

PAWS

Entering Final Grades **Online**



If you are teaching a class at the University of Saskatchewan, Instructor Services gives you access to a variety of class-related tools, including Final Grade Entry.

This brochure provides assistance with:

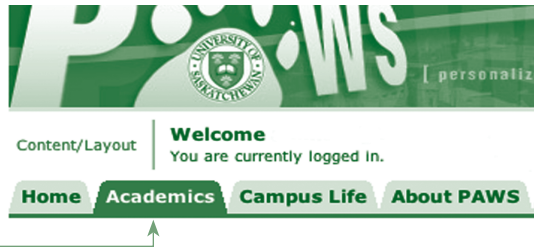
- PAWS login and logout
- Copying your class list into a spreadsheet
- Directly entering final grades or copying and pasting from a spreadsheet
- Understanding the grade approval process
- Submitting final grades for approval
- Obtaining further support and assistance

1 Log in to Instructor Services in PAWS

Go to paws.usask.ca.

Enter your University of Saskatchewan NSID (abc123) and password.

Click on the **Academics** tab and select **Instructor Services** in the **Academic Services** channel.



2 Enter Grades

Instructor Services

Term Selection ←

Select Class

Instructor Detail Schedule

Instructor Schedule by Day and Time

Final Grades

From the **Instructor Services** menu, click on **Term Selection** and choose the term for which you wish to enter marks—for example: 2005-2006 Term 2—by clicking on the down-arrow to show the list of available terms.

Click on the term to highlight it, and then click on the **Submit** button. You will be returned to the Main Menu.

Click on **Select Class** and choose the class section for which you wish to enter grades. Click on the down-arrow to see the list of your assigned classes for the term, and then highlight the correct one by clicking on it. Click **Submit** to choose that class. You will be returned to the Main Menu.

Click on **Final Grades** to open a list of students in the selected section.

Download Final Grades

Clicking this button will also generate a class list

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[Copy and Paste grades from a spreadsheet.](#)

No.	Student Name	NSID	Student No.	College	Program	Reg Status	Grade	Grade on Transcript	Comment
1	Student, Good	gos345	10111444	LA	LLB	Registered by staff 10-Mar-2005	<input type="checkbox"/>		No Comment
2	Student, Great	grs654	10222777	LA	LLB	Registered by staff 11-Mar-2005	<input type="checkbox"/>		No Comment
3	Student, Soso	sos876	10911911	LA	LLB	Registered by staff 11-Mar-2005	<input type="checkbox"/>		No Comment

Save

Reset

Submit for Grade Approval

Direct Entry of Grades

Enter a student's final grade in the grade box for that student. You may enter grades for all students at once, or enter some grades and return later to complete grade entry for that class.

Click on the **Save** button frequently to avoid losing your entries (after a period of inactivity, PAWS will automatically log you off—any unsaved entries will be lost.) Clicking on the **Reset** button will clear any changes made since your last save.

If a grade is not entered in the correct format for the class, saving will cause an error warning to be displayed above that grade.



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If there are more than 50 students in the class section, save the current page, then click on the links, (51-100, 101-150, etc.), to see the next page of students.

Be sure to save before selecting another class or exiting Grade Entry.

To enter grades for another class, click on the **Select Another CRN** button and choose the class from the list.

Copy and Paste Grades from a Spreadsheet

Click on the **Copy and Paste grades from a spreadsheet** link. This opens a window for copying.

Open the spreadsheet and hide any intervening columns so that the Student ID and Final Grade columns are adjacent.

Copy these two columns from the spreadsheet.

Click in the **Final Grades** window and paste the grades. Each student number will be listed on a separate line, followed by a space and then the grade.

Click **Save** to insert the grades.

A confirmation window will display the number of students and number of grades entered.

Student ID	Grade
10111222	72
10222444	83
10556777	61
10234234	64
10567567	92
10555444	67
10911911	55

Total students you have entered : 7
Total grades you have entered : 7

Continue

Click **Continue** to return to the Grade Entry page. Click **Save**.

To enter grades for another class, click on the **Select Another CRN** button and choose the class from the list.

As you add marks to your spreadsheet, you can repeat this process. All new grades and changed marks will be recorded on the Grade Entry page.



You can also use the Download function to create a list for recording marks throughout the term.

Click on the **Download Final Grades** button to open the class list in spreadsheet format. Copy and paste the information into a spreadsheet program, and save it.

You may now add columns to create a mark sheet for the class, calculate a final grade, and copy this mark into the Grade Entry page.

Changing Grades: Until you submit the grades for approval, any grade may be changed on the Grade Entry page. Simply type the new grade and click **Save**.

Once the grades have been submitted for approval, they cannot be changed unless the Approver rejects the grades.

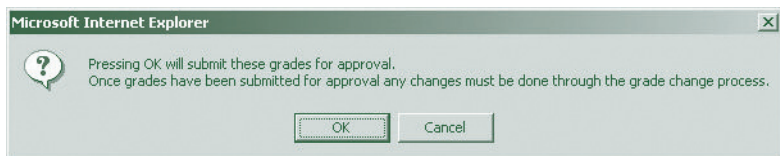
After the grades have been approved, Grade Entry cannot be used to make changes. All such changes must be submitted to SESD on the paper Grade Change Form, available at <https://sesd1.usask.ca/forms/>.

Grade Format: Most classes require numeric grades. Grades which do not match the format for the class will produce an error when they are saved. Grades cannot be submitted until all students have grades in the appropriate format. Use the comment drop-down list to flag situations where the student was absent from the final examination, has not completed course work, or withdrew after the penalty date.

Submitting Grades for Approval

University regulations require that all grades be approved. Once all grades have been entered and **successfully saved**, click on the **Submit for Grade Approval** button.

A dialogue box appears. Choose **OK** to submit the grades, or **Cancel** to return to the Grade Entry page.



If you click **OK**, an e-mail is automatically sent to the designated approver for the class, indicating that the grades for that section are awaiting approval.

Your Grade Entry page for the class will display a message indicating that the grades are awaiting approval. The grade entry boxes are replaced with the grade entered.

Class Statistics: Click on the Statistics icon beside the class name.



The window which opens shows the statistics and grade distribution for the class section. This information may be printed. If you use Internet Explorer, right-click on the statistics window and select Print from the menu. If you use Netscape, copy the information from the window, paste it into a word document or a spreadsheet, and print the document.



Log out of PAWS



Click on the **logout** icon in the top right-hand corner in PAWS.

The logout page is displayed; after a few seconds, the PAWS login page returns and the browser window may be closed.



Frequently Asked Questions

■ *Where do I find information about the University's grading policies?*

New University Council regulations on examinations came into force on May 1, 2005. The new regulations can be found at <http://www.usask.ca/calendar/exams&grades/examregs/>. The most significant change from past practice is the establishment of the principle that instructors must assign percentage final grades (in classes that use this grading system), along with an appropriate grade comment if the student was absent from the final examination, has not completed course work, or withdrew after the penalty date.

■ *What is the deadline for entering final grades?*

Final grades must be entered and approved within five working days (counting Saturday, but not Sunday or holidays) of the final exam for your class, or no later than the end of the examination period for those courses with no examination.

■ *What happens if I do not input final grades into PAWS/SiRIUS before the grade submission deadline?*

It is the Instructor's and the Department's responsibility to ensure that grades are submitted by the grade submission deadline. If for any reason the deadline will not be met, please advise Academic Services at 966-6740.

■ *I am getting an error message when I try to enter the Instructor Services area and I am unable to enter my final grades. What should I do?*

First, check to determine whether your browser version supports PAWS/SiRIUS. The following browsers are supported:

Windows

- Internet Explorer 5.5 SP2 and 6.0 SP1
- Netscape 7.1
- Mozilla 1.6

Macintosh OS 9

- Internet Explorer 5.1.7
- Netscape 7.02

Macintosh OS X v10.3

- Netscape 7.1
- Mozilla 1.6
- Safari 1.1

Another reason you may be getting an error message could be that your password and NSID need to be synchronized. Contact the ITS Help Desk for assistance with either of these issues at help.desk@usask.ca or call 966-4817.

■ *I am ready to enter my final grades for a particular class. However, when I select the current term and click on **Select Class**, this class is not listed. What should I do?*

This occurs when you have not been assigned as an Instructor of this particular class in PAWS/SiRIUS. Once you have been properly assigned, the class sections will appear in the drop down list. Contact your Department Head or Assistant/Associate Dean to ensure your name has been submitted as the Instructor for your classes.

■ *How do I change a final grade that I have entered incorrectly?*

Check the Grade Entry page and see if the grade entry boxes are still there. If so, change the grade and click the **Save** icon. If you have submitted the grades to the Department Head to approve and s/he has not yet done so, ask the Department Head to reject the grades. The grades will be returned to you and can then be edited. If, however, the Department Head has already approved the grades, you will not be able to edit them. If this is the case, any grade changes you need to make must be submitted to Student & Enrolment Services Division (SESD) on the **Grade Change Request Form**, available at <https://sesd.usask.ca/forms/>.

■ *When do final grades become available for students to view on their unofficial transcript?*

Final grades are not available for students to view on their unofficial transcripts until they have been successfully entered, approved and then rolled to academic history. Currently SESD is rolling approved final grades twice daily, but this may be done more frequently during peak grade entry periods. Generally, grades appear for students to view on their unofficial transcripts the same day or the day after they have been approved.

■ *A student who attended class and wrote the final examination is not on the grade entry list. What should I do?*

This student is not registered for the class. It is the instructor's responsibility to ensure the unregistered student is not attending the class and to inform the student that s/he must register. Remember that no one can give permission for a student to attend a class in which s/he is not registered. The student must obtain and complete a Class Permit/Override and/or Late Enrolment in a Class form, have it signed by you and your Department Head, and pay a Late Add Fee, in order to register. Once the student has registered, the final mark can be submitted.



Contact Information

Si! Coach

Please contact your Si! Coach if you have any questions regarding Instructor Services, or if you would like to schedule a demonstration.

Help Desk

If you have a technical issue, and neither this brochure nor your Si! Coach are able to answer your questions, please contact the ITS Help Desk at help.desk@usask.ca, 966-4817 or 1-800-966-4817 toll-free.

Student & Enrolment Services Division (SESD)

Please contact Academic Services at 966-6740 if you have any questions concerning the University's policies and procedures regarding grade submission and approval.