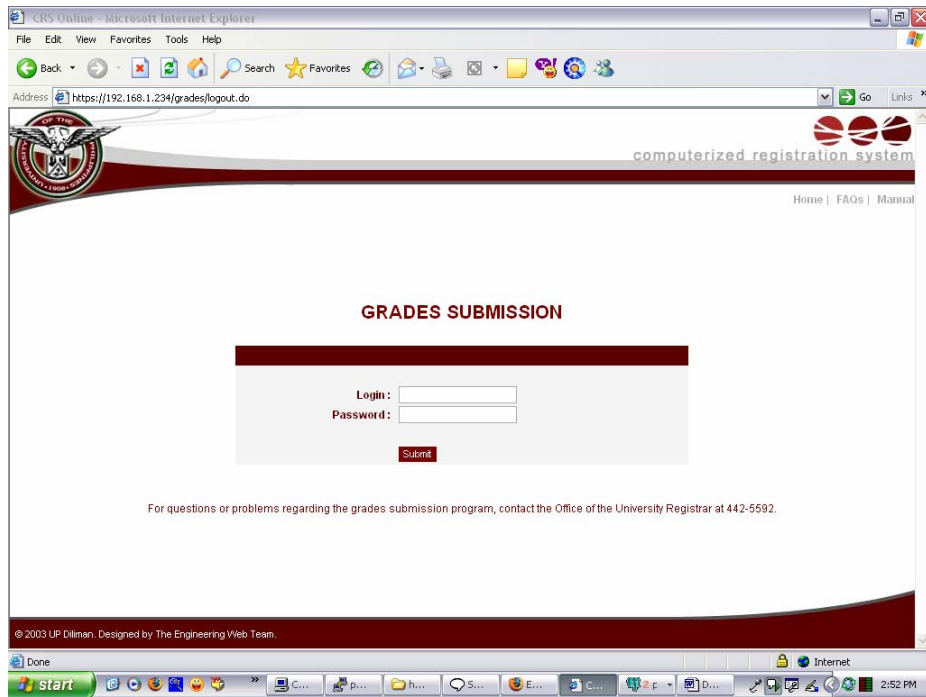


Online Grades Submission User's Guide

1) To access the Grades Submission module, go to

<http://crs.upb.edu.ph/grades> or <http://192.168.1.234/grades>

Figure 1.
The Login
Page



2) The login page will appear. Login is separate for colleges/departments and instructors. Enter your username and password. Then click the Submit button.

2.1 If you logged in using a college's username and password, you will be directed to a page with the list of departments in that college. Click on the link of the department where you want to submit grades. A list of classes in that department will appear. (See *Figure 2*)

2.2 If you logged in using an instructor's username and password, you will be directed to a page with the list of classes handled by that instructor. (See *Figure 4*)

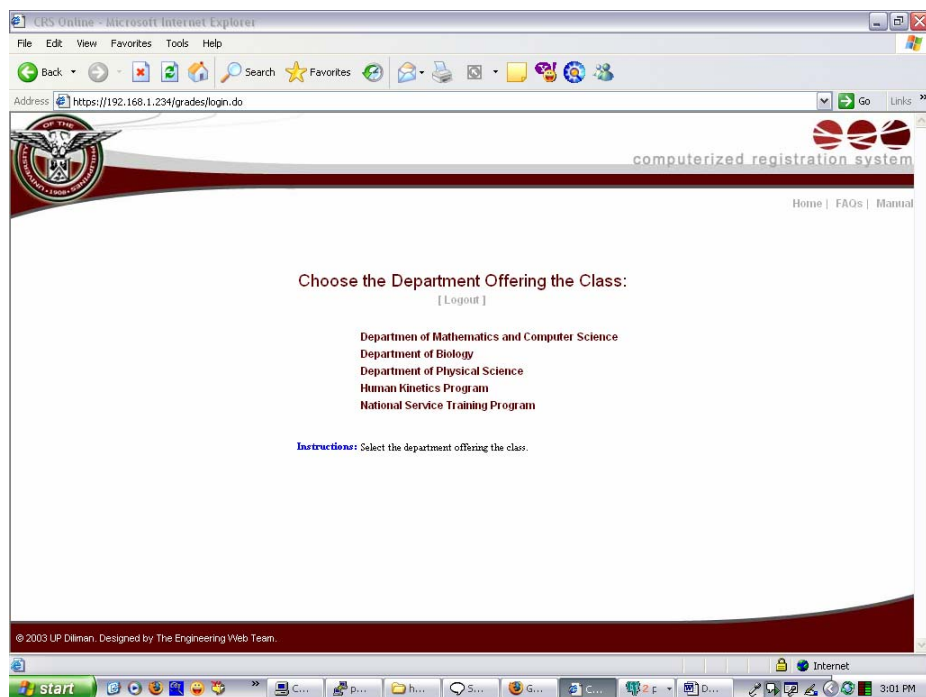
Note:

