# Online Grade Submission Application
## Manual for Administrators

### The Online Grade Submission Application

The Online Grade Submission tool has been developed to allow online entry of final grades.

To access the application you will be using Touchstone. You can log on and authenticate with certificates from your computer or with your username and password if you are using a different computer. MIT Digital Certificate installation instructions can be accessed at [http://ist.mit.edu/services/certificates](http://ist.mit.edu/services/certificates).

### Roles in the System

<table>
<thead>
<tr>
<th>Role</th>
<th>Description</th>
</tr>
</thead>
</table>
| **Submitter** (gradesheet instructor) | **For your authorized subjects you can:**  
  1. enter and submit grades  
  2. assign the Enterer role to others who will enter grades  
  3. review and print your gradesheets  
  4. create, edit, submit special reports  
  The Submit role is set up by the Department Academic Administrator. |
| Enterer (i.e., recitation instructor, TA, or assistant) | **For your assigned subjects you can:**  
  1. enter grades  
  2. review and print gradesheets  
  *Enterers* may not submit grades. The Enterer role is assigned within the Online Grade Submission Application by an authorized **Submitter**. |
| Department Academic Administrator | **For all subjects in your department you can:**  
  1. serve as a proxy to enter and submit grades  
  2. review and print gradesheets and summary reports  
  3. create, edit, submit special reports |
This is the Home screen for the Departmental Administrator role. All functions of the system which are available to the Administrator role are shown here. Logging on with a different role (e.g., Submitter) will display a different set of functions. All functions are explained in this document.

1. Message area displays a current message from the Registrar
2. Access Help, return to Main Menu (Home Screen), Logout
3. Access a summary of gradesheets by department
4. Access gradesheets by subject number
5. Create, edit, manage and submit Special Reports
6. Administrative functions (assign half-term subjects; set user authorization)
7. Manage and view imports to any gradesheet
8. Generate reports e.g., Missing Grades
Accessing Gradesheets

Access to gradesheets is determined by your role and subject authorization. There are two ways to access a gradesheet. From the Home page click:

1. **Grade Entry by Subject** (to enter a specific subject number to view that gradesheet)
2. **Summary by Department** (to choose a gradesheet from all subjects and departments you are authorized to view)

Access a Gradesheet using Grade Entry by Subject

![Subject/Section](image)

1. From the Main Page click **Grade Entry By Subject**.
2. Enter the subject number. Choose the Section if necessary.
3. Click Submit or press Enter or Return.

Access a Gradesheet using Summary By Department

This screen provides the means to select subjects by Department. From the Main Page click **Summary by Department**.

You may go directly to the **Summary by Subject** screen if you are only authorized to view your own department. If you are authorized to view multiple departments you will see the **Summary by Department** screen. Click a department name to see the subjects.
Summary by Subject

1. the department or departments in which your courses are taught
   - click a department name to see your subjects
   - joints and meets with are listed under their master department

2. click an item in the Status list to filter a long list of subjects (e.g., click submitted to see all the subjects which have already been submitted)
   - Created - gradesheet has no grades entered
   - Saved - some grades have been entered and gradesheet has been saved
   - Submitted - gradesheet has been submitted to Registrar
   - Pending - gradesheet submitted by Submitter or Enterer to Departmental Administrator who has not yet submitted to the Registrar

3. log in information, logout, access Help screens

4. Subject list including Department and Subject number, Section number if there is one, the Submitter, the number of enrolled students, how many grades are missing and need to be entered, the gradesheet status and due date.
   - click green arrow to sort ascending or descending by department number; click any column head to sort by that column
   - click on the department name to see the gradesheet(s) you are authorized to access; click the subject number to show the gradesheet

5. hover over a subject to see the subject name

6. click Route to Admin to have subjects routed through you. When a gradesheet is submitted the submitter is notified that the gradesheet is being routed to you, the Administrator. You will actually submit the gradesheet to the Registrar. Click to select individual subjects or click the box at the top of the column to select all subjects to be routed through you.

Click a subject number to see the gradesheet.
Working with the Online Gradesheet

The online gradesheet allows you to:
1. Enter and validate final grades
2. Add write-in students
3. Import grades from an external source
4. Submit grades (only those with the “Submitter” role can submit)

Gradesheet Information including Subject Number and any associated subject number(s) in joint or meets-with clusters, subject title and number, the gradesheet faculty name and total enrollment.

