabs: my schedule, class roster, grade roster, grading roles, and exam roster. The 'My Schedule' section is active, showing '2015 Fall | McMaster University' and a 'My Exam Schedule' button. Below this, there are radio buttons for 'Show All Classes' (selected) and 'Show Enrolled Classes Only'. There are also icons for 'Icon Legend', 'Class Roster', and 'Learning Management'. The main content area is titled 'My Teaching Schedule > 2015 Fall > McMaster University'. It contains a table with the following data:

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
ANTHROP JA03-C01 (10180)	Culture & Society (Lecture)	18	TBA	TBA	Sep 1, 2015- Dec 31, 2015
ANTHROP JA03-T01 (10181)	Culture & Society (Tutorial)	2	Tu 11:00AM - 12:00PM	TBA	Sep 1, 2015- Dec 31, 2015

Below the table are links for 'View Weekly Teaching Schedule' and 'Go to top'. Below the table is a section titled 'My Exam Schedule > 2015 Fall > McMaster University' with the text 'You have no final exams scheduled at this time.' and a 'Go to top' link.

-**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

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

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.

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

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

My Schedule

2015 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 > 2015 Fall > McMaster University

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
ANTHROP 1A03-CD1 (10180)	Culture & Society (Lecture)	18	TBA	TBA	Sep 1, 2015- Dec 31, 2015
ANTHROP 1A03-TD1 (10181)	Culture & Society (Tutorial)	2	Tu 11:00AM - 12:00PM	TBA	Sep 1, 2015- Dec 31, 2015

[View Weekly Teaching Schedule](#) [Go to top](#)

My Exam Schedule > 2015 Fall > McMaster University

You have no final exams scheduled at this time. [Go to top](#)

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.

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

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
 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.

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

my schedule | class roster | grade roster | grading roles | exam roster

Faculty Center

My Schedule

2014 Fall | McMaster University change term 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

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
ANTHROP 1A03-C01 (10285)	Culture & Society (Tutorial)	36	TBA	TBA	Sep 1, 2014- Dec 21, 2014

[View Weekly Teaching Schedule](#) [Go to top](#)

My Exam Schedule > 2014 Fall > McMaster University

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

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.

Faculty Center | Advisor Center | Search | Learning Management

my schedule | **class roster** | grade roster | grading roles | exam roster

Class Roster

2014 Fall | Regular Academic Session | McMaster University | Undergraduate

ANTHROP 1A03 - 1 (10285) change class

Cultural&Soc Anthr (Tutorial)

Days and Times	Room	Instructor	Dates
TBA	TBA	Superior Instructor	2014/09/01 - 2014/12/21

*Enrollment Status:

Enrollment Capacity 30 **Enrolled** 34

Select display option: Link to Photos Include photos in list

Enrolled Students Find | | First 1-34 of 34 Last

	Notify	Photo	ID	Name	Grade Basis	Units	Program and Plan	Level
1	<input type="checkbox"/>		400002373	AR_USCDG,Mature	Graded	3.00	Science Degree Seeking - Life Sciences 1	Level 1
2	<input type="checkbox"/>		0161	Ali,Ali	Graded	3.00	Engineering Bachelors - Civil Engineering	Level 1
3	<input type="checkbox"/>		400002846	Beal,Herschel	Graded	3.00	Engineering Bachelors - Photonics Engineering	Level 1

- You can filter the class roster by clicking the Enrollment Status list. The available values are: **All**, **Dropped**, and **Enrolled**

[Faculty Center](#) | [Advisor Center](#) | [Search](#) | [Learning Management](#)
[my schedule](#) | [class roster](#) | [grade roster](#) | [grading roles](#) | [exam roster](#)

Class Roster

2014 Fall | Regular Academic Session | McMaster University | Undergraduate

[▼ ANTHROP 1A03 - 1 \(10285\)](#) [change class](#)
 Cultural&Soc Anthr (Tutorial)

Days and Times	Room	Instructor	Dates
TBA	TBA	Superior Instructor	2014/09/01 - 2014/12/21

*Enrollment Status: Enrolled

Enrollment Capacity: 30 Enrolled: 34

Select display option: Link to Photos Include photos in list

Enrolled Students								
	Notify	Photo	ID	Name	Grade Basis	Units	Program and Plan	Level
1	<input type="checkbox"/>		400002373	AR_USCDG,Mature	Graded	3.00	Science Degree Seeking - Life Sciences 1	Level 1
2	<input type="checkbox"/>		0161	Ali,Ali	Graded	3.00	Engineering Bachelors - Civil Engineering	Level 1
3	<input type="checkbox"/>		400002846	Beal,Herschel	Graded	3.00	Engineering Bachelors - Photonics Engineering	Level 1

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

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

Faculty Center | Advisor Center | Search | Learning Management

my schedule | class roster | grade roster | grading roles | exam roster

Class Roster

2014 Fall | Regular Academic Session | McMaster University | Undergraduate

▼ ANTHROP 1A03 - 1 (10285) [change class](#)

Cultural&Soc Anthr (Tutorial)

Days and Times	Room	Instructor	Dates
TBA	TBA	Superior Instructor	2014/09/01 - 2014/12/21

*Enrollment Status:

Enrollment Capacity: 30 Enrolled: 34

Select display option: Link to Photos Include photos in list

Enrolled Students								
	Notify	Photo	ID	Name	Grade Basis	Units	Program and Plan	Level
1	<input type="checkbox"/>		400002373	AR_USCDG,Mature	Graded	3.00	Science Degree Seeking - Life Sciences 1	Level 1
2	<input type="checkbox"/>		0161	Ali,Ali	Graded	3.00	Engineering Bachelors - Civil Engineering	Level 1
3	<input type="checkbox"/>		400002846	Beal,Herschel	Graded	3.00	Engineering Bachelors - Photonics Engineering	Level 1

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.

