Online Grade Changes

Session ID: 245

Susan Eveland
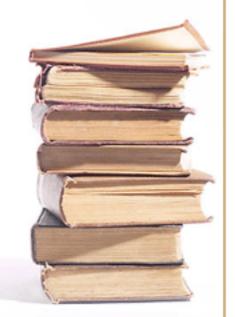University of Oregon
AACRAO 2007 -- Boston

About the University of Oregon

- Eugene, Oregon
- 4-year public, doctoral
- 16,500 undergrads, 3,800 grad students
- College of Arts and Sciences plus six professional schools and a Law School
- AAU University

About the University of Oregon

- Banner since 1990 (heavily modified)

- Quarters (main campus)
  AND
  Semesters (Law School)

Some Background:
Online Grades

Online Grades

- Main campus implemented "cold turkey" Fall 2001
- Later added reports for departments and RO use
- Added Summer grading Summer 2002
- Added Law School Fall 2002
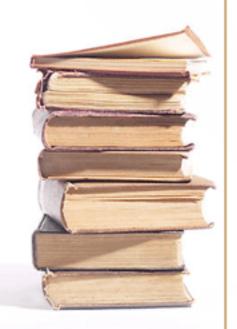
Benefits of Online Grades

- Faculty access to rosters anytime/anyplace
- Secure, controlled access
- Tracking reports tell us what is outstanding at any moment
- Running over 99% every term since inception

Online Grade Annual Count

Term

232,665 grades
11,843 rosters

Law School

5,358 grades
196 rosters

Total
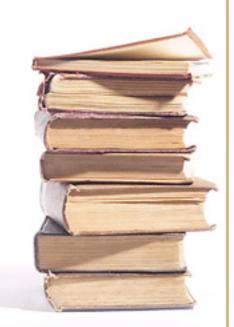
238,023 grades
12,039 rosters

Online Grade Change Annual Count

Total February 2006 to February 2007
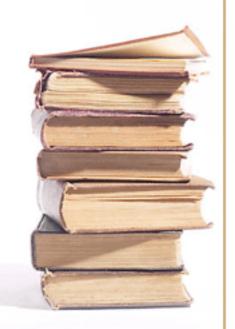
10, 177

Last Leg …

- Online Grade Changes

Considerations for Design

- All faculty legislation must be enforced**

- All procedural rules must be enforced**

- Access – only the faculty member who taught the course can change a grade
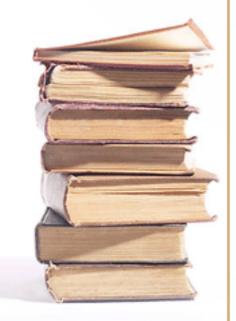
** examples coming

More Considerations

- Grading Options must remain enforced (can't change from a C to a Pass)

- System must record who made change, when and for what reason; audit reports needed

- Timing of grade change availability: when can changes begin?
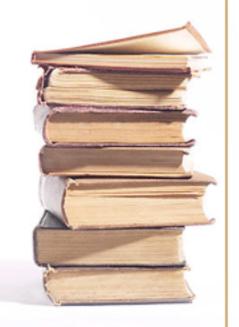
Faculty Legislation Examples

- No grade changes allowed 30 days after the award of the degree
- No Incompletes for Graduate Students allowed after one year
- No grade changes to grades coded AD (conduct cases)
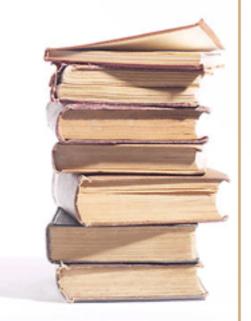
Procedural Rule Examples

- No grade changes back to "I" for Incompletes that were converted to "F"
- No grade changes for Audits or Withdrawals
- No grade changes for graduate student thesis or dissertation "I."

Timing of Availability

- Online Grades that have been submitted are rolled twice daily (7:30 a.m. and 4:30 p.m.) during the ten-day grading period.
- As soon as grades "roll," the menus change in DuckWeb for Faculty and changes can be made.