Note: The Explanation of Grades link will open a window with additional details about grading.

The scrolling list of students enrolled in the subject including MIT ID, full name, subject number (for joints and meets with), associated student department, student registration type and year of study, a drop down list of grades (click a grade to enter), number of units (enter units if the subject is variable units), data from any Instructor’s Report or Additional Details Form that is completed when an “I” or “O” grade is assigned, the date on which an early grade submission was applied, and a free text comments field.

Click the MIT ID, Name, Dept, Units, Thesis level or Advisor column heading to sort by that column.

Faculty grading instructions (in box) and user logon information. Click previous or next to view previous or next gradesheet. Click Return to Summary to complete list of gradesheets.

Write-ins (#) - displays list of write-in students. Names may be deleted or edited. See instructions for adding Write-ins later in this document.
Additional Functions

The buttons at the bottom of the screen offer additional functionality.

**Route to Administrator** – check this box to have this gradesheet routed through you for submission.

**Import Grades** – access to import grades screen (see process for importing grades later in document).

**Add Write-In Students** - access to write-in screen (see process for write-ins later in document).

**Print to PDF** – creates a pdf document of the gradesheet in its current state which may be printed. PDF displays DRAFT watermark prior to submission.

**Save** - saves the current state of the gradesheet allowing user to partially complete the entry process, exit, and return at a later time.

**Save and Submit** – this is the button used to submit a gradesheet when a grade entry is complete. This button is only available to a single Submitter (Grade Sheet Faculty) per subject. After submission you will see the following message.

- Gradesheet submitted successfully

**Reset to Last Save** – resets gradesheet to last saved state.

**Home** – returns to Home screen.

Save, Save and Submit, Reset

It is important to understand the distinction among these three buttons.

<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Save</strong></td>
<td>The <strong>Save</strong> button will save your current work. Use this button as you would if you were working in Word or Excel. It’s important to save often and especially if you leave to attend to some other business for a few moments. The page will time out after 20 minutes and you will lose your work if you have not saved.</td>
</tr>
<tr>
<td><strong>Reset to Last Save</strong></td>
<td>The Reset to Last Save button will undo all changes you have made since your last save. You might use this if, for example, you realize you have entered a string of grades incorrectly and you wish to start again.</td>
</tr>
<tr>
<td><strong>Save and Submit</strong></td>
<td>The Save and Submit button is the last button to be clicked before sending the gradesheet to the Registrar or Departmental Administrator. A gradesheet can only be submitted once.</td>
</tr>
</tbody>
</table>
Entering Grades

Grades may be entered from a dropdown menu which only shows appropriate grades as dictated by the subject and/or the student-selected grading option such as JR/SR P-D-F. Grades may also be entered manually; the Tab key moves to the grade field for the next student. The first choice in the drop down list is a blank to remove a grade and leave the field empty.

The Comment field allows 264 characters of free form text to be entered. This field may be automatically populated with comments in certain instances.

Entering a I or O grade will open a Instructor’s Special Report Screen which should be completed before continuing. A gradesheet with an undergraduate Incomplete cannot be submitted until the form is completed.

Entering an F will prompt you to enter yes or no to the question “Did the student attend class?” The comment field is populated with the response to this question.

After an I or O report is completed it is listed in the gradesheet in the I/O column and serves as a link to the report screen which may be opened and edited.
Write-ins
To write in a student who does not appear on the gradesheet click the **Add Write-In Students** button at the bottom of the gradesheet. You must enter at a minimum the student’s first and last name. Entering a student’s ID number will automatically add other biographical information to the form.

Once a write-in student has been entered they will appear in a separate list at the bottom of the gradesheet. The data for write-in students may be edited or the name may be completely deleted by using the buttons at the far right of the list.

Import Grades / Manage Imports
Grades may be imported to a gradesheet if they are stored in an external location e.g., an Excel file or a Stellar Gradebook. To work properly, the data in the file must be arranged in a particular order and the file must be saved in a particular format (.csv). An option from the Stellar Gradebook will save the Gradebook in this format.

