Fleming College

Entering Grades in Evolve – Faculty Centre

General Support contacts for Evolve Grades Processing:

Name	Email	Phone Extension
Shelley Rowan – Records Manager	Shelley.Rowan@flemingcollege.ca	1512
Marg McGee – Records Specialist	Marg.Mcgee@flemingcollege.ca	1510
Ted Stebbins – Business Analyst	Ted.Stebbins@flemingcollege.ca	1177

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

Fleming College

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

Fleming College

Favorites ▼   Main Menu ▼   ›   My Self Service ▼ ›   Faculty Center ▼ ›   My Schedule

Faculty Center	Search	Program Fees	Class Cancellation
my schedule	class roster		grade roster

Faculty Center

My Schedule

2016 Winter | Fleming College   [change term]

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

| | Icon Legend: | 👥 Class Roster | 📋 Grade Roster | 🖥 Learning Management |

My Teaching Schedule > 2016 Winter > Fleming College

View All | 🔲 | 🗓   First ◀ 1-17 of 17 ▶ Last

		Class	Class Title	Enrolled	Days & Times	Room	Class Dates
👥 📋 🖥		HLTH 244-S01 (3149)	Foundations for PSW's I (Seminar)	26	Fr 10:00AM - 12:00PM	BR-A1131 Multimedia seminar	Jan 11, 2016- Apr 22, 2016
👥 🖥		HLTH 340-C01 (3888)	Mental Hlth & Pall. for PSW (Class/Lecture)	25	Th 2:00PM - 4:00PM	BR-A3147 Multimedia classroom	Mar 7, 2016- Apr 22, 2016

> **!** 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W and WF Grades: Students who have been officially withdrawn from your class will be included in your roster with a "W" or "WF" grade in the official grade column.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
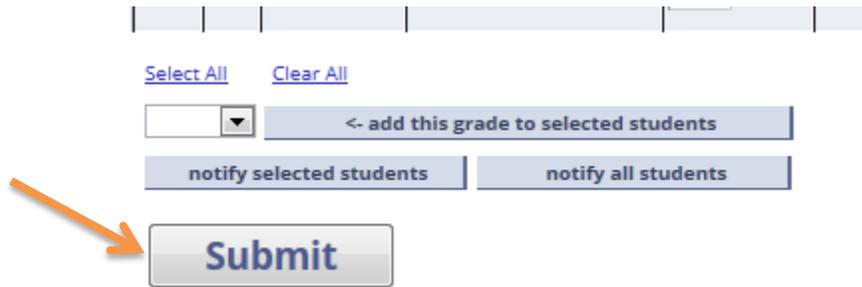
    b. You can continue to make changes to your grades until the grade deadline
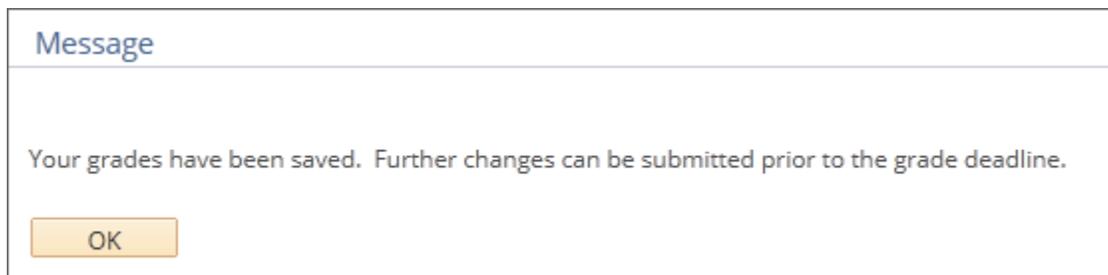
TIP: Your browser session will timeout after 60 minutes, be sure to save your work in progress as necessary.

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

![Fleming College]

Clearing Browser Cache

In most computer-based web browsers, to open menus used to clear your cache, cookies, and history, press Ctrl-Shift-Delete (Windows) or Command-Shift-Delete (Mac). If this doesn't work, follow the appropriate instructions below.

If you don't see instructions below for your specific version or browser, search your browser's Help menu for "clear cache".   If you're unsure what browser version you're using, from the Help menu or your browser's menu, select About [browser name]. In Internet Explorer and Firefox, if you don't see the menu bar, press Alt.

- o [Desktop browsers]
    - ▪ [Internet Explorer 9 and higher]
    - ▪ [Chrome]
    - ▪ [Firefox]
    - ▪ [Microsoft Edge]
    - o [Safari (Mac OS X)]
- o [Mobile browsers]
    - ▪ [Android]
    - ▪ [Chrome for Android]
    - ▪ [Safari (Apple iOS)]
    - ▪ [Chrome for iOS]

> **!** Still having issues clearing your browser cache? Please contact IT Desktop Support:
> email: [itsupport@ticket.flemingc.on.ca]

Desktop browsers

Internet Explorer 9 and higher

Note:

As of January 12, 2016, [Microsoft has ended support for Internet Explorer versions prior to version 11], unless you are running Windows Vista SP2 or certain versions of Windows Server; for a complete list of exceptions, see [Microsoft Support Lifecycle]. Fleming strongly recommends that you upgrade to a new operating system if your current system does not support Internet Explorer 11 and is not on Microsoft's list of exceptions.

1. Select Tools (via the Gear Icon) > Safety > Delete browsing history....

   If the menu bar is hidden, press Alt to make it visible.

2. Deselect Preserve Favorites website data, and select:

   - Temporary Internet files or Temporary Internet files and website files
   - Cookies or Cookies and website data
   - History

3. Click Delete. You will see a confirmation at the bottom of the window when the process is complete.
4. Exit/quit all browser windows and re-open the browser.

Chrome

1. In the browser bar, enter:
   chrome://settings/clearBrowserData

2. Select the following:

   - Browsing history
   - Download history
   - Cookies and other site and plug-in data
   - Cached images and files

   From the Obliterate the following items from: drop-down menu, you can choose the period of time for which you want to clear cached information. To clear your entire cache, select the beginning of time.

3. Click Clear browsing data.
4. Exit/quit all browser windows and re-open the browser.

Firefox

1. From the History menu, select Clear Recent History

   If the menu bar is hidden, press Alt to make it visible.

2. From the Time range to clear: drop-down menu, select the desired range; to clear your entire cache, select Everything .
3. Next to "Details", click the down arrow to choose which elements of the history to clear; to clear your entire cache, select all items.
4. Click Clear Now.
5. Exit/quit all browser windows and re-open the browser.

Microsoft Edge

1. In the top right, click the Hub icon (looks like three horizontal lines).
2. Click the History icon, and then select Clear all history.
3. Select Browsing history, then Cookies and saved website data, and then Cached data and files. Click Clear.
4. After the "All Clear!" message appears, exit/quit all browser windows and re-open the browser.

Safari

Safari 8

1. From the Safari menu, select Clear History and Website Data....
2. Select the desired time range, and then click Clear History.
3. Go to Safari > Quit Safari or press Command-Q to exit the browser completely.

Safari 7 and below

1. From the Safari menu, select Reset Safari....
2. Select the items you want to reset, and then click Reset. As of Safari 5.1, Remove all website data includes both cookies and cache.
3. Go to Safari > Quit Safari or press Command-Q to exit the browser completely.

Mobile browsers

Android

The steps to clear your cache, cookies, and history may differ depending on the model of your Android device and your preferred browser. However, you should be able to clear your cache and data from your application management settings menu:

1. Go to Settings and choose Apps or Application Manager.
2. Swipe to the All tab.
3. In the list of installed apps, find and tap your web browser. Tap Clear Data and then Clear Cache.
4. Exit/quit all browser windows and re-open the browser.

Chrome for Android

1. Touch Chrome menu > Settings.
2. Touch (Advanced) Privacy.
3. Touch Clear browsing data.
4. Exit/quit all browser windows and re-open the browser.

Safari (Apple iOS)

Note:

The following steps apply to the newest version of Mobile Safari for iOS. If you need instructions for older versions, you might find them in Apple Support's [Safari web settings on your iPhone, iPad, or iPod touch](#).

1. Open your Settings app.
2. Tap Safari.
3. Tap Clear History and Website Data and confirm.
4. Exit/quit all browser windows and re-open the browser.

Chrome for iOS

1. Touch Chrome menu > Settings.
2. Touch Privacy.
3. Choose the data type you want to clear.
4. Touch Clear.
5. Exit/quit all browser windows and re-open the browser.