A Quick Demo

University of Oregon
DuckWeb Information System

User Login

Info: **To Login:** Enter your UO Id number and your personal access code (PAC), then click on the **Login** button.
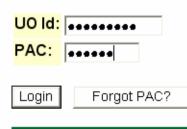
First-time Users: The first time you log into DuckWeb, you will prompted to select a new PAC and to activate a security question which will help you manage your DuckWeb account. Login now, then follow the steps on the next pages.
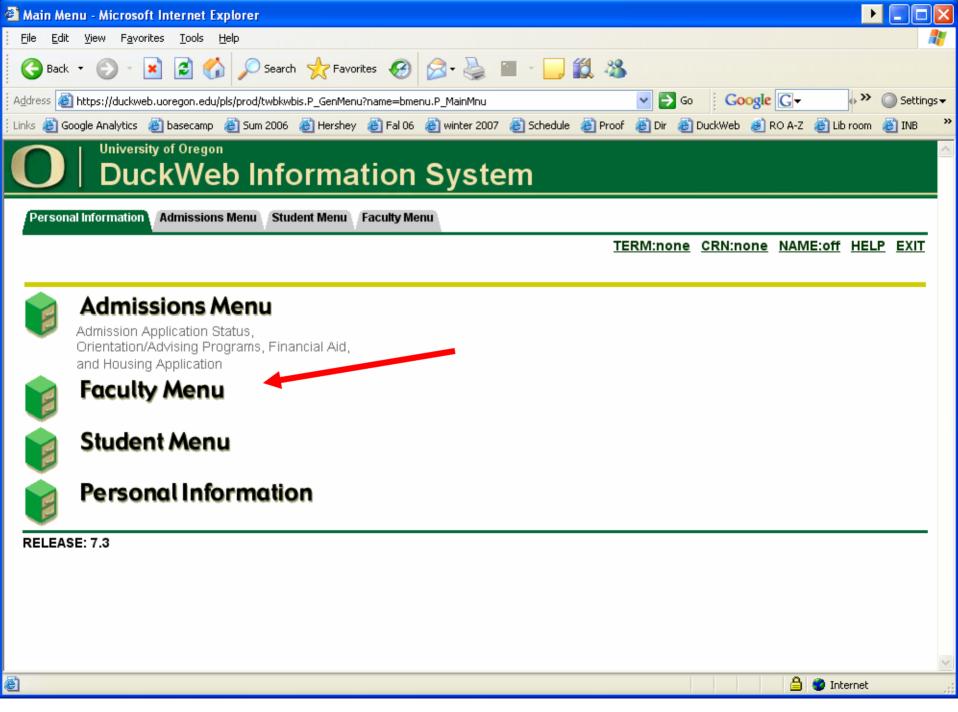
WAIT! Don't know your PAC? You can only guess three times; if you get your PAC wrong the third time, your account will be disabled. Use the "Forgot Your PAC" instructions below to log in.
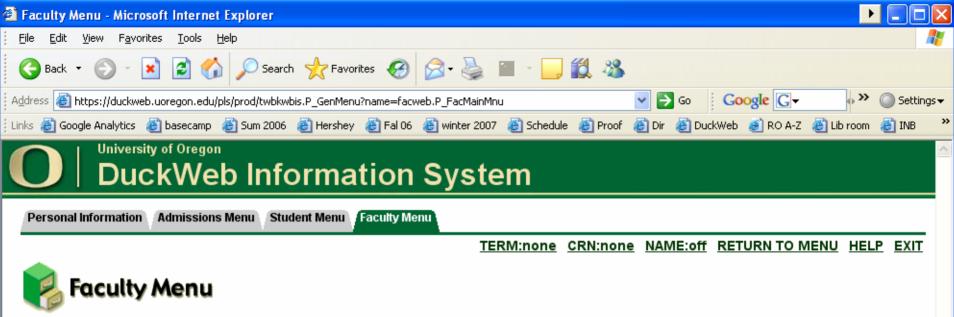
Forgot Your PAC?: You can reset your own PAC here. Simply enter your UO Id number and then click on the **Forgot PAC** button. Follow the steps on the next page.