For complete instructions on how to Import grades please visit the Help page at the following url: [http://web.mit.edu/registrar/general/ogs/help/gs/import.html](http://web.mit.edu/registrar/general/ogs/help/gs/import.html).
**Set User Authorization / User Authorization List**
A Submitter may assign Enterers to a gradesheet. Enterers may enter grades and save but may not submit a gradesheet to the Registrar or add other Enterers.

To Set User Authorization (add an Enterer) from a gradesheet

1. Click **Set User Authorization** in the top right corner to proceed to the authorization screen (any existing authorizations will be listed)
2. Select the Department and Subject
3. Click **Search** to see the list of Enterers assigned to this subject
4. Click **Add Enterer**

Note: When a submitter or department administrator searches for enterers on the **Set User Authorization** page for a subject, the list will be pre-populated with any names previously entered in Who’s Teaching What (WTW). For Research or Thesis subjects, any names that are assigned as Supervisors in MITSIS will appear. In both cases, the names will default to the role of “None”.

5. Begin typing a name (Last, First) until you are able to select the desired name from the search list
6. Choose the role (Enterer or None to remove authorization)

   Name: [Name]
   Role: [Enterer] or [None]

7. Select the section(s). Click **Save and Add Another** or **Save and Return**

---

**To Set User Authorization (remove an Enterer) from a gradesheet**

1. Click **Set User Authorization** in the top right corner to proceed to the authorization screen (any existing authorizations will be listed)
2. Select the Department and Subject
3. Select **Search** – see result of search below

4. To the right of the users’ name, click **Edit**
5. Change the Role from **Enterer** to **None**
6. Click **Save and Return**
Reports – Current Term

The following reports may be generated and printed by choosing the report from the Home screen. Reports reflect the current term.

Missing Grades Report
After you click Missing Grades you will be shown a list of all missing grades, one record for each student for each missing grade. Additional information is included and you may sort by columns.

User Authorization List
The User Authorization List will show the Submitter for every subject and any additional Enterers assigned to a subject for the current term.
Grade Statistics By Subject
This report will show by subject how many students are enrolled and how many grades are missing on a subject’s gradesheet. It also displays the current status (Created, Saved or Submitted).

Note: The Grade Statistics by Department link will allow you to choose from a list of Departments you are able to view. After selecting a department you will see a Grade Statistics by Subject report for the chosen department.

Submitted Gradesheet By Subject
This report shows which gradesheets have been submitted and provides a direct link to the gradesheet.

Archived Reports
Reports for previous terms may be viewed and printed by clicking Archived Reports from the Main Menu.

To view an archived report select the Term and the desired Report then click View Report.
Special Reports

Online Grade Submission Application Special Reports are used in specific cases where the standard grade sheet process of submitting grades is not applicable. The Special Report is used to report missing grades, record the completion of ‘I’ and ‘O’ grades, record late end of term and early thesis grades, correct grades previously submitted, and report grades for general and graduate language examinations.

For General Exam and Graduate Language Exam the system will post data directly to MITSIS. The Correction of Grade report needs to printed, signed by the Department Head and sent to the Registrar's Office.

All other reports will be submitted to the Registrar electronically, who will then update student records.

How do I Access Special Reports?

To create or view a Special Report, start at the Online Grade Submission Application home page. There, you will see links to create new Special Reports as well as a link to manage any submitted or saved special reports that are within your authorization purview.

Special Reports as Listed on Home Page

1. Advanced Standing Exam (Administrator only)
2. Completion of Incomplete
3. Completion of O
4. Correction of Grade
5. Early Grade
6. Early Thesis
7. General Exam (Administrator only)
8. Graduate Language Exam (Administrator only)
9. Late End of Term Grades
10. Manage Special Reports (My Special Reports for Submitter)
What Do I Need to Know About Special Reports?

The following are key points regarding Special Reports.

- Reports may be created, viewed, deleted or submitted by Department Administrators and/or Submitters for the subjects for which they are currently authorized, or were authorized in previous terms.

- There can only be a single report in a saved state for any given report type in a term, for a subject.

- If an authorized user attempts to create a report for a subject in a term where a saved report exists, the user will be shown the existing report. They may then view, edit, submit or delete the existing report.

- Reports have the status **Created** until they are edited. Once they have been edited and saved they have the status **Saved** but may still be edited or deleted. Reports **Submitted** to the Registrar’s Office may be viewed and printed but not edited. Change of Grade reports are either **Saved** or **Printed for Signature**.