Passwords for Colleges and Faculty will be in the safekeeping of College Secretaries. These are to be disclosed only as follows:

- College password -- only to the College Secretary and SRE
- Faculty password -- only to the individual Faculty

Under no circumstance should any of the passwords be disclosed to any other personnel in the College nor to any Graduate Assistant or Student Assistant.

Figure 2.
List of
departments
under a
college



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Figure 3.
List of classes under a department

The screenshot shows the 'Classes for the 1st Semester AY 2004 - 2005' page. It features a table with the following data:

Class Code	Class	Schedule / Faculty	Action
1 74644	Cmssc 11 Oh Intro to Computer Sciences	T 10:00a-12:00p lec/lab CS Lab 2, Th 9:00a-12:00p lec/lab CS Lab 2 TBA	Edit/View Grades
2 74600	Cmssc 23 Yy Object-Oriented Programming	T 1:00p-3:00p lec CS Lab 1, Th 1:00p-4:00p lab CS Lab 1 TBA	Edit/View Grades
3 74601	Cmssc 55 ZZ Discrete Math1 Structures	TTh 4:00p-6:30p lec/lab IB 105 TBA	Edit/View Grades
4 74602	Cmssc 116 G Mathematical Methods for CS	TTh 9:00a-10:30a lec CS-AVR TBA	Edit/View Grades
5 74603	Cmssc 124 HI Design & Implementaion	TTh 10:30a-1:00p lec/lab CS Lab 1 TBA	Edit/View Grades
6 74604	Cmssc 127 CDemw File Processing & Database Sys	MW 10:00a-12:30p lec/lab CS Lab 1 TBA	Edit/View Grades
	Cmssc 131 Yz		

Figure 4.
List of classes under a specific instructor.

The screenshot shows the 'Raquel, Carlo's classes for the 1st Semester AY 2004 - 2005' page. It features a table with the following data:

Class Code	Class	Schedule / Faculty	Action
1 74603	Cmssc 124 HI Design & Implementaion	TTh 10:30a-1:00p lec/lab CS Lab 1 TBA	Edit/View Grades

Below the table is an 'Add Class to List' button.

Figure 5.
The Grades Submission Form.

The screenshot shows the 'Grades Submission Form' page. It includes a dropdown menu for grade selection and a table of student records.

Grade Selection:

- 1.00
- 1.25
- 1.50
- 1.75
- 2.00
- 2.25
- 2.50
- 2.75
- 3.00
- 4.00
- 5.00

Student List Table:

Student No	College	Year Level	Name	Grade	Remarks
1	2002-48163	CS	3 ANCHETA, ALLAN LOU G.	INC	
2	2002-39673	CS	3 GONZALES, ALVIN C.	Drp	
3	2002-54721	CS	3 GUILLERO, AIKO M.	HP	
4	2002-31911	CS	3 JALOVA, RAINIER D.	P	
5	2002-42595	CS	3 KALANG-AD, BLANDINA M.	F	
6	2001-46939	CS	3 ONG, EVANGELINE C.	S	
7	2002-42496	CS	3 ORILLE, JESSIE DARNELL M.	U	
8	2002-42377	CS	3 PAGDANGANAN, MARC IRVIN S.	NG	
9	2001-25475	CS	4 PALARUAN, EUGENICE GRACE V.	1.00	
10	2002-48126	CS	3 RACCA, ALEXIES F.	1.00	

3) To edit or view the grades of a certain class, click on the **'Edit/View Grades'** link corresponding to that class on the rightmost column. A list of students enrolled in that class will appear.

3.1 Fill in the grades appropriately by using the drop-down text box found next to the student's name. Take note of the guide chart to the right.

3.2 *The remarks column.* Note that if the **grade given is INC or NG, the instructor must indicate the reason in the remarks column.**

3.3 Grades can be temporarily saved by clicking on the **'Save But Not Submit'** button at the bottom of the page. Grades saved in this manner will not yet be submitted.

3.4 To print an unofficial copy of the list, click on the **'Print Draft'** link at the bottom of the page. The encoder will then be directed to a page (Figure 6) containing a link to the PDF document. The document contains **all** the entries in this list. This copy may be used by the faculty for verification before submitting the grades. Viewing of this document requires Acrobat Reader. (Figure 7)

INC -- Incomplete
DRP -- Dropped
NG -- No Grade
P -- Pass
F -- Fail
U -- Unsatisfactory
S -- Satisfactory

Note:

- Faculty must report to the OCS and/or the OUR any discrepancy between the online students list and their records.
- For MA/MS thesis courses, the old ROGs would still be used. There is no need to submit graduate thesis grades online.

Figure 6. Click on the "Retrieve Document" link to view the Draft Copy.

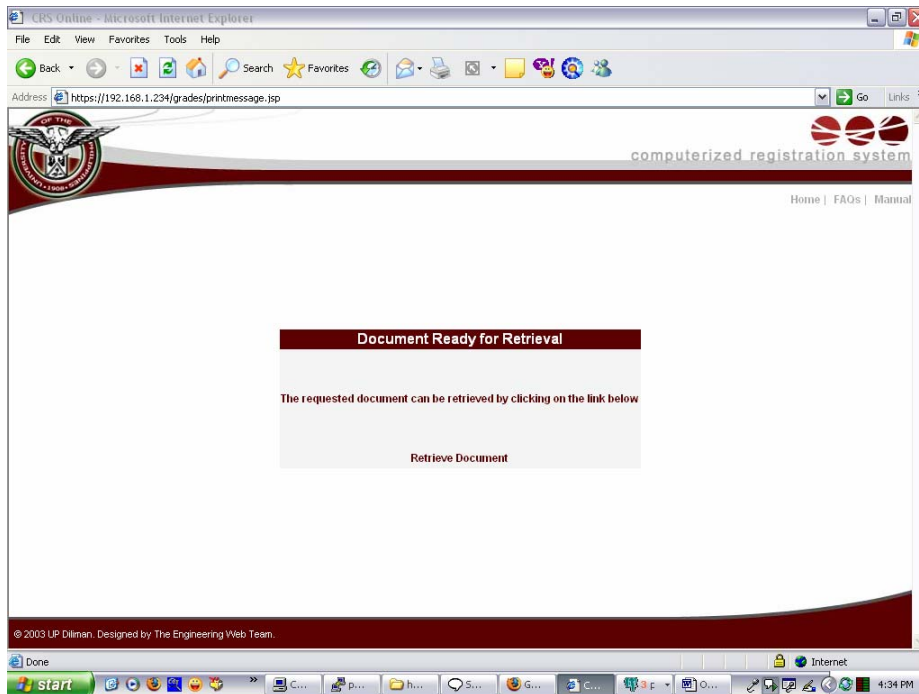
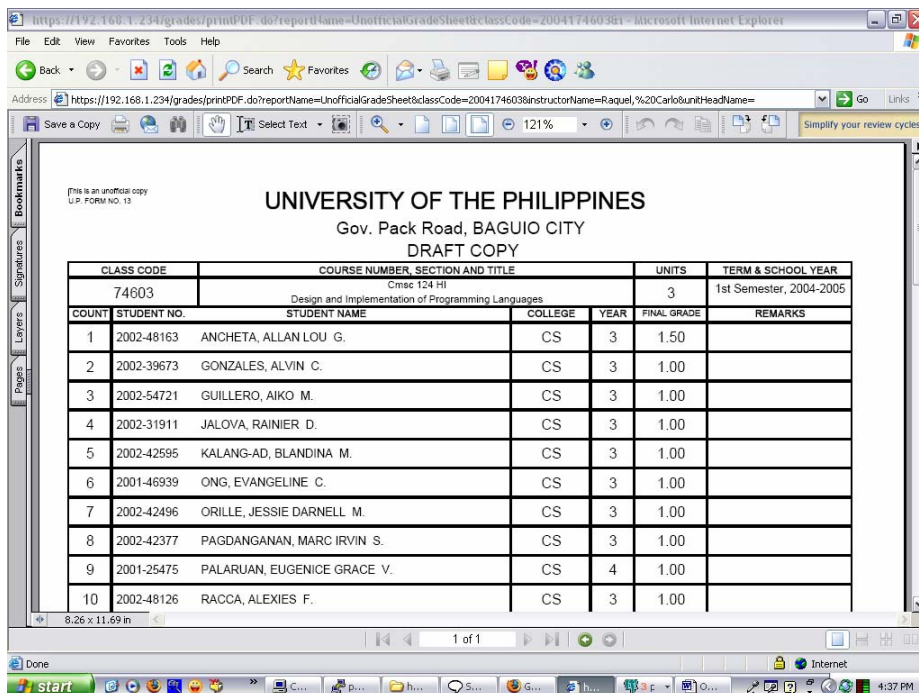


Figure 7. You may Save or Print this document through the Adobe Reader menu.



- 4) Before submitting the report of grades, be sure that all entries are correct. Take note that **once a student's grade has been submitted, it can no longer be modified.** (Figure 14) Any change will have to go through the official process of changing grades.
 - 4.1 To submit the grades of all the students, click the checkbox located at the upper left hand side of the table and automatically, the checkboxes for all students will be selected. Check that all the fields for grades are filled up, including the remarks column for students with INC and NG. If you want to deselect the checkboxes for all students, click the checkbox at the upper left hand side of the table again. (See Figure 8)
 - 4.2 To submit the grades for a partial list of students (e.g. graduating students), indicate the student/s whose grades are to be included by clicking on the checkbox preceding his/her student number. (See Figure 9)
 - 4.3 When ready to officially submit your grades, you are required to first click on the **'Save But Not Submit'** button before clicking on the **'Submit'** button.

Figure 8. Enable the checkbox located at the upper left hand side of the table to select all



Figure 9. Disable the checkbox to the left of their student number to unselect the entire row.

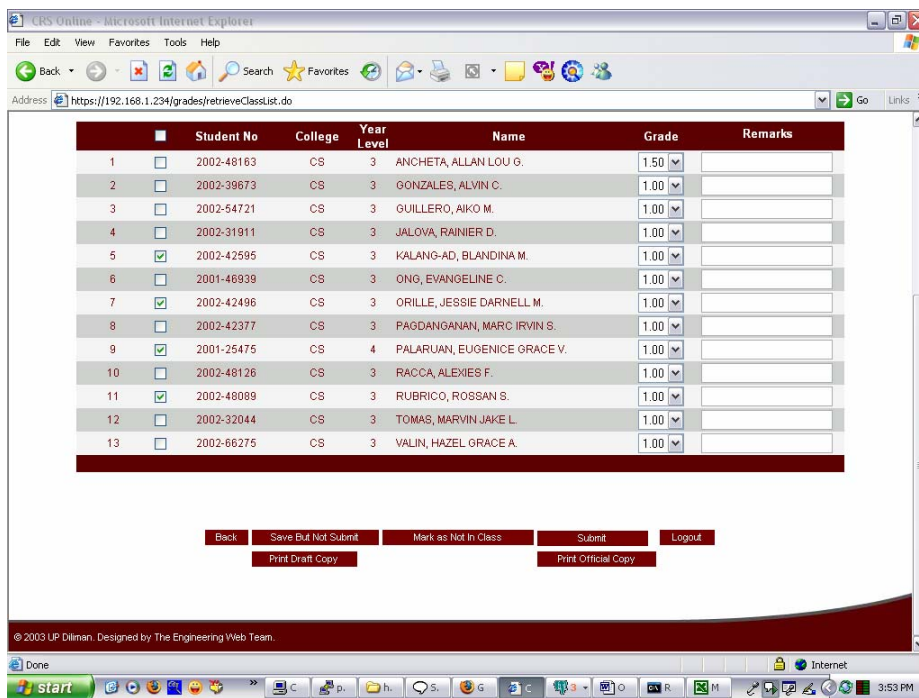


Figure 10.
A prompt will appear if not all the fields for grades are filled up.

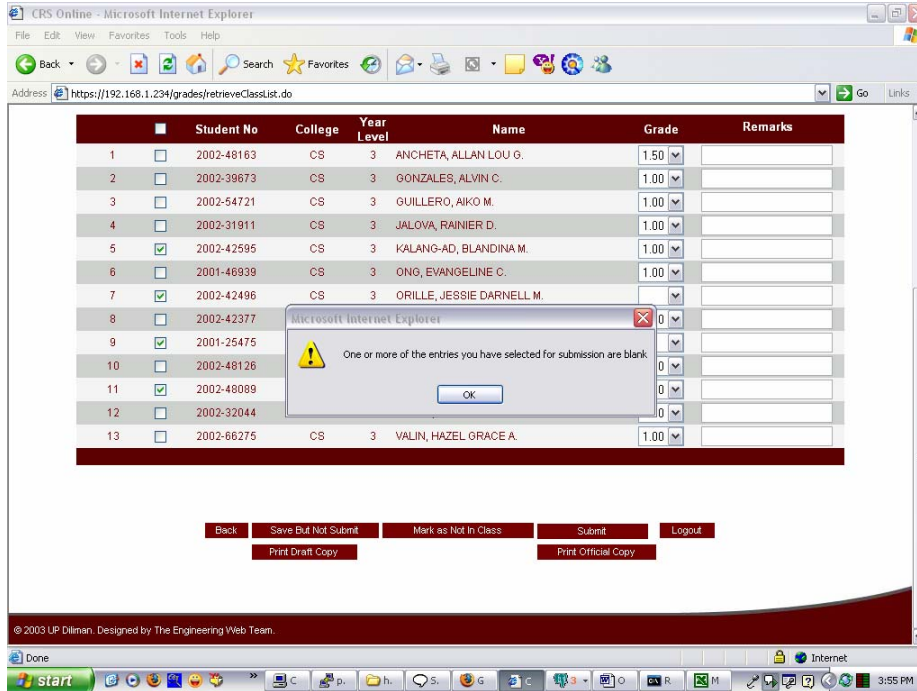
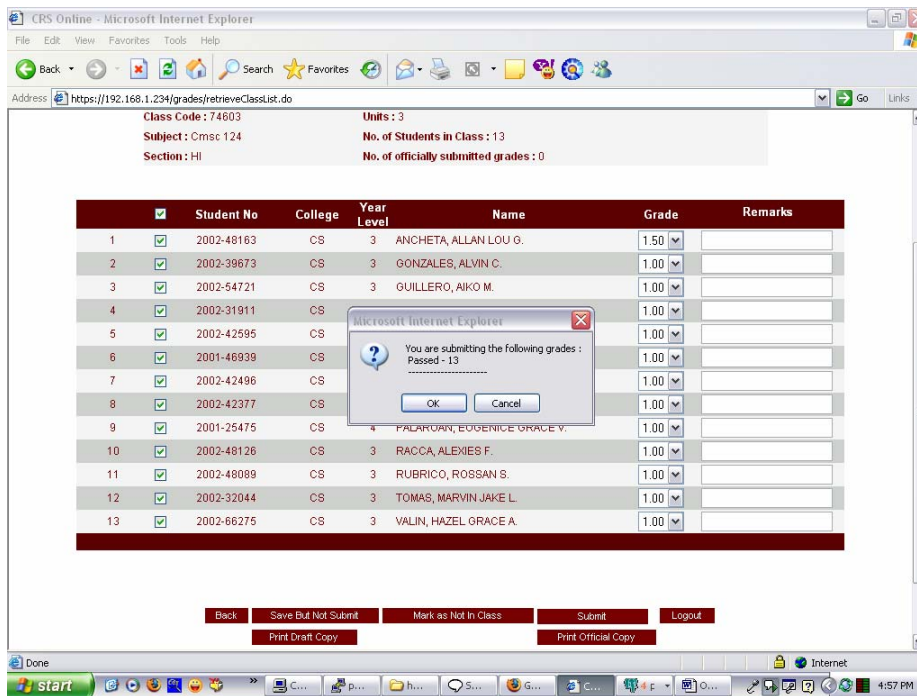


Figure 11.
A dialog box confirms the number of grades you are about to submit.



- 5) Upon submission, print the official copy of grades by clicking on the **'Print Official Copy'** link at the bottom of the page. The user will then be directed to a page (See *Figure 12*) wherein the name of the Department Chair or Director is to be specified. Viewing of this document requires Acrobat Reader. (See *Figure 13*) Take note of the following important guidelines:
 - 5.1 Double check that all entries are correct. **No alterations/erasures are allowed** for the copy of grades from online submission. Forms with alterations or erasures will be considered invalid.
 - 5.2 The Official Report of Grades will contain only those entries with officially submitted grades.
 - 5.3 Two copies should be printed out on size A4 paper, using a laser printer. These copies, signed by the teacher and the department head, will be submitted to the OCS and the OUR.
 - 5.4 **For the 1st semester AY 2005-06, the faculty will still be given copies of the old ROG. If however, you are able to successfully submit your grades online, simply return these forms together with your Official Report of Grades printout.**
- 6) To encode another class, simply click on the **'Back'** button at the bottom of the page to return to the list of classes. Once you are through, click on the **'Logout'** button at the bottom of the grades submission form to properly end the session.

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Figure 12. Type the name of the Department Chair on the text box. Then click on the “Process Report” link to continue.

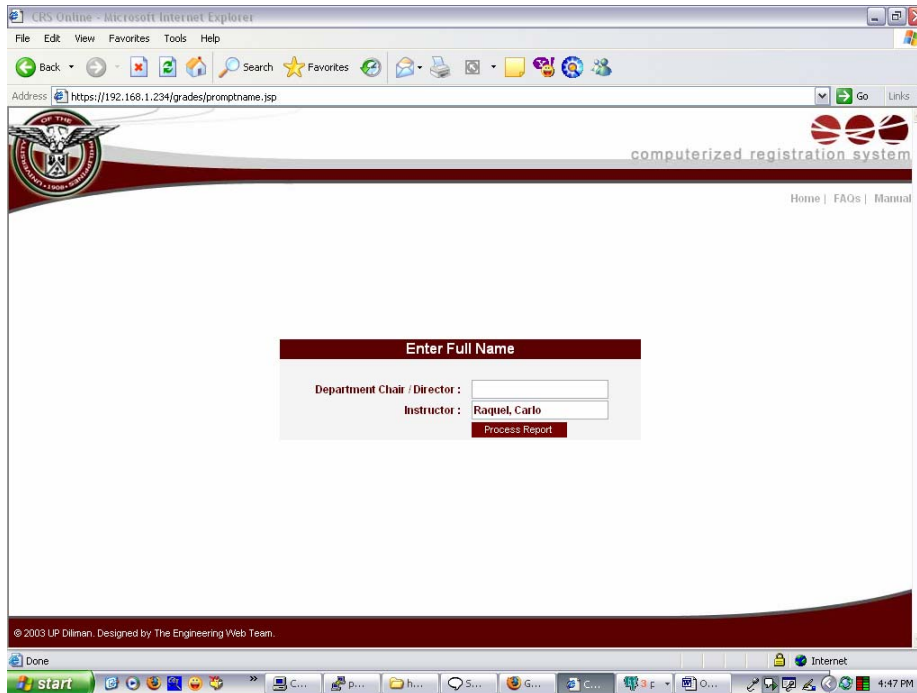


Figure 13. You may Save or Print this document through the Adobe Reader menu.

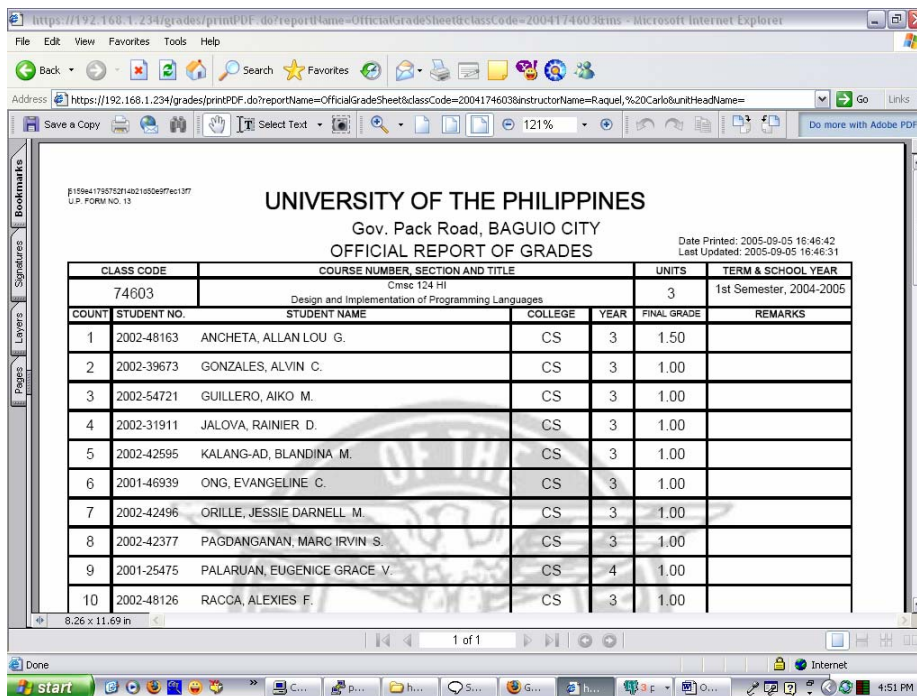


Figure 14. After submitting, you will now find that the drop-down text boxes are gone. This means that the student’s grade can no longer be modified.