UO Id: ••••••••
PAC: ••••••

[Login]   [Forgot PAC?]

RELEASE: 7.3

Done   Internet

University of Oregon
DuckWeb Information System

Personal Information   **Admissions Menu**   **Student Menu**   **Faculty Menu**

TERM:none   **CRN:none**   **NAME:off**   **HELP**   **EXIT**

Admissions Menu

Admission Application Status,
Orientation/Advising Programs, Financial Aid,
and Housing Application

Faculty Menu

Student Menu

Personal Information

RELEASE: 7.3

File   Edit   View   Favorites   Tools   Help

Back   ❌ 🔄 🏠   🔍 Search   ⭐ Favorites   🔗   ✉ 🖨 📄   📝 🔍 👥

Address 🔗 https://duckweb.uoregon.edu/pls/prod/twbkwbis.P_GenMenu?name=facweb.P_FacMainMnu   ➡ Go   Google G▾ ⟫ ⚙ Settings▾

Links 🔗 Google Analytics 🔗 basecamp 🔗 Sum 2006 🔗 Hershey 🔗 Fal 06 🔗 winter 2007 🔗 Schedule 🔗 Proof 🔗 Dir 🔗 DuckWeb 🔗 RO A-Z 🔗 Lib room 🔗 INB ⟫

University of Oregon
DuckWeb Information System

| Personal Information | Admissions Menu | Student Menu | **Faculty Menu** |

TERM:none   CRN:none   NAME:off   RETURN TO MENU   HELP   EXIT

Faculty Menu

Info:
- Click on the "Course Administration Center" menu item below to access your class lists, make grade changes for prior terms, and add web links to your course listings.
  - Need help? Click here for **help with online grades and grade changes.**
  - Looking for dates and deadlines? Click here for **calendars** (academic deadlines for several terms, final exams, etc.).

View Teaching Schedule

View Class List
(Only for viewing or downloading class lists; click Course Administration Center to enter or change grades.)

View Class Schedule Information

Course Administration Center
(Enter grades; change a grade, view or download class lists; add HTML links to your courses)

RELEASE: 7.3

🔒 💻 Internet

File   Edit   View   Fa...

Back   Search   Favorites

Address https://duck... bwlkadmn.P_FacHome   Go   Google G ▾   Settings ▾

Links   Google Analytic... 2006   Hershey   Fal 06   winter 2007   Schedule   Proof   Dir   DuckWeb   RO A-Z   Lib room   INB

Choose Term
Summer 2007
Fall 2006
Spr 2007 Law
Fall 2006 Law
Summer 2006
Spring 2006
Winter 2006
Fall 2005
Sum 2006 Law
Spr 2006 Law
Fall 2005 Law
Summer 2005
Spring 2005
Winter 2005
Fall 2004
Sum 2005 Law
Spr 2005 Law
Fall 2004 Law
Summer 2004
Spring 2004
Winter 2004
Fall 2003
Sum 2004 Law
Spr 2004 Law
Fall 2003 Law
Summer 2003
Spring 2003
Winter 2003
Fall 2002

University of O Du... nformation System

| Personal Informati... | Student Menu | **Faculty Menu** | Employee Information | WebTailor Administration |

TERM:none | **CRN:none** | **ID:none** | **NAME:off** | **RETURN TO MENU** | **HELP** | **EXIT**

Oct 11, 2006 06:05pm

Select Ter...

Select the T... then press the Submit Term button.