Cultural&Soc Anthr (Tutorial)

Days and Times	Room	Instructor	Dates
Tu 11:00AM-12:00PM	TBA	Superior Instructor	2015/09/01 - 2015/12/31

*Enrollment Status:

Enrollment Capacity: 30 Enrolled: 2

Select display option: Link to Photos Include photos in list

Enrolled Students								
	Notify	Photo	ID	Name	Grade Basis	Units	Program and Plan	Level
1	<input checked="" type="checkbox"/>		400004104	Howard,Matt	Graded	3.00	Humanities Bach. Arts - English	
2	<input checked="" type="checkbox"/>		400004103	McDonald,Amy	Graded	3.00	Humanities Bach. Arts - English	

Select All Clear All

[Printer Friendly Version](#)

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.

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.

Gale Gayle

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

my schedule | class roster | grading roles | exam roster

Faculty Center

My Schedule

2014 Winter | McMaster University

[Examination Questionnaire](#)
[My Exam Schedule](#)

Select display option: Show All Classes Show Enrolled Classes Only

Icon Legend: Class Roster Learning Management

My Teaching Schedule > 2014 Winter > McMaster University

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
ANTHROP 1AA3-C1 (10018)	Sex, Food & Death (Lecture)	8	TBA	TBA	Jan 1, 2014-Apr 30, 2014

[View Weekly Teaching Schedule](#) [Go to top](#)

My Exam Schedule > 2014 Winter > McMaster University

4. Click the **Class** found in the list.

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

my schedule | class roster | grading roles | exam roster

Faculty Center

Examination Questionnaire 2014 Winter > McMaster University
Due date for Questionnaire: January 11, 2014

2014 Winter | McMaster University Please contact exams@mcmaster.ca
If you have any questions

2014 Winter > McMaster University

Class	Class Title	Course ID	Class Nbr	Comb Sects ID	Section	Session	Final Exam	Questionnaire submitted	Enrolled	Combined Sections ID
ANTHROP 1AA3-C1 (10018)	Sex, Food & Death	100060	10018		C1	Regular	Yes	No	8	

[Return to Faculty Center](#)

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 enr

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 A 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.

[Favorites](#) | [Main Menu](#) | [Campus Solutions](#) | [Self Service](#) | [Faculty Center](#) | [My Schedule](#)
[Home](#) | [Sign](#)

1.2 Will the examination be scheduled by the Office of the Registrar? Office of Registrar
 1.3 Who is supervising and administering the examination?
 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 Sheet

2.2 Special Supplies?

Graph Paper – please enclose

2.3 Will calculators be allowed?

2.4 Accommodations: Religious, or Accessibility

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

Printing

Message

Questionnaire Completed (21002,103)

Your exam questionnaire has been submitted.
If you wish to make any changes please contact your department office.

- A message appears indicating you questionnaire has been successfully submitted. Click on the **Return to Faculty Center** link.

Faculty Center

Examination Questionnaire 2014 Winter > McMaster University
Due date for Questionnaire: January 11, 2014

2014 Winter | McMaster University Please contact exams@mcmaster.ca
If you have any questions

Thank you. Your questionnaire has been successfully submitted.

2014 Winter > McMaster University

[Personalize](#) | [Find](#) | |
First Last

Class	Class Title	Course ID	Class Nbr	Comb Sects ID	Section	Session	Final Exam	Questionnaire submitted	Enrolled	Combined Sections ID
ANTHROP 1AA3-C1 (10018)	Sex, Food & Death	100060	10018		C1	Regular	Yes	Yes		8

[Return to Faculty Center](#)

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.

The screenshot shows the McMaster University Mosaic Online Grading interface. The breadcrumb trail at the top reads: Favorites > Main Menu > Campus Solutions > Self Service > Online Grading > Online Grading. The page header includes the McMaster University logo and the word 'Mosaic'. Below the header are navigation tabs: Home, My Profile, My Work, and Help. A secondary set of tabs includes Faculty Center, Online Grading, Advisor Center, Search, and Learning Management. Under the Online Grading tab, there are two sub-sections: 'grade entry' and 'grade approval'. The 'Online Grading' section is expanded to show 'Grade Entry'. Below this, it indicates '2014 Fall | McMaster University' with a 'change term' button. A red banner reads 'Online Grading - My Courses > 2014 Fall > McMaster University'. Below the banner are filter options: 'Academic Career' set to 'Undergraduate' and a search box for 'Dept / Faculty'. At the bottom, there is a table of available courses with columns for Dept / Faculty, Career, Course, Course Description, and Combined. The first row is highlighted in red and has a red box around the course name 'ASTRON 1F03'.

Dept / Faculty	Career	Course	Course Description	Combined
43390	Undergrad	ASTRON 1F03	Intro: Astron & Astrophys	
53150	Undergrad	BIOCHEM 2EE3	Metabolism&Physiological Chem	
53150	Undergrad	BIOCHEM 3A03	Biochem Resrch Pra	

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.