- A report must be **Submitted** or **Printed for Signature** before another report of the same type, term and subject can be created.

- Once submitted, a report cannot be changed. A new report must be created to make changes.

- Reports may be submitted for some but not all students. A new report would be created and submitted for additional students.

- Existing reports are accessed through Manage Special Reports (Department Administrators) or My Special Reports (Submitters). Enterers may not create or view special Reports.

- Clustered subjects are listed by their Master subject number. When searching for an authorized subject it may be necessary to select a department different from your own to locate the subject.
What are the Steps to Create a New Special Report?

1. Select the Report type from the Home Page
2. Locate the subject from the Subject Selection screen
3. Create the report
4. Add names and pertinent information
5. Submit the report

What follows is an example of the steps to create, edit and submit a Completion of Incomplete Special Report.

1. Select the Completion of Incomplete Special Report from the Home Page.

2. Locate the subject.

From the drop-down lists on the Subject Selection screen, select the term, department, and subject.
3. Click to Create the Special Report

A new Completion of Incomplete Special Report is created for the subject, for the Fall Term 2010-2011. The report will show all students in this subject and term who have a grade of I. Click Edit or Delete if necessary for a student.

If you or another authorized user have already created a report of this type for this term and subject (see below), that report will be displayed with the names of the students who have been added. The report may be edited and students may be added or removed. You may also delete the report.

The report includes the following:

- report type and term
- subject with master subject in bold
- section information
- subject name
- gradesheet faculty
- last authorized person to save the report
- students with grade of I in the subject and term
4. Click the *Add Student* button to add a student’s name and required information

- Enter an MIT ID to auto fill name and student year.
- Select the grade and enter the date work was submitted.
- Add additional comments.

Four buttons at the bottom show four available options.

- **Save and Add Another** Save the current student information to the report and clear the screen to enter the next student.
- **Save and Return** Save the current student information and return to the report.
- **Reset** Clear the current information without saving but remain on the Add/Edit Student screen.
- **Cancel** Clear the current information without saving and return to the report. All previously saved student information remains part of the report.
## 5. Complete the Report

On the Report screen you have five options represented by the buttons shown below.

<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add Student</td>
<td>Opens the Add/Edit Student screen shown in step 4.</td>
</tr>
<tr>
<td>Print to PDF</td>
<td>Opens a PDF copy of the report which you may print. If the report has not</td>
</tr>
<tr>
<td></td>
<td>been submitted to the Registrar’s Office yet a watermark with DRAFT will</td>
</tr>
<tr>
<td></td>
<td>appear on the PDF.</td>
</tr>
<tr>
<td>Save</td>
<td>Saves the report and displays the message:</td>
</tr>
<tr>
<td></td>
<td>📜 Student Data Saved</td>
</tr>
<tr>
<td>Preview Before Submit</td>
<td>This button appears on special reports that are extracting existing</td>
</tr>
<tr>
<td></td>
<td>data (correction of grade, completion of I (or O), late end of term grade,</td>
</tr>
<tr>
<td></td>
<td>etc). Choosing this button will display a page which summarizes the</td>
</tr>
<tr>
<td></td>
<td>changes entered on the previous screen. A read-only copy of the report</td>
</tr>
<tr>
<td></td>
<td>appears and displays the following message:</td>
</tr>
<tr>
<td></td>
<td>📜 Special Report - Preview Before Submit</td>
</tr>
<tr>
<td></td>
<td>This read-only preview shows the following buttons:</td>
</tr>
<tr>
<td></td>
<td>📜 Print to PDF</td>
</tr>
<tr>
<td></td>
<td>✅ Confirm Submit</td>
</tr>
<tr>
<td></td>
<td>❌ Return</td>
</tr>
<tr>
<td></td>
<td>The <strong>Confirm Submit</strong> button will submit the report to the Registrar’s</td>
</tr>
<tr>
<td></td>
<td>Office. You can also <strong>Print a PDF</strong> copy or <strong>Return</strong> to the report for</td>
</tr>
<tr>
<td></td>
<td>further edits.</td>
</tr>
<tr>
<td>Cancel</td>
<td>Returns to the Grade Submission Application Home screen.</td>
</tr>
</tbody>
</table>
How Do Other Special Reports Differ?