Select a Term:

Submit

RELEASE: 6.1

Done   Internet

File   Edit   View   Favorites   Tools   Help

Back | Search   Favorites

University of Oregon
DuckWeb Information System

Personal Information | Student Menu | **Faculty Menu** | WebTailor Administration

Course Administration Center

Fall 2004
Oct 11, 2006 06:07 pm

Subj	Crse	Title	Creds	CRN	Avail	Max	Time	Day	Location	Action	
ANTH	150	World Archaeology	4.00 cr.	10162	119	125	1000-1120	wrfs	110 FEN	☑ Select Action	Go
		+ Dis	0.00 cr.	10158	7	12	0900-0950	r	201 CON		
		+ Dis	0.00 cr.	10159	8	8	1000-1050	r	201 CON		
		+ Dis	0.00 cr.	10163	18	19	1300-1350	f	301 CON		
		+ Dis	0.00 cr.	10165	22	22	1500-1550	f	104 CON		
		+ Dis	0.00 cr.	10164	20	20	1400-1450	f	104 CON		
		+ Dis	0.00 cr.	10160	22	22	1100-1150	r	201 CON		
		+ Dis	0.00 cr.	10161	22	22	1200-1250	r	201 CON		
ENG	104	Intro Literature	4.00 cr.	11776	56	56	0800-0850	mwf	204 CHA	☐ Select Action	Go
PHIL	101	Philosophical Problems	4.00 cr.	14023	175	175	1000-1050	mwf		☐ Select Action	Go
		+ Dis	0.00 cr.	14024	30	30	0900-0950	f	151 ED		
		+ Dis	0.00 cr.	14025	30	30	0900-0950	r	204 VIL		
		+ Dis	0.00 cr.	14026	30	30	0900-0950	r	136 ED		
		+ Dis	0.00 cr.	14027	5	5	0900-0950	f	275 LIL		
		+ Dis	0.00 cr.	14028	5	5	1200-1250	f	106 CON		
		+ Dis	0.00 cr.	14029	5	5	1200-1250	f	30 PAC		
		+ Dis	0.00 cr.	14030	5	5	1200-1250	f	275 LIL		

Internet

Action

Select Action

Select Action
Change a Grade
View Class List
Download Class List to Excel
View Class Schedule Info

University of Oregon
DuckWeb Information System

Personal Information   Student Menu   **Faculty Menu**   WebTailor Administration

TERM:04F | CRN:10162 | ID:none | NAME:off | MENU | HELP | EXIT

Supplemental Grade Roster

Fall 2004
Oct 11, 2006 06:08 pm

Use this page to change a student's grade. Click on the UO ID number to begin. Once a grade is changed, the most recent grade will appear on this supplemental roster. (The Class List will show the grades as originally entered.)

Note: Grades in red cannot be changed here until they have been rolled to academic history. Contact the Registrar's Office for assistance: registrar@uoregon.edu, 541-346-2935.

Section Information

CRN	Course	Credits	Grading Mode	Enrl/Max
10162	ANTH 150 World Archaeology	04	Optional	6 / 125

Enrolled Students

Student Name	UO Id	Grade	Opti		
Fal	951374834	A-			
Ido	950092084	B	G	SO	4
Kir	951451926	A	G	FR	4
Lar	951405390	A	G	SO	4
Oa	950090074	A	G		4
>>F	950004865	B	G	G	4
Tra	950048837	D-	G	U	4

ID Numbers are links to each student's record

File   Edit   View   Favorites   Tools   Help

Back   Search   Favorites

University of Oregon
DuckWeb Information System

Personal Information   Student Menu   Faculty Menu   WebTailor Administration

TERM:04F | CRN:10162 | ID:none | NAME:off | MENU | HELP | EXIT

Student Grade History

Fall 2004
Oct 11, 2006 06:09 pm

Name:	J E F ███		UO Id: 951374834

Section Information

CRN	Course	Credits	Grading Mode	Enrl/Max
10162	ANTH 150 World Archaeology	04	Optional	6 / 125

Student Grade History

Seq #	Final Grade	Grade Mode	Credits	Grade Change Reason		User	Activity Date
1	A-	G	4.00	OE	Original Entry	KDUNCAN	11-Dec-2004

To change this student's grade, select the value from the list below and press **Submit Grade Change**.

Here's the current grade.

Change Grade To: A-   Submit Grade Change

Return to Roster

[Course Administration Center]

RELEASE: 7.3

File   Edit   View   Favorites   Tools   Help

Back   Search   Favorites

University of Oregon
DuckWeb Information System

Personal Information   Student Menu   Faculty Menu   WebTailor Administration

TERM:04F | CRN:10162 | ID:none | NAME:off | MENU | HELP | EXIT

Student Grade History

Fall 2004
Oct 11, 2006 06:09 pm

Name:	J E F ▉		UO Id: 951374834

Section Information

CRN	Course	Credits	Grading Mode	Enrl/Max
10162	ANTH 150 World Archaeology	04	Optional	6 / 125

Student Grade History

Seq #	Final Grade	Grade Mode	Credits	Grade Change Reason		User	Activity Date
1	A-	G	4.00	OE	Original Entry	KDUNCAN	11-Dec-2004

To change this student's grade, select the value from the list below and press **Submit Grade Change**.

Change Grade To: [A- ▼]   [Submit Grade Change]

Return to Roster

Here's the grade area.

[Course Administration Center]

RELEASE: 7.3

Done   Internet

DuckWeb Information System

University of Oregon

Personal Information   **Student Menu**   **Faculty Menu**   **WebTailor Administration**

TERM:04F | CRN:10162 | ID:none | NAME:off | MENU | HELP | EXIT

Student Grade History

Fall 2004
Oct 11, 2006 06:09 pm

Name:	J E F		1374834

Pick-list only includes grades appropriate to student's grade mode.

Section Information

CRN	Cours			rading Mode	Enrl/Max
10162	ANTH	World Archaeology	04	Optional	6 / 125

Pick-list options shown:
A+
A
A-
B+
B
B-
C+
C
C-
D+
D
D-
F

Student Grade Histo

Seq #	Final		Grade Mode	Credits	Grade Change Reason		User	Activity Date
1	A		G	4.00	OE	Original Entry	KDUNCAN	11-Dec-2004

To change this ...nt's grade, select the value from the list below and press **Submit Grade Change**.

Change Grade To: A-   [Submit Grade Change]

Select new grade and press submit

Return to Roster

[Course Administration Center]

RELEASE: 7.3

File   Edit   View   Favorites   Tools   Help

Back   Search   Favorites

University of Oregon
DuckWeb Information System

Personal Information | Student Menu | **Faculty Menu** | WebTailor Administration

TERM:04F | CRN:10162 | ID:none | NAME:off | MENU | HELP | EXIT

Student Grade History

Fall 2004
Oct 11, 2006 06:10 pm

The grade has been changed.

Name:	J E F		UO Id: 951374834

Section Information

CRN	Course			Enrl/Max
10162	ANTH 150 World Archaeology		04 Optional	6 / 125

Both grades now show with
Sequence #, Reason, User and Date

Student Grade History

Seq #	Final Grade	Grade Mode	Credits	Grade Change Reason		User	Activity Date
2	A	G	4.00	IC	Instructor Correction	Eveland, Susan M	11-Oct-2006
1	A-	G	4.00	OE	Original Entry	KDUNCAN	11-Dec-2004

To change this student's grade, select the value from the list below and press **Submit Grade Change**.

Change Grade To: [A ▾]   Submit Grade Change

Return to Roster

Done   Internet

University of Oregon
DuckWeb Information System

Personal Information | Student Menu | **Faculty Menu** | WebTailor Administration

TERM:04F | CRN:10162 | ID:none | NAME:off | MENU | HELP | EXIT

Supplemental Grade Roster

Fall 2004
Oct 11, 2006 06:11 pm

Use this page to change a student's grade. Click on the UO ID number to begin. Once a grade is changed, the most recent grade will appear on this supplemental roster. (The Class List will show the grades as originally

Note: Grades in red cannot be changed here until they have been rolled to academic assistance: registrar@uoregon.edu, 541-346-2935.

> Only latest grade shows on Supplemental Grade Roster

Section Information

CRN	Course	Credits	Grading Mode	Enrl/Max
10162	ANTH 150 World Archaeology	04	Optional	6 / 125

Enrolled Students

Student Name	UO Id	Grade	Option	Class	Credit
F	951374834	A	G	SO	4
Id	950092084	B	G	SO	4
K	951451926	A	G	FR	4
L	951405390	A	G	SO	4
O	950090074	A	G		4
>	950004865	B	G	G	4
T	950048837	D-	G	U	4

Online Class List vs. Online Supplemental Grade Roster

- Class list provides snapshot of what was submitted at grade time
- Supplemental Grade Roster shows current grades for each student

Grade Change Reports

- Used by both Registrar and Departments
- Data by Department or by Instructor
- Qualify on Term and Start Date
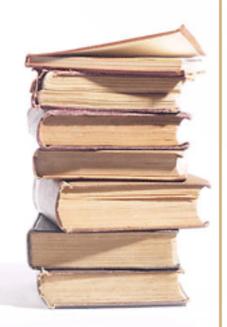
Grade Change Reports

- Registrar's Office audits for
  - changes made to grades of staff and student employees
  - Anything out of the ordinary
- Departments monitor activity for their own faculty and courses

Grade Change Reports

- Reports include
  - Term
  - CRN
  - Subject and course number, course title
  - Instructor
  - Student Name and ID
  - Old Grade and New Grade
  - Reason for Change
  - Grade mode (graded or P/NP)
  - Credits
  - User ID and date of change
- Sorted by term, then Subject/#
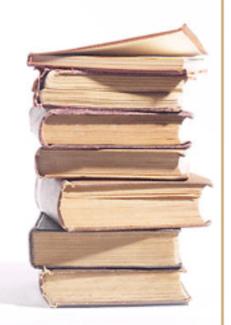
Change Codes in Use Online

- RI: Remove an Incomplete
- LG: Late Grade
- IC: Instructor Change

Benefits of the Online System

- Less risk of paper copies getting misused
- Fewer paper SGR forms needed (save printing costs)
- Changes can only be made by the faculty member (system requires authentication)
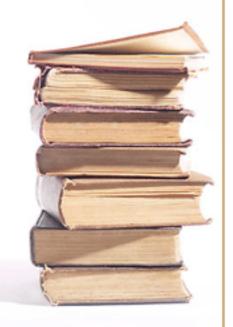
Benefits of the Online System

- Faster (no campus mailing of forms to Registrar's Office for a human to process)
- No filing, filming, archiving grade changes to satisfy retention requirements ("Born electronic stays electronic.")
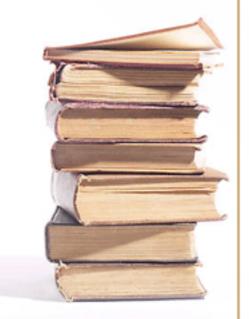
Benefits

- On-demand auditing (no more carbon copies to be mailed back, checked, retained for 1 year by departments)
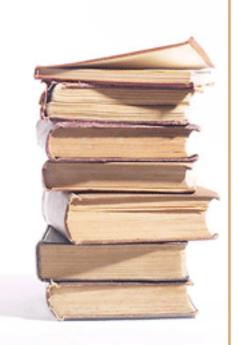- Instant update to Banner and Self-Serve: student can see new grade immediately; new degree audit runs overnight.

Issues to Deal With

- Ensuring Departmental Partners run audit report regularly
- Ensuring Departmental Partners retain the few paper SGR forms they do receive
- Regular review of grade changes by faculty who are no longer with the university

Questions?

Contact Info:

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  University of Oregon
  541-346-3195
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