McMaster University Mosaic

Home | My Profile | My Work | Help

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

grade entry | grade approval

Online Grading
Grade Entry

2014 Fall | McMaster University [return to courses](#)

Online Grading - My Classes > 2014 Fall > McMaster University

Course: ASTRON 1F03 Intro: Astron & Astrophys

Display Filter Options:
 Final Roster MidTerm Roster

Grading Roster Status

Last Approval Action

[open roster](#)

Personalize | Find | | First 1 of 1 Last

Classes | Comb Classes |

Class	Session	Roster	Roster Status
<input checked="" type="checkbox"/> ASTRON 1F03-C1 (10063)	Regular	Final	Grade Input Allowed

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

Grade Roster > 2014 Fall > McMaster University

Course: ASTRON 1F03 Intro: Astron & Astrophys

Combined Course(s): ASTRON 1F03 - C1, PHYSICS 1F03 - C1

Roster Type: Final

Personalize | Find | | First 1-2 of 2 Last

Class Nbr	Sect	Sess	Grading Role	
10063	C1	Regular	Faculty Approver	Add Comment
10064	C1	Regular	Faculty Approver	Add Comment

Please choose how you would like to load your grades:

Upload grade sheet (.csv) file

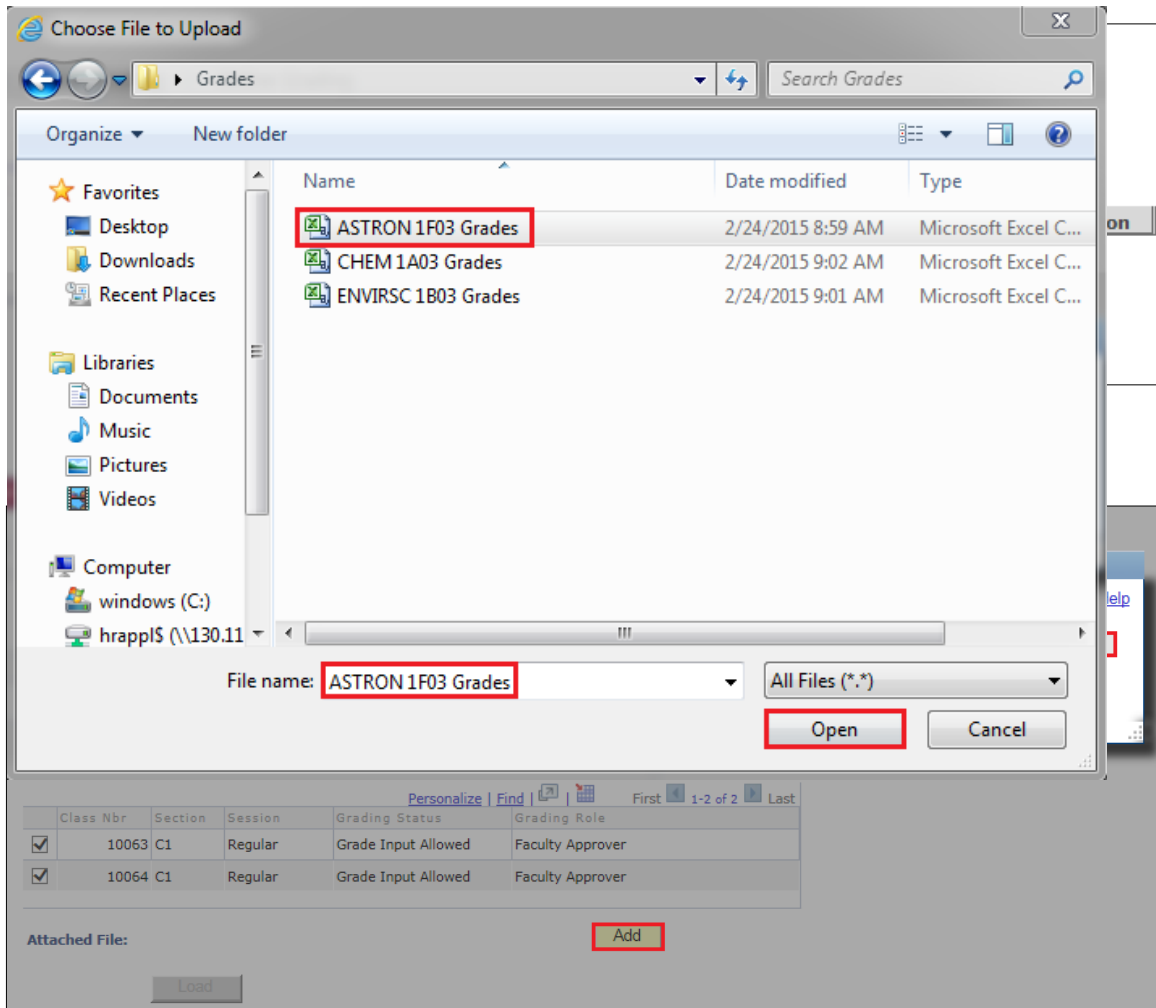
Enter manually into grade roster below

Load from Avenue to Learn

[report grade distribution](#)

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.

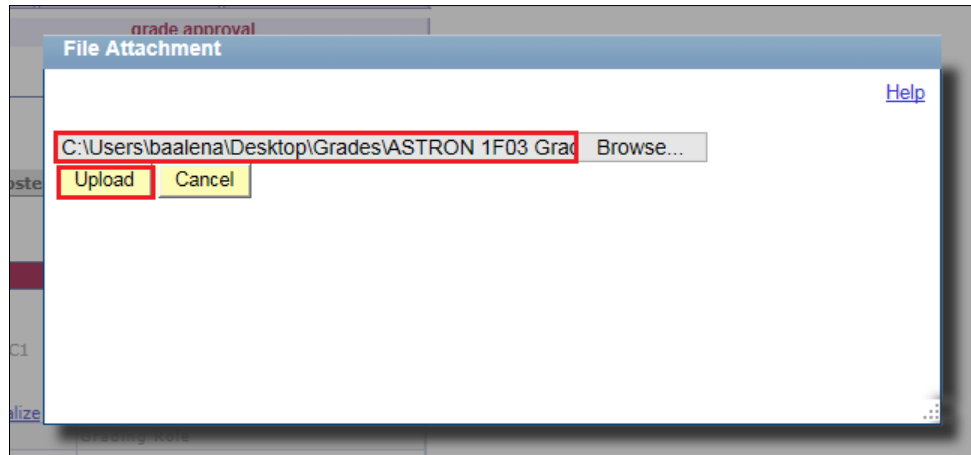
Tip: Typing *.csv into the File name field, and pressing <Enter> will filter the list to only .csv files.

g. Once located:

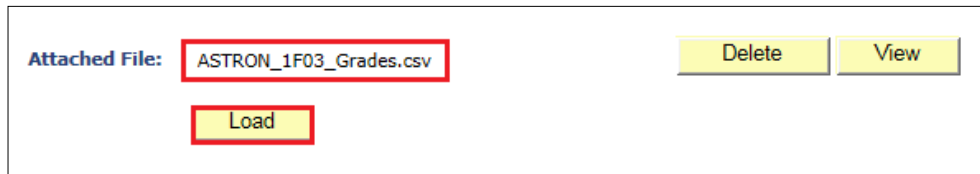
- i. Select the file by clicking it once.
- ii. The file's name appears in the File Name field. (Be sure you have the correct file).
- iii. Click the 'Open' button.

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.'

Online Grading
Grade File Load

2014 Fall | McMaster University return to roster

Process complete
 Uploaded file has been processed with 0 errors.

Grade Roster > 2014 Fall > McMaster University

Course: ASTRON 1F03
 Combined Course(s): ASTRON 1F03 - C1, PHYSICS 1F03 - C1
 Roster Type: Final

Personalize | Find | | | First 1-2 of 2 Last

	Class Nbr	Section	Session	Grading Status	Grading Role
<input checked="" type="checkbox"/>	10063	C1	Regular	Grade Input Allowed	Faculty Approver
<input checked="" type="checkbox"/>	10064	C1	Regular	Grade Input Allowed	Faculty Approver

Attached File: Add

Load

- k. If the upload is unsuccessful 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.)

Please choose how you would like to load your grades: report grade distribution

Upload grade sheet (.csv) file
 Enter manually into grade roster below
 Load from Avenue to Learn

*Student Nbr	Last	First	Lvl	Program/Plan	Class	Pot Grad	Roster Grade	Convert To Grade	Official Grade	Default Grade	Stat	Note	
<input type="checkbox"/> 0178	Tester	Testy	1	Humanities Exit Degree/Humanities Exit Degree	10064	<input type="checkbox"/>			B		Graded	Note	+
<input type="checkbox"/> 0178	Tester	Testy	1	Humanities Exit Degree/Humanities Exit Degree	10063	<input type="checkbox"/>			B		Graded	Note	+
<input type="checkbox"/> 0225	Chawra	John	1	Humanities Exit Degree/Humanities Exit Degree	10063	<input type="checkbox"/>			A		Graded	Note	+
<input type="checkbox"/> 0273	Prickley	Edith	1	Health Sciences Non-degree/Chemistry MIN	10063	<input type="checkbox"/>	<input type="text" value=""/>	<input type="button" value="🔍"/>			Pending	Note	+

- 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**.

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.

The screenshot shows a grade roster interface. At the top, there is a header with a checked checkbox, the number '0273', the name 'Prickley', 'Edith', the number '1', the course name 'Health Sciences Non-degree/Chemistry MIN', and the number '10063'. Below the header, there are links for 'Select All', 'Clear All', and 'Printer Friendly Version'. A dropdown menu is open, showing 'B+' as the selected grade. Below the dropdown, there is a button labeled '<- add this grade to selected students'.

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

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

The screenshot shows a grade roster interface for '2014 Fall' at 'McMaster University'. The course is 'ASTRON 1F03 Intro: Astron & Astrophys'. The combined course(s) are 'ASTRON 1F03 - C1, PHYSICS 1F03 - C1'. The roster type is 'Final'. There is a table with columns 'Class Nbr', 'Sect', 'Sess', and 'Grading Role'. The table has two rows: '10063 C1 Regular Faculty Approver' and '10064 C1 Regular Faculty Approver'. Below the table, there is a section titled 'Please choose how you would like to load your grades:' with three radio buttons: 'Upload grade sheet (.csv) file', 'Enter manually into grade roster below', and 'Load from Avenue to Learn' (which is selected). There is a 'go' button below the radio buttons and a 'report grade distribution' button to the right.