Previous pages showed the process of creating, editing and submitting a Completion of Incomplete Special Report. Reports vary in function and therefore screens may be different. The following pages explain how each Special Report varies from the general instructions above.

Here is the full list of reports as they appear on the application home page.

1. Advanced Standing Exam (Administrator only)
2. Completion of Incomplete
3. Completion of O
4. Correction of Grade
5. Early Grade
6. Early Thesis
7. General Exam (Administrator only)
8. Graduate Language Exam (Administrator only)
9. Late End of Term Grades

Advanced Standing Exam

The Advanced Standing Exam Special Report, available to Department Administrators only, is not linked to a particular term. Start typing in the Subject field for a pop-up list of choices.

After choosing the subject, the user will land on a screen where students and results can be added. When satisfied with the contents of the report, simply click Submit (note: there is no preview before submitting this report).
Completion of Incomplete and Completion of O

The Completion of O Special Report is completed in the same way as the Completion of I which is described above.

Correction of Grade

A Correction of Grade Special Report will display the current grades that are recorded for student in the selected subject and term. Any grade can be changed on this form.

The major difference with a Correction of Grade Report is that it must be printed, signed by the Department Head, and then sent to the Registrar’s Office.

Early Grade and Early Completion of Thesis

Early Grade and Early Completion of Thesis have a Submit button but no preview.

General Exam and Graduate Language Exam

The General Exam and Graduate Language Exam, available to Department Administrators only, are not tied to a particular subject. These Special Reports directly update data tables in MITSIS.

In addition, these reports allow you to import a list of students if you have records kept in a .csv formatted file. See instructions for Importing in the online Help.
Late End of Term Grade

This report allows you to enter any missing grades for a subject after the initial gradesheet has been submitted. Once created, this report will display any students from the selected term and subject who did not receive a grade.
How Do I See All of My Reports?

From the Online Grade Submission Home Page choose Manage Special Reports or My Special Reports.

The Manage/My Special Reports screen will appear. This will allow you to search for the reports you would like to view by entering search criteria. You can choose to see a list of all reports you are authorized to see, or limit the list to one type of report. You make that choice in the Special Report drop down menu.

You can further refine the list by choosing a status. For example, you might wish to view all reports which have been Submitted, Saved (but not submitted), or Printed for Signature.

Finally, you can search within a date range.
Click on the **Search** button to see your list of **Special Reports**.

### The Special Report Search Results Screen

- The search results list will show the type of report (**Purpose**), the report name, the authorized person who submitted (or started if the report is in a saved state) the report, the term which the report covers, the date stamp of the last activity, the status of the report, and the actions available for the report.

- The **Status** field indicates whether a report is **Created** (exists but has not been edited), **Saved** (has been edited and the edits have been saved), **Submitted** (the report has been sent to the Registrar’s Office), or **Printed for Signature** (correction of grade only).

- **Created** and **Saved** reports may be edited or deleted. When Printed to PDF, they bear the watermark "Draft". **Submitted** reports may be **viewed but not edited**. When Printed to PDF they bear the watermark "Submitted".

- A report name is created from the report type, subject, name of the authorized user creating the report and the date and time stamp (year, month, day, hour and minute).
e.g., CompletionOfIncomplete_4_401_mjones_201105220935

- Reports are initially sorted by date of last activity and alphabetically by purpose. The most recent activity is at the top. Click any column heading to change the sort order. Hold the shift key and click a column head to sort on multiple columns. Click a sorted column head to change the sort order.

- Click a report Title or click Edit to open a report. Click Delete to delete the report. You will be warned before the report is deleted.
Report Status

A report with a status of **Created** may or may not have students listed. New students may be added.

A report with a status of **Saved** will have students listed. Information may be edited for any student. Students may be deleted. New students may be added.

A report which has been **Submitted** or **Printed for Signature** may not be edited. It may be printed.
Submit a Report

When you are ready to Submit your report, click Preview Before Submit to see a final version of your report before submitting to the Registrar's Office.

If the report is correct, click the Confirm Submit button. If not, you may click the Return button to continue editing your report.

After the Confirm Submit button is clicked the following message appears.
After clicking Yes the following confirmation appears.

![Confirmation Message]

Special Report submitted successfully

For more information consult the Online Grade Submission Help pages at: