

Online Grade Submission Application

For Submitters and Enterers

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>.

Roles in the System

Role	Description
Submitter (gradesheet instructor)	<p>For your <u>authorized</u> subjects you can:</p> <ol style="list-style-type: none">1. enter and submit grades2. assign the Enterer role to others who will enter grades3. review and print your gradesheets4. create, edit, submit special reports <p>The Submitter role is set up by your Department Academic Administrator.</p>
Enterer (i.e., recitation instructor, TA, or assistant)	<p>For your <u>assigned</u> subjects you can:</p> <ol style="list-style-type: none">1. enter grades2. review and print gradesheets <p>Enterers may not submit grades. The Enterer role is assigned within the Online Grade Submission Application by an authorized Submitter.</p>
Department Academic Administrator	<p>For all subjects in <u>your</u> department you can:</p> <ol style="list-style-type: none">1. serve as a proxy to enter and submit grades2. review and print gradesheets and summary reports3. create, edit, submit special reports

The Submitter/Enterer Home Page – Gateway to all Functions

MIT OFFICE of the REGISTRAR
GRADING

Online Grade Submission Application Help Main Menu Logout

Submitter / Enterer Home Page
Welcome

1 Your Messages
Welcome to MIT Online Grading!
We hope you enjoy this demonstration.

3 Gradesheets
4.288 R02
10.302
10.80
10.84
10.85
10.86
10.87
View All

4 Grade Entry
By Subject
Set User Authorization

5 Special Reports
Completion of Incomplete
Completion of O
Correction of Grade
Early Grade
Early Thesis
Late End of Term Grades
My Special Reports

6 Imports
Manage Imports

7 Reports
Current Term Reports
Missing Grades
User Authorization List
Grade Statistics By Subject
Submitted Gradesheet By Subject
Archived Reports

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Contact Information

Version: 2.1.11 Revision: 12422 - 12/1/11 1:01 PM

This is the Home screen for the Submitter/Enterer role. All functions of the system which are available to the Submitter role and are shown here. Logging on with a different role (e.g., Departmental Administrator) 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 your specific gradesheets
4	Access gradesheets by subject number. Set user authorization (add Enterers – this function is only available for Submitters)
5	Create, edit, manage and submit special reports
6	Manage and view imports to any gradesheet
7	Generate reports e.g., Missing Grades

Accessing Gradesheets

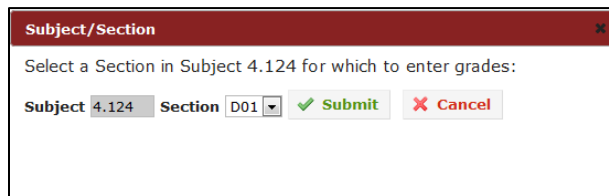
Access to gradesheets is determined by your role and subject authorization. There are two ways to access a gradesheet. From the Home page click:

A specific gradesheet

Click the specific subject number to open the gradesheet

Gradesheets	Grade Entry
4.288 R02	By Subject
10.302	Set User Authorization
10.80	
10.81	
10.82	
10.83	

Grade Entry - By Subject (to choose a gradesheet by typing the subject number)



Subject/Section

Select a Section in Subject 4.124 for which to enter grades:

Subject 4.124 Section D01

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

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)

The screenshot shows the 'Online Grade Submission Application' interface. At the top, there are navigation links: 'Help', 'Get User Authorizations', 'Open Menu', and 'Logout'. A date and time stamp indicates 'Spring 2011' and 'Apr 20, 2011 1:42:58 PM'. A box (3) contains instructions: 'For work which has not been completed, note the distinctions between F, L, and O in the explanation of grades. In accordance with Faculty Regulations, if the student has been absent throughout the term and done unsatisfactory or no work, the appropriate grade is F (the student will then petition to correct any errors in registration, etc.). The units below are fixed and cannot be changed (L and O)'. Below this is a 'Return to Summary' link. The main section (1) displays 'Online Gradesheet' for 'Subject 8.002' with an 'Explanation of Grades' link. It lists 'Introduction to Astronomy', 'Grade Due Date: May 18, 2011', 'Gradesheet Faculty: Alan Guth', and 'Nathan Lewis, JS'. A 'Enter Grades' button (2) is present. Below is a large table with columns: MIT ID, Name (Last, First), Subject, Dept, Year/Year, Grade, Units, Units, Comments (up to 254 characters), and a 'Return' button. The table contains multiple rows of student data. At the bottom (4), there is a 'Write-ins' section with a table for adding write-in students. The footer (5) includes buttons for 'Import Grades', 'Add Write-In Students', 'Print to PDF', 'Save', 'Save & Submit', 'Reset to Last Save', and 'Home'. The MIT logo and copyright information are at the very bottom.

1	<p>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.</p> <p>Note: The Explanation of Grades link will open a window with additional details about grading.</p>
2	<p>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.</p> <p>Click the MIT ID, Name, Dept, Units, Thesis level or Advisor column heading to sort by that column.</p>
3	<p>Faculty grading instructions (in box) and user logon information. . Click <i>previous</i> or <i>next</i> to view previous or next gradesheet. Click <i>Return to Summary</i> to complete list of gradesheets.</p>
4	<p>Write-ins (#) - displays list of write-in students. Names may be deleted or edited. See instructions for adding Write-ins later in this document.</p>

Additional Functions



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

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.

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.

Save	<p>The Save button will save your current work. Use this button as you would if you were working in Word or Excel.</p> <p>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.</p>
Reset to Last Save	<p>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.</p>
Save and Submit	<p>The Save and Submit button is the last button to be clicked before sending the gradesheet to the Registrar or Departmental Administrator. <u>A gradesheet can only be submitted once.</u></p>

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.

Dept	Type/Year	Grade	Units	I/O	Comments (up to 264 characters)
8	R 4	A	12		
8	R 3	I	12	90% A-	
8	R 3	B+	12		
2	R 4		12		
8	R 3	A+	12		
8	R 2	A	12		
8	R 3	B+	12		
8	R 3	B	12		
8	R 3	B-	12		
8	R 3	C+	12		
2	R 4	C	12		
22	R G	C-	12		
8	R 3	D	12		
8	R 3	F	12		
8	R 3	I	12		
8	R 4	O	12		
8	R 3		12		

The **Comment** field allows 256 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 a Special 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 and their grade. 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.

Write-ins (2)

MIT ID	Last Name	First Name	Middle Initial	Year	Units	Grade	I/O	Cor
	Jones	Alexis		3	12	B		
	Johnson	Paul		2	12	A		

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>.

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".

Term	Subject	Section	User name	Role	Source	Actions
Spring 2011	4.115		Stephen, Robert E. (stephen)	None	WTW	Edit

5. Begin typing a name (Last, First) until you are able to select the desired name from the search list

Enter LAST NAME, FIRST NAME then select from the drop down list.

Name: Canav

Role: Registrar's Office

- Canavan, Brian E. (bcanavan) - Associate Registrar Registrar's Office
- Canavan, Robert E. (rcanavan) - Web Production Specialist Opencourseware
- Canavan, William John (wcanavan) - Research Specialist Plasma Science and Fusion Center
- Canavan, Patricia (pcanavan) - Not Available

Save and

- Choose the role (Enterer or None to remove authorization)

Enter LAST NAME, FIRST NAME then select from the drop down list.

Name:

Role:

- Select applicable sections. Click **Save and Add Another** or **Save and Return**

Add User Authorization

Add Grading Role

Add Grading Role

Term: Spring Term 2010-2011

Subject: 4.115 Applied Architecture Design Studio III

Enter LAST NAME, FIRST NAME then select from the drop down list.

Name:

Role:

Sections

ALL
 D01
 D02

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

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

1 Enterer was found. See below.

Set User Authorization

Search for User Authorization

Term: Department:

Subject: Section:

Term	Subject	Section	User name	Role	Actions
Spring 2011	8.282		Canavan, Brian E. (bcanavan)	Enterer	Edit

- To the right of the users' name, click **Edit**
- Change the Role from **Enterer** to **None**

Add User Authorization

Add Grading Role

Add Grading Role

Term: Spring 2010-2011

Subject: 8.282 Introduction to Astronomy

Name: Brian E. Canavan

Role:

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.

919 missing grades found for Spring Term 2010-2011

Missing Grades Report
Term Spring Term 2010-2011
Department 4 - Architecture

[Print to PDF](#)

MIT ID	Name	Subject	Department	Type/Year	Units	Instructions
00000000	Student Name	11.330	11	R/G	12	
00000000	Student Name	4.NV	4	X/G	40	
00000000	Student Name	4.189	4	R/G	9	
00000000	Student Name	4.820	4	R/G	9	
00000000	Student Name	4.153	4	R/G	21	
00000000	Student Name	4.351	2	R/3	12	
00000000	Student Name	4.602	8	R/4	12	
00000000	Student Name	4.523	4	R/G	9	
00000000	Student Name	4.7HG	4	R/G	24	
00000000	Student Name	4.343	4	R/G	9	
00000000	Student Name	4.285	4	R/G	12	
00000000	Student Name	4.510	4	R/G	12	
00000000	Student Name	4.7HG	4	R/G	36	
00000000	Student Name	4.7HG	4	R/G	36	
00000000	Student Name	4.111	NW	X/3	12	
00000000	Student Name	4.440	4	R/3	12	
00000000	Student Name	4.115	4	R/3	21	
00000000	Student Name	4.URD	4	R/3	9	
00000000	Student Name	4.UR	4	R/3	6	
00000000	Student Name	4.440	4	R/3	12	

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.

User Authorization List
Term: Spring 2010-2011
Department Administrator(s):
 Sheryl Wang
 Catherine Wang
 Scott Stewart
 Shihua Collinson

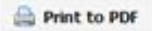
[Print to PDF](#)

Dept	Subject	Section	Submitter	Enterer
8	8.011		Richard Smith	
8	8.02		Steven John Smith	Shihua Collinson Shihua Wang Scott Stewart
8	8.022		Frank Peter	
8	8.03		Jan Christensen Alexander	Frank Peter
8	8.04		Robert Alan Smith	
8	8.044		Richard Smith	
8	8.06		Frank Peter	
8	8.08		John Alan Smith	
8	8.14		Steven John Smith	Robert Alan Smith
8	8.18		Richard Smith	

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).

Grade Statistics By Subject
Department 6 Physics



 Print to PDF

Subject Number	Section	Instructor	Students	Missing Grades	Status
8.02		Seamus, John	672	667	saved
8.011		Professor David	70	70	created
8.022		John, Peter	108	108	created
8.03		Dr. Christopher, Alexander	62	62	created
8.04		John, John	134	134	created
8.044		Professor, William	149	149	created
8.06		John, Jeffrey	92	92	created
8.06		Dr. Christopher	16	16	created
8.14		David, David	25	25	created
8.251		Professor, David	29	29	created

Submitted Gradesheet By Subject

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

Submitted Gradesheets by Subject
Click a subject number to view the submitted gradesheet.

 Print to PDF  Export


Subject Number	Name	Section	Instructor	All <input type="checkbox"/>
4.108	BSAD Portfolio Workshop		William, William	<input type="checkbox"/>
4.115	Applied Architecture Design Studio III	D01	David, David	<input type="checkbox"/>
4.689	Preparation for History, Theory, and Criticism — Ph.D. Thesis		David, David	<input type="checkbox"/>

Archived Reports


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

Archived Reports

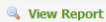

Select Term and Report Type

Select Term: 

- Spring 2010-2011
- Spring 2010-2011
- IAP 2010-2011

Select Report: 

- Fall 2010-2011
- Missing Grad Summer 2010
- User Authorization List
- Grade Statistics By Department
- Grade Statistics By Subject
- Submitted Gradesheet By Subject
- Non-Default Grading Period Subject

 View Report  Cancel

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

What are 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, and correct grades previously submitted.

Correction of Grade report needs to be 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. Completion of Incomplete
2. Completion of O
3. Correction of Grade
4. Early Grade
5. Early Thesis
6. Late End of Term Grades
7. My Special Reports

What Do I Need to Know About Special Reports?

The following are key points regarding Special Reports.

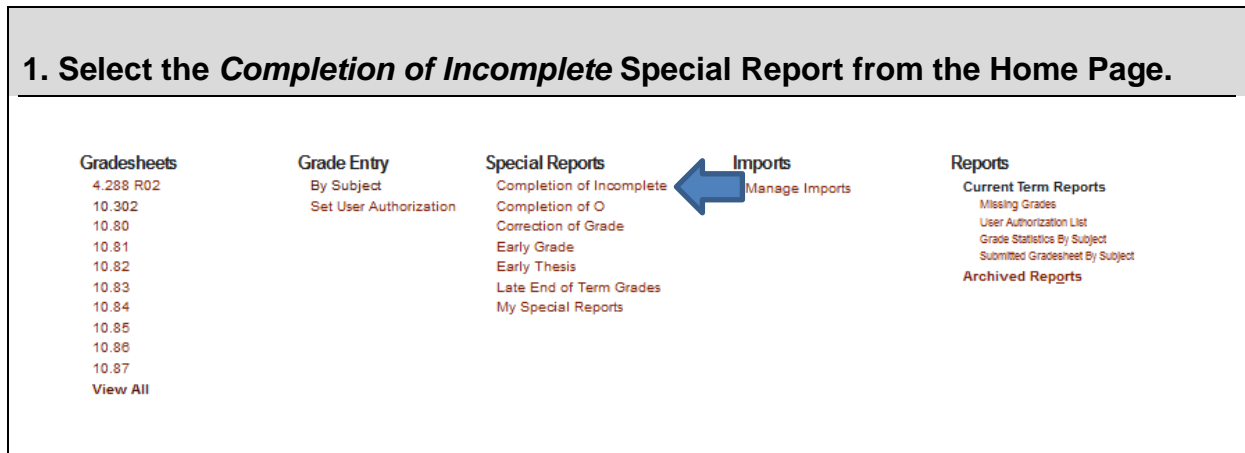
- Reports may be created, viewed, deleted or submitted by Department Administrators and/or Submitters for the subjects for which they are currently authorized, or were authorized in previous terms.
- There can only be a single report in a saved state for any given report type in a term, for a subject.
- 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 by Submitters through My Special Reports on the Home page. 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

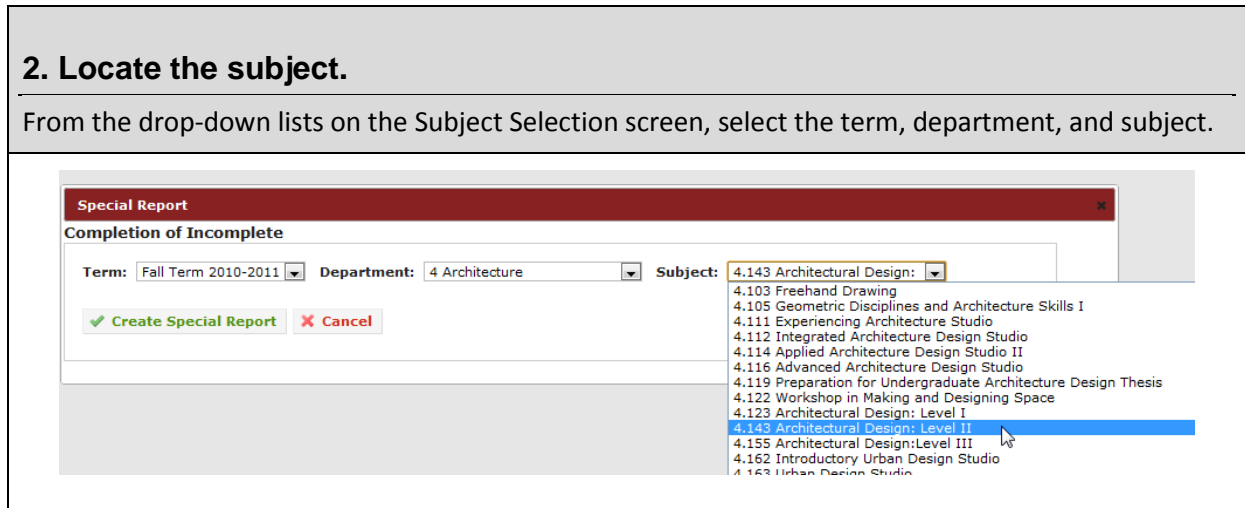
What follows is an example of the steps to create, edit and submit a Completion of Incomplete Special Report.

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

Completion of Incomplete Spring Term 2010-2011
Subject: **4.106**
Sections: L01, R01
Geometric Disciplines and Architecture Skills II
Gradesheet Faculty: **Gregory Thompson**
Last Saved by: **Brian E. Cameron** 07/26/2011, 09:02 PM

Any student(s) who currently have an I grade are listed below. If your student is not listed, please click [Add Student](#) to enter a new grade. Please note that you do not have to provide grades for all students listed below.

Write-ins(t)											
MIT ID	Last Name	First Name	Middle Initial	Dept.	Year	Grade	Units	ID	Date Work Submitted	Comments	Actions
924574034	Thompson	Gregory	T	4	3	B-	9		07/07/2011		Edit Delete

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



Add/Edit Student

Completion of Incomplete Spring Term 2010-2011
4.106 Geometric Disciplines and Architecture Skills II

Enter MIT ID if known, to populate student name. If MIT ID is unknown, enter First and Last Name

MIT ID: OR *First Name:

Grade: *Last Name:

*Date Work Submitted: Middle Initial:

Subject: 4.106 Student Dept.: 4 Architecture

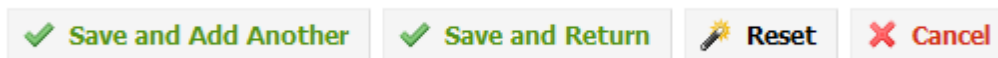
*Units: 9 Student Year:

*Required Data:

Comments:

- a. Enter an MIT ID to auto fill name and student year.
- b. Select the grade and enter the date work was submitted.
- c. 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.

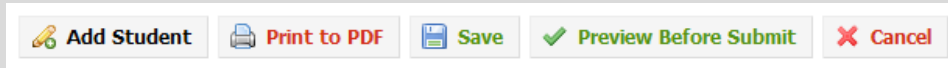
Save and Return Save the current student information and return to the report.

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.



Add Student

Opens the Add/Edit Student screen shown in step 4.

Print to PDF

Opens a PDF copy of the report which you may print. If the report has not been submitted to the Registrar's Office yet a watermark with DRAFT will appear on the PDF.

Save

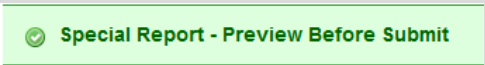
Saves the report and displays the message:



Student Data Saved

Preview Before Submit

This button appears on special reports that are extracting existing data (correction of grade, completion of I (or O), late end of term grade, etc). Choosing this button will display a page which summarizes the changes entered on the previous screen. A read-only copy of the report appears and displays the following message:



Special Report - Preview Before Submit

This read-only preview shows the following buttons:



Print to PDF Confirm Submit Return

The **Confirm Submit** button will submit the report to the Registrar's Office. You can also **Print a PDF** copy or **Return** to the report for further edits.

Cancel

Returns to the Grade Submission Application Home screen.

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. Completion of Incomplete
2. Completion of O
3. Correction of Grade
4. Early Grade
5. Early Thesis
6. Late End of Term Grades


Completion of O

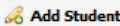
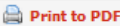



The **Completion of O** Special Report is completed in the same way as the **Completion of Incomplete** which is described above.

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.

 This document must be printed, signed by the Department Head, and submitted to the Registrar, in order for the corrected grade to be posted to the student record(s).

Early Grade and Early Completion of Thesis

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

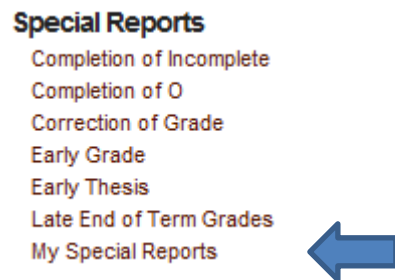


Late End of Term Grade

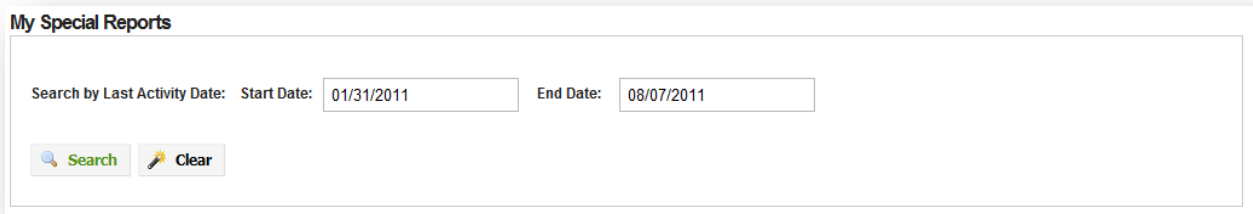
This report allows you to enter any missing grades for a subject after the initial gradesheet has been submitted. Once created, this report will display any students from the selected term and subject who did not receive a grade.

How Do I See All of My Special Reports?

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



The My Special Reports screen will appear. This will allow you to search for the reports you would like to view by entering a date range.



A screenshot of the "My Special Reports" search interface. It features a search bar with the text "Search by Last Activity Date:" followed by "Start Date:" and a date input field containing "01/31/2011". To the right is "End Date:" and a date input field containing "08/07/2011". Below the search bar are two buttons: "Search" with a magnifying glass icon and "Clear" with a trash can icon.

Click on the **Search** button to see your list of **Special Reports**.

The Special Report Search Results Screen

There were 2 Special Reports found. See below.

My Special Reports

Search by Last Activity Date: Start Date: End Date:

Purpose	Special Report Title	Submitted By	Submitted For Term	Last Activity Date	Status	Action
Correction of Grade	CorrectionOfGrade_4_181_sheikak_201108070912	sheikak, sheikak	Spring Term 2010-2011	08/07/2011, 09:13 PM	saved	Edit Delete
Completion of Incomplete	CompletionOfIncomplete_4_181_sheikak_201108070909	sheikak, sheikak	Spring Term 2010-2011	08/07/2011, 09:10 PM	submitted	View

- 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.

Completion of Incomplete Spring Term 2010-2011
Subject: 4.113
Sections: D01
Applied Architecture Design Studio I
Gradesheet Faculty: [Student Grades](#)

Any student(s) who currently have an I grade are listed below. If your student is not listed, please click Add Student to enter a new grade. [Please note that you do not have to provide grades for all students listed below.](#)

Add Student Print to PDF Save Preview Before Submit Cancel

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.

Completion of Incomplete Spring Term 2010-2011
Subject: 4.106
Sections: L01, R01
Geometric Disciplines and Architecture Skills II
Gradesheet Faculty: [Student Grades](#)
Last Saved by: [Student Grades](#) 07/26/2011, 09:02 PM

Any student(s) who currently have an I grade are listed below. If your student is not listed, please click Add Student to enter a new grade. [Please note that you do not have to provide grades for all students listed below.](#)

Writes (1)											Actions
MIT ID	Last Name	First Name	Middle Initial	Dept.	Year	Grade	Units	IO	Date Work Submitted	Comments	Edit Delete
924574034	Student Grades	Student Grades	T.	4	3	B-	9		07/07/2011		

Add Student Print to PDF Save Preview Before Submit Cancel

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.

✔ Special Report - Preview Before Submit

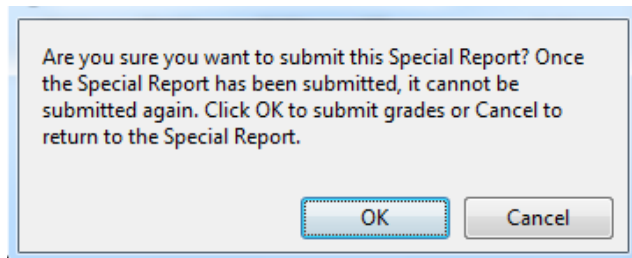
Completion of Incomplete Fall Term 2010-2011
Subject: 4.661
Sections: L01
Theory and Method in the Study of Architecture and Art
Gradesheet Faculty: *Caroline A. Amara*
Last Saved by: *Richard A. Cass* 07/21/2011, 11:51 AM

Student Data (2)		Dept	Type/Year	Grade	Units	Date Work Submitted	I/O	Comments (up to 254 characters)
MIT ID	Name (Last, First)							
921351238	<i>Charles Westerman</i>	4	R G	F	12			Yes, the student did attend
927039030	<i>Jessamine Cassese</i>	4	R G	F	12			No, the student did not attend

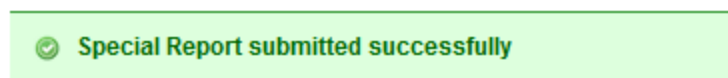
🖨️ Print to PDF ✔ Confirm Submit ↩ Return

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.



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

<http://web.mit.edu/registrar/general/ogs/help/sr/specreport.html>