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

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](#)

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
<input checked="" type="radio"/> 67601	CIVENG_770_UTS_T1_10
<input type="radio"/> 44407	GERMAN_1Z06_pennern_T3_10

[Get Grades](#)

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


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
<input checked="" type="radio"/>	67601	CIVENG_770_UTS_T1_10
<input type="radio"/>	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.

<input type="checkbox"/>	0225	Chawra	John	1	Humanities Exit Degree/Humanities Exit Degree	10063	<input type="checkbox"/>			A		Graded	Note	
<input type="checkbox"/>	0273	Prickley	Edith	1	Health Sciences Non-degree/Chemistry MIN	10063	<input type="checkbox"/>	B+	<input type="text"/>			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,

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

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.

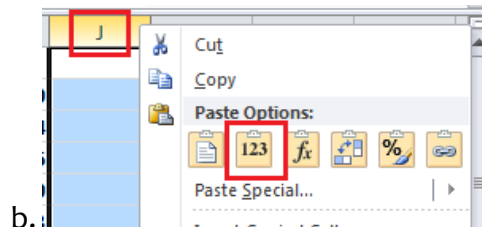
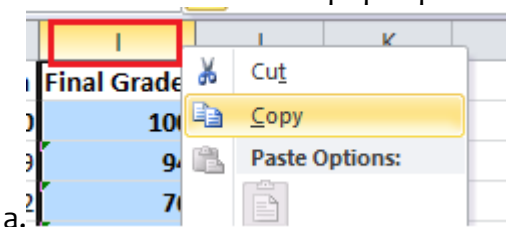
- If a required column does not exist on the spreadsheet then insert a new column. To insert a new column, right-click on the column letter of the row next to the position you want to insert, and click 'Insert' from the menu that pops up.

	A	B	C	D	E	F	G	H	I	J
1	Last Name	First Name	Student Number	ASSI	2	Midterm	FinalExam	Final Grade		
2					10	30	30	100		
3	Smith	Joe	1527636		9	29	29	94		
4	Jones	Fred	1402345		6	25	22	76		
5	Roberts	Julia	1356585		8	26	23	80		
6	King	Jeff	1265688		8	27	25	83		
7	North	Sarah	0966556		8	25	25	80		
8	Xu	Li	1112313		8	22	21	74		
9										
10										

- Populate the column with data accordingly.

	A	B	C	D	E	F
1	Last Name	First Name	Student Number	Class Number	Assign1	Assign2
2					10	10
3	Smith	Joe	1527636	1905	9	9
4	Jones	Fred	1402345	1905	9	7
5	Roberts	Julia	1356585	1905	8	7
6	King	Jeff	1265688	1905	9	6
7	North	Sarah	0966556	1905	7	6
8	Xu	Li	1112313	1905	6	9
9						

- Repeat steps 3 & 4 for any other missing columns.
Note: the only column you are likely to be missing is the Class Number
- 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  from the menu that pops up.



- 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.

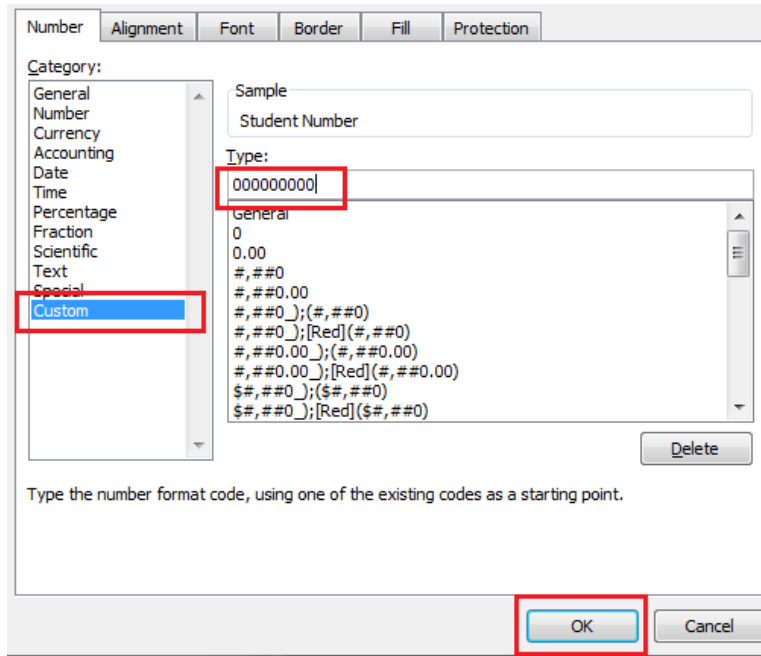
	A	B	C	D	E	F	G	H	I
1	Last Name		Student Number	Class Number	Assign1	Assign2	Test1	Test2	Midterm
2					10	10	10	10	
3	Smith		1527636	1905	9	9	9	9	
4	Jones		1402345	1905	9	7	7	6	
5	Roberts		1356585	1905	8	7	8	8	
6	King		1265688	1905	9	6	8	8	
7	North		0966556	1905	7	6	9	8	
8	Xu		1112313	1905	6	9	8	8	
9									
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)

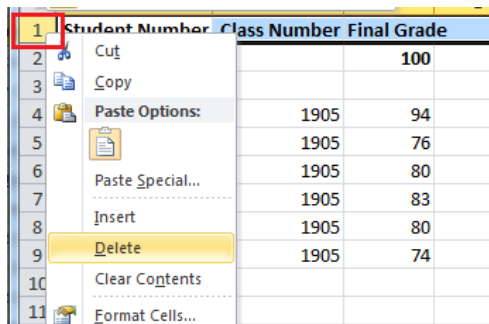
8. Repeat step 7 all columns that are not required until you have a file with only Class Number, Student Number, and the Final Grade (values) columns.
9. The Student Number must be formatted to 9 digits with left hand zero padding. To zero pad the 'Student Number' to 9 digits:
 - a. Right-click the column letter of the column that contains the student number.
 - b. Click 'Format Cells' from the menu.

	A	B	C	D	E	F	G	H	I
1	Student Number		Final Grade						
2			100						
3	1527636		94						
4	1402345		76						
5	1356585		80						
6	1265688		83						
7	0966556		80						
8	1112313		74						
9									
10									
11									
12									

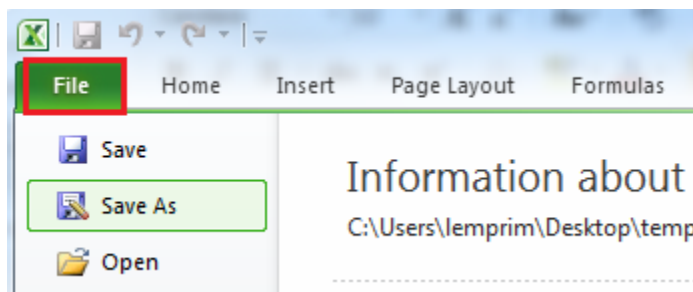
- c. In the screen that appears, click 'Custom' from the 'Category' list and type 9 zeros in the 'Type' box, then press the 'OK' button.



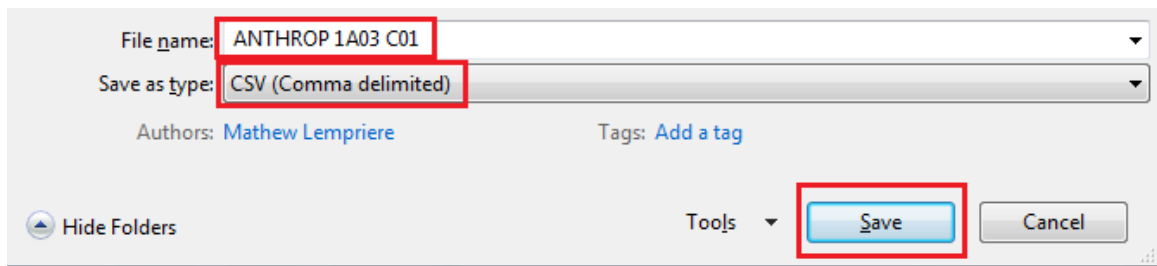
- The file cannot contain column headings, so remove any rows that do not contain student related data including column headings and any empty rows. To remove rows, right-click on the row number of the row you want to remove and click 'Delete' from the menu that pops up. Repeat for all rows that need to be deleted.



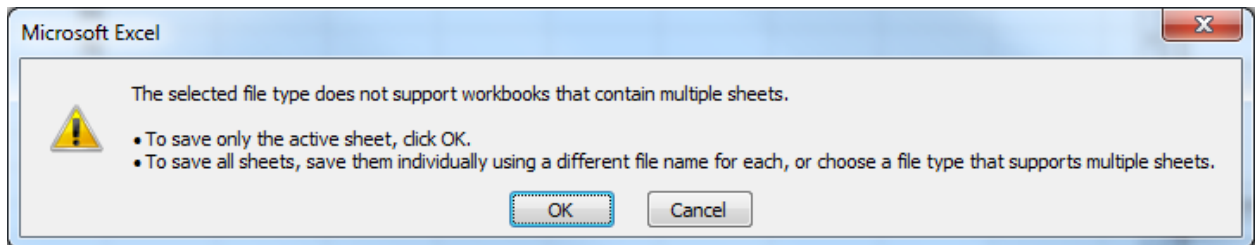
- The file must be saved in a CSV format. To save as a CSV, click 'File' from the menu bar and click 'Save as...'



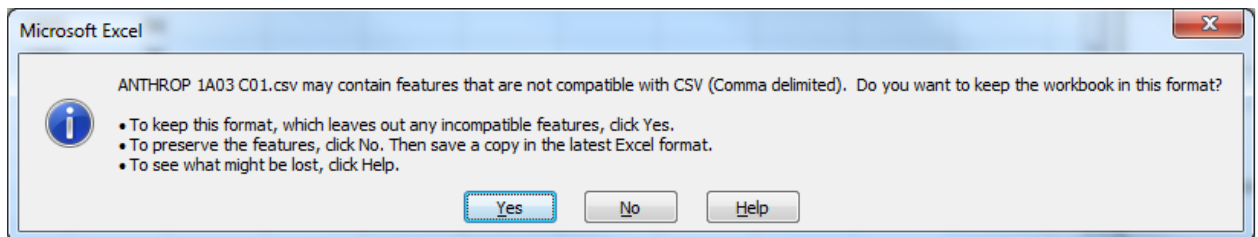
- Select 'Save as Type' = CSV (Comma delimited) (*.csv) and then enter an appropriate 'File name' (i.e., ANTHROP 1A03 C01), and press the 'Save' button.



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.

Dept / Faculty	Career	Course	Course Description	Combined
43390	Undergrad	ASTRON 1F03	Intro: Astron & Astrophys	
53150	Undergrad	BIOCHEM 2EE3	Metabolism&Physiological Chem	
53150	Undergrad	BIOCHEM 3A03	Biochem Resrch Pra	

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

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.

[Do not submit roster for review](#)

Approval History

Course: ANTHROP 2W03 - The Aztecs & Incas
Combined Course(s): ANTHROP 2W03 - C1
Roster Type: Final

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

<- add this grade to selected 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.

Do not submit roster for review

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

Approval History

Course: ANTHROP 2W03 The Aztecs & Incas
Combined Course(s): ANTHROP 2W03 - C1
Roster Type: Final

Class Nbr	Roster	Date	Time	Action	Action By
10133	Final	2015/02/18	10:37 AM	Submitted	CSUSER007

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.

Home Student Center Faculty Center

Institution: MCMb1 McMaster University

Academic Career: UGRD Undergraduate

Term: 2151 2015 Winter

Dept / Faculty: 43075 Chemistry

Optional

Subject:

Course:

Filter Options:

Search Results

Career	Term	Dept	Class	Session	Description	Pri Instr	Instructor Role	Last Action	Action By
UGRD	2151	Chemistry	2959	Regular	Chemical Biology Lab II	Elhassan,Awad	PI		
UGRD	2151	Chemistry	2459	Regular	Thermal Properties Of Materia	Elhassan,Awad	PI	Submitted	CSUSER014
UGRD	2151	Chemistry	3083	MT End	Senior Thesis	Elhassan,Awad	PI	Cancelled	CSUSER014
UGRD	2151	Chemistry	2829	Regular	Synth&Function:Organ Mole	Elhassan,Awad	PI	Cancelled	CSUSER014
UGRD	2151	Chemistry	3398	Regular	Tools For Chem Discovery II	Elhassan,Awad	PI	Approved/Posted	CSUSER010

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

Faculty Center Online Grading Advisor Center Search Learning Management

grade entry grade approval grade change

Grade Change

Create Grade Change Request > 2015 Winter > McMaster University

Class: CHEM 20D3 C01 (2829) Synth&Function:Organ Mole

Session: 1 2829 [Return to Search](#)

Last Action: Cancelled

Action by: CSUSER014

Filter by Official Grade:

Student Nbr	Last	First	Lvl	Program/Plan	Official Grade	Pending Grade Change	Auth	Grading Scheme	Grading Basis	Grade Change	Converted Roster Grade	Note
<input type="checkbox"/> 001164106	Kwan	Victor	2	Science Honours Chemistry	D		<input type="checkbox"/>	UGD	GRD	<input type="text"/>		Note
<input type="checkbox"/> 001301035	Arvai	Michael	2	Science Honours Chemistry	D		<input type="checkbox"/>	UGD	GRD	<input type="text"/>		Note
<input type="checkbox"/> 001302596	Sequeira	Shanel	2	Science Honours Chemistrv	D		<input type="checkbox"/>	UGD	GRD	<input type="text"/>		Note

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

Grade Change Submission

I authorize that these grades changes are ready for review. I understand that, once approved/submitted by my Faculty (and Department, if required), further grade changes must be submitted subsequently using this same Grade Change process.

[Return to Search](#)

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.

[Favorites](#) | [Main Menu](#) | [Campus Solutions](#) | [Records and Enrollment](#) | [Student Term Information](#) | [Student Grades](#)

Mosaic

[Home](#) | [My Profile](#) | [My Work](#) | [Help](#)

Student Grades

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

Search Criteria

ID:

Academic Career: =

Academic Institution: begins with

Term: =

Campus ID: begins with

National ID: begins with

Last Name: begins with

First Name: begins with

Term Alternate Key: =

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

- Click the desired **Academic Career**.

Search Results

View All First 1-7 of 7 Last

ID	Academic Career	Academic Institution	Term	Short Description	Name	Gender	Date of Birth	Campus ID	National ID	National ID Country	NID Short Description	Last Name	First Name	Term Alternate Key
SR0400	Undergrad	MCMST	2159	2015 Fall	Beck Jr., Ana Banana	Female	08/02/1980	(blank)	130692544	CAN	SIN	BECK	ANA	2159
SR0400	Undergrad	MCMST	2155	2015 Sp/Sm	Beck Jr., Ana Banana	Female	08/02/1980	(blank)	130692544	CAN	SIN	BECK	ANA	2155
SR0400	Undergrad	MCMST	2151	2015 Wtr	Beck Jr., Ana Banana	Female	08/02/1980	(blank)	130692544	CAN	SIN	BECK	ANA	2151
SR0400	Undergrad	MCMST	2149	2014 Fall	Beck Jr., Ana Banana	Female	08/02/1980	(blank)	130692544	CAN	SIN	BECK	ANA	2149
SR0400	Undergrad	MCMST	2145	2014 Sp/Sm	Beck Jr., Ana Banana	Female	08/02/1980	(blank)	130692544	CAN	SIN	BECK	ANA	2145
SR0400	Undergrad	MCMST	2141	2014 Wtr	Beck Jr., Ana Banana	Female	08/02/1980	(blank)	130692544	CAN	SIN	BECK	ANA	2141
SR0400	Undergrad	MCMST	2139	2013 Fall	Beck Jr., Ana Banana	Female	08/02/1980	(blank)	130692544	CAN	SIN	BECK	ANA	2139

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

Student Grade Inquiry [Term Statistics](#)

Ana Beck SR0400

Term: 2014 Fall Career: Undergrad Institution: McMaster University

Detail	Class Nbr	Subject	Catalog	Component	Section	Grade Input	Official Grade	Grading Basis	Units Taken	Session	Course Name
Detail	10285	ANTHROP	1A03	Tutorial	C01	A	A	Graded	3.00	Regular	Culture & Society
Detail	10074	ANTHROP	1AA3	Lecture	C1			Graded	3.00	Regular	Sex, Food & Death
Detail	10078	ARTSSCI	2E03	Lecture	C1	W	W	Graded	3.00	Regular	Economics: Principles & Polic
Detail	10015	ARTSSCI	3CL3	Lecture	A01	W	W	Graded	3.00	Regular	Theatre, Self, Soc Developme
Detail	10022	COMMERCE	2AA3	Lecture	A01			Graded	3.00	Regular	Financial Accounting I

- 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

- 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.

Home My Profile My Work Help

Student Incomplete

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

ID: begins with []

Academic Career: = [] Undergraduate []

Academic Institution: begins with [] MCMST []

Term: = [] []

Campus ID: begins with [] []

National ID: begins with [] []

Last Name: begins with [] []

First Name: begins with [] []

Term Alternate Key: = [] []

Case Sensitive

Search Clear Basic Search Save Search Criteria

- Click the **Search** button.

Student Incomplete

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

ID: begins with 0122

Academic Career: = Undergraduate

Academic Institution: begins with MCMST

Term: =

Campus ID: begins with

National ID: begins with

Last Name: begins with

First Name: begins with

Term Alternate Key: =

Case Sensitive

Search Clear [Basic Search](#) [Save Search Criteria](#)

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

Student Incomplete

Joe M.LSmith 0122
 Term: 2014 Wtr Career: Undergrad Institution: McMaster University

Find | View All First of 1 Last

Class Nbr:	10160	Identity, Race & Power	Class Section:	C02	Lecture
Catalog Nbr:	ANTHROP	1AB3	Session:	Regular	
Academic Group:	Faculty of Social Sciences		Career:	Undergrad	
Status / Reason:	Enrolled	/	Enrolled	Status Date:	2014/10/01
Grade In/Official:	INC	/	INC	Grading Basis:	Graded

Lapse Status

Lapse Status: Incomplete

Lapse Deadline: 2014/05/05 **BI** Lapse To Grade: C

Comment: Default Grade Recorded. 2015-01-05

Save Return to Search Notify

- 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.

Student Incomplete

Joe M.L.Smith 0122
Term: 2014 Wtr Career: Undergrad Institution: McMaster University

Find | View All First 1 of 1 Last

Class Nbr:	10160	Identity, Race & Power	Class Section:	C02	Lecture
Catalog Nbr:	ANTHROP	1AB3	Session:	Regular	
Academic Group:	Faculty of Social Sciences		Career:	Undergrad	
Status / Reason:	Enrolled	/	Enrolled	Status Date:	2014/10/01
Grade In/Official:	INC	/	INC	Grading Basis:	Graded

Lapse Status

Lapse Status: Incomplete
Lapse Deadline: 2014/05/05 Lapse To Grade:

Comment: Default Grade Recorded. 2015-01-05

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 > Faculty 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.

[Favorites](#) | [Main Menu](#) > [Campus Solutions](#) > [Self Service](#) > [Faculty Center](#) > [Grading Roles](#)

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](#)

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.

The screenshot shows a web application interface with a navigation bar at the top containing 'Home', 'My Profile', 'My Work', and 'Help'. Below the navigation bar is a table with 11 rows. Each row contains a number (44-55), a search input field with a magnifying glass icon, a dropdown menu for 'Role' (mostly 'Department Approver', one 'Administrator'), a search input field with a magnifying glass icon, and a dropdown menu for 'Organization' (all 'UGRD'). To the right of each row are two small buttons: a blue '+' and a blue '-'. The row with number 55 and emplid 000000952 is highlighted with a red border. Below the table is a red 'SAVE' button.

Row	Search 1	Role	Search 2	Organization	Buttons
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	+ -
55	000000952	Department Approver	33007	UGRD	+ -

SAVE

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'

Academic Career

Dept / Faculty

Subject

Course

Last Action

Final Grade Mid Term Roster

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.

	Student Nbr	Last	First	Lvl	Program/Plan	(Grade)
<input checked="" type="checkbox"/>	001164106	Kwan	Victor	2	Science Honours Chemistry	D

[Select All](#) [Deselect All](#)

Grade Approval

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.

Grade Change

Search Criteria:

Institution: MCMST McMaster University

Academic Career: UGRD Undergraduate

Term:

Dept / Faculty:

Optional

Subject:

Course:

Filter Options:

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.

Student Nbr	Last	First	Lvl	Program/Plan	Official Grade	Pending Grade Change	Auth	Grading Scheme	Grading Basis	Grade Change	Converted Roster Grade	Note
<input checked="" type="checkbox"/>	001164106	Kwan	Victor	2	Science Honours Chemistry	D	B+	<input type="checkbox"/>	UGD	GRD		Note

[Select All](#) [Deselect All](#)

Grade Change Approval

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
<input checked="" type="checkbox"/>	001164106	Kwan	Victor	2	Science Honours Chemistry D	B+	<input type="checkbox"/>	UGD	GRD			Note

[Select All](#) [Deselect All](#)

Grade Change Approval

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](#).