Fleming College

Entering Grades in Evolve – Faculty Centre

General Support contacts for Evolve Grades Processing:

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Table of Contents

YouTube Tutorial

URL: https://www.youtube.com/watch?v=Ng2WxSCCygs

Quick Reference Guide

1. Login to myCampus
2. Click on Faculty Centre
3. Click on Grade Roster Icon on the My Teaching Schedule grid
4. Enter Grades
5. Submit Roster

For more details please see the instructions beginning on page 2

Accessing the Evolve Grade Roster

1. Login to myCampus

> **!** Having trouble accessing myCampus? Email ITS Onestop: itsupport@flemingcollege.ca

2. Select Faculty Center

3. Choose the class by clicking on the Grade Roster icon in the My Teaching Schedule grid for the current term

! Is your class missing the Grade Roster icon?
Email Marg McGee - Office of the Registrar to determine if your roster still needs to be published or if you are missing grade access to your class: marg.mcgee@flemingcollege.ca

Entering Grades

1. Enter Grades for each student

W and WF Grades: Students who have been officially withdrawn from your class will be included in your roster with a "W" or "WF" grade in the official grade column. Please note that you do not have to enter final grades for these students.

DATA ENTRY TIPS:

➢ Type your grade in the Roster Grade box. Click on the magnifying glass to see a list of valid grades.

> **!** Please be aware that grades issued between 0 to 9 should be entered as 00, 01, 09, etc.

➢ **Pass/Fail Grading:** If you are issuing pass/fail grades, please reference our data entry tip section on page 8 of this document or by clicking below

2016 Winter | Regular Academic Session (1) | Fleming College | Credit

▽ HLTH 244 - S01 (3149)   [change class]

Foundations for Personal Support Worker I (Seminar)

Days and Times	Room	Instructor	Dates
Fr 10:00AM-12:00PM	BR-A1131 Multimedia seminar	Janice Lee-Foxon	11/01/2016 - 22/04/2016

Display Options:

*Grade Roster Type   [Final Grade ▼]

☐ Display Unassigned Roster Grade Only

Student Grades   Find |

		ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
☐	1			🔍		P/F	Personal Support Worker - Personal Support Worker	Semester 1
☐	2			🔍		P/F	Personal Support Worker - Personal Support Worker	Semester 1
☐	3			🔍		P/F	Personal Support Worker - Personal Support Worker	Semester 1
☐	4			🔍		P/F	Personal Support Worker -	Semester 1

2. Submit your grades

    a. Click submit at the bottom of your grade roster
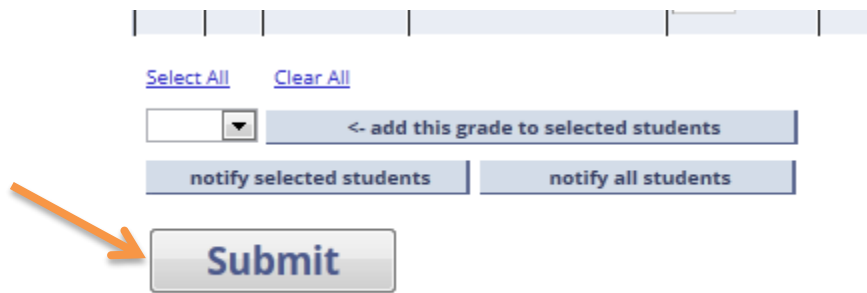
    b. You can continue to make changes to your grades until the grade deadline
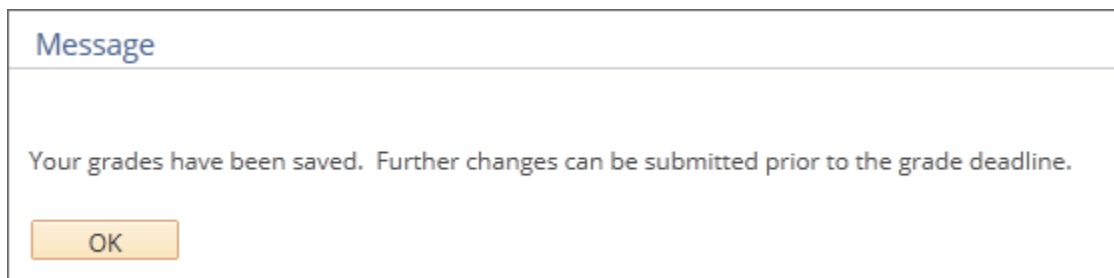
TIP: Your browser session will timeout after 60 minutes, be sure to save your work in progress as necessary.

Tips and Other Notes

1. To select your next class for grade entry click on the "change class" button, you will be returned to the My Schedule Teaching grid page (see "Entering and Saving Final Grades" - step 2 above)

2. Pass/Fail Grade Entry time saving tip: apply the same grade to multiple students in your class

DATA ENTRY TIP: Select your students using the column to the far left or click on "Select All"

3. To define the tabbing order on the grade roster page so that only the Roster Grade field is selected
   a. Click on Personalize Page in the top right corner of the grade roster page

   b. Click on the number above the name field on the page and click on the number above the magnifying glass. An 'x' should appear in place of the number for these two fields.

   c. Scroll to the bottom of the page and click OK to save your changes