GRADE SET UP & SUBMISSION OVERVIEW

Overview of OWL (SAKAI) Grade Submission Process

1. Instructor/Professor sets up Gradebook according to individual preferences.
2. OWL Gradebook should be used to communicate marks on course components to students.
3. Instructor/Professor submits the course grades for approval in OWL Gradebook (resubmissions are possible) and signs a hard copy of the grade submission. It is important that <u>all faculty</u> use Gradebook in OWL to submit final course grades. This process improves accuracy and frees up the Grade Administrator's (Vicky Scott) time.
4. The Grade Administrator obtains approval of the grades from Chair and Dean and uses OWL to transfer them securely in electronic format to the Office of the Registrar (Western).

Phase 1 – Set Up Gradebook

You can choose to use Gradebook to communicate **all evaluation component** grades to students **or just the final grade** for submission to the Registrar's Office. Remember that the only means you are able to use to communicate student grades are on a returned paper or test, orally or through OWL.

The following instructions take you through the processes required to use Gradebook for all evaluation components. If you choose not to use OWL to communicate all evaluation components then skip to Phase 2. There are other tips and tricks that can be used; however, these methods will allow you to use the basic functions of Gradebook to allow you to submit final course grades.

Gradebook Instructions – All Evaluation Components

1. **Set up your Gradebook so that it mirrors your Course Outline grade overview.** From Gradebook, go to "Gradebook Setup".
    a. Decide if you want to communicate grades in point or percentage format.
    b. Ensure the "Display released Gradebook Items to students" box is checked.
    c. Choose "Categories & Weighting" from the next section. Click "Add Category" to enter each individual evaluation component for your course along with the percentage/point value. Your Gradebook is now set up. See next page for an example:

Categories & Weighting

○ No categories
○ Categories only
◉ Categories & Weighting

☐ Enable Drop Highest ☐ Enable Drop Lowest ☐ Enable Keep Highest
To use drop highest, drop lowest, or keep highest, all items in the category must have the same score value.

To exclude a category from the course grade, use 0% for the weight.

Category	%	Extra Credit	Gradebook Items	Remove
Applied Learning Exercis	10	☐	1 item(s)	Remove
Blog Posts and Commen	30	☐	1 item(s)	Remove
Contribution	10	☐	2 item(s)	Remove
Group Presentation	15	☐	1 item(s)	Remove
Informational Interview R	20	☐	1 item(s)	Remove
Short Writing Assignmen	15	☐	3 item(s)	Remove

Add a Category
Running Total 100%
Needed Total   0%

2.

2. **Enter the individual assignments that students will need to complete.** Go to "Gradebook Items"

   a. Click "Add Gradebook Item(s)" and add each individual assessment that students must complete during the course. This includes multiple items for each category. You will see in the example below three assignments that fall under the "Short Writing Assignments" category. Make sure that you click the appropriate category from the drop down menu. "Unassigned" is the default but this is not what you want. In the example below only two of the categories have more than one component (Contribution and Short Writing Assignments). On the next page is an example of how the Gradebook Items Summary might look:

Gradebook Items Summary
Click a title to view complete details and to grade the item.

▼	Title*	
▼	**Applied Learning Exercises**	
	Applied Learning Exercises	Edit
▼	**Blog Posts and Comments**	
	Blog Posts and Comments	Edit
▼	**Contribution**	
	Final Contribution	Edit
	Interim Contribution Feedback	Edit
▼	**Group Presentation**	
	Presentation	Edit
▼	**Informational Interview Reflection**	
	Informational Interview Reflection	Edit
▼	**Short Writing Assignments**	
	Negative Message	Edit
	Persuasive Message	Edit
	Executive Summary	Edit

3. **When you are ