

Entering Grades in Evolve – Faculty Centre

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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

Fleming College
myCampus for Students, Staff and Alumni at Fleming College

Password

remember me

New to Fleming College?

First and foremost, welcome to Fleming College! The myCampus portal is your one-stop shop for all online services provided by Fleming College. To begin using myCampus and the IT services on campus you will need to obtain your username and password.

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599 Brealey Drive, Peterborough, Ontario, K9J 7B1, Canada 705-749-5530

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

2. Select Faculty Center

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LEARN | BELONG | BECOME

myCampus for Students, Staff and Alumni at Fleming College

STAFF RESOURCES STUDENT LIFE REGISTRARS OFFICE SERVICES DIRECTORY VIRTUAL TOUR

Search anything...

Today's Schedule

12:30 PM - 01:30 PM PTBO Sport & Wellness Centre

Awareness Through Exercise 2

03:00 PM - 05:00 PM Sutherland A1156

Anatomy & Physiology II

You have no more classes scheduled this week.

Subscribe View Week Print

Announcements

Graduating in June 2016?

Please review the information on your Student Centre by March 11 to ensure your name, home address and program of graduation are correct.

View your current Graduation Information

If you need to make any changes or additions to the information you see on your page or you do not see your graduate status, please go to the Registrar's Office. Name changes will require documentation to support the change – a valid driver's licence or passport is accepted.

Mark as Read

First Semester Students!

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

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[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:

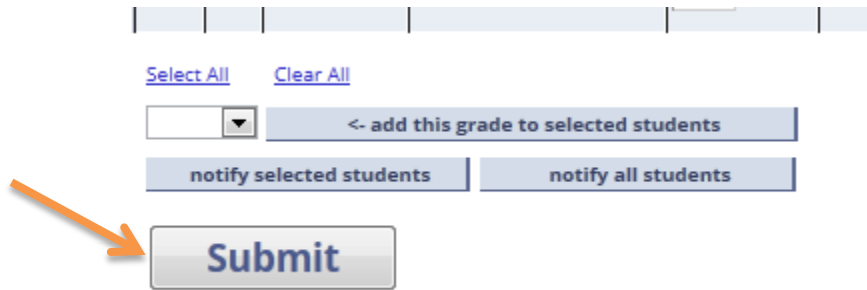
*Grade Roster Type Final Grade ▼

Display Unassigned Roster Grade Only

Student Grades Find 								
		ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>	1	<input type="text"/>	<input type="text"/>	<input type="text"/>		P/F	Personal Support Worker - Personal Support Worker	Semester 1
<input type="checkbox"/>	2	<input type="text"/>	<input type="text"/>	<input type="text"/>		P/F	Personal Support Worker - Personal Support Worker	Semester 1
<input type="checkbox"/>	3	<input type="text"/>	<input type="text"/>	<input type="text"/>		P/F	Personal Support Worker - Personal Support Worker	Semester 1
<input type="checkbox"/>	4	<input type="text"/>	<input type="text"/>	<input type="text"/>		P/F	Personal Support Worker -	Semester 1

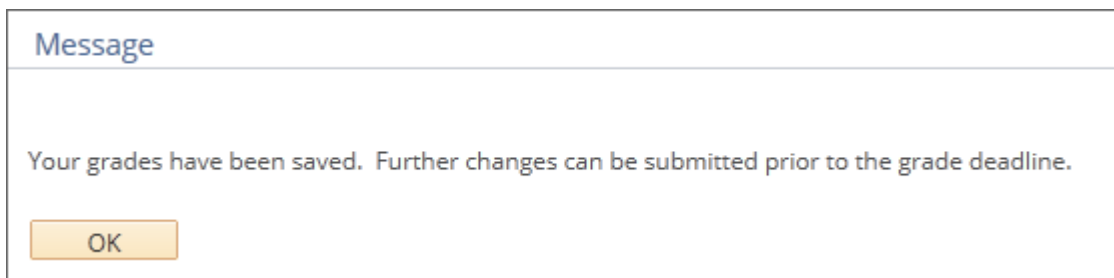
2. Submit your grades

- a. Click submit at the bottom of your grade roster



The screenshot shows a grade roster interface. At the top, there is a horizontal bar with several columns. Below this bar are two links: "Select All" and "Clear All". Underneath these links is a dropdown menu with a downward arrow, followed by a button labeled "<- add this grade to selected students". Below this button are two more buttons: "notify selected students" and "notify all students". At the bottom of the interface is a large "Submit" button, which is highlighted with an orange arrow pointing to it from the left.

- b. You can continue to make changes to your grades until the grade deadline



The screenshot shows a message box with a title bar that says "Message". The main text of the message reads: "Your grades have been saved. Further changes can be submitted prior to the grade deadline." At the bottom of the message box is an "OK" button.

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)

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Favorites ▾ Main Menu ▾ > My Self Service ▾ > Faculty Center ▾ > Grade Roster

Faculty Center

Search

Program Fees

Class Cancellation

my schedule

class roster

grade roster

Grade Roster

 [View College FOI Statement](#)

2015 Spring | Regular Academic Session (1) | Fleming College | Credit

▼ **COMP 345 - L02 (2130)**

change class

Introductory Computing (Lab)

Days and Times	Room	Instructor	Dates
We 1:00PM-2:00PM	BR-B2101 Computer lab		05/11/2015 - 08/14/2015

Display Options:

*Grade Roster Type

Final Grade ▾

Display Unassigned Roster Grade Only

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”

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Favorites ▾ Main Menu ▾ > My Self Service ▾ > Faculty Center ▾ > My Schedule

<input checked="" type="checkbox"/>	23					P/F	Personal Support Worker - Personal Support Worker	Semester 1
<input type="checkbox"/>	24					P/F	Personal Support Worker - Personal Support Worker	Semester 1
<input checked="" type="checkbox"/>	25					P/F	Personal Support Worker - Personal Support Worker	Semester 1
<input type="checkbox"/>	26					P/F	Personal Support Worker - Personal Support Worker	Semester 2

[Select All](#) [Clear All](#) [Printer Friendly Version](#)

 [-< add this grade to selected students](#)

3. To change 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

[Personalize 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.

Display Options:

*Grade Roster Type Final Grade

Display Unassigned Roster Grade Only

154	170	171	176	181	183	189
ID	Name	Roster Grade	Official grade	Grading Basis	Program and Plan	Level
				P/F	Practical Nursing - Practical Nursing	Semester 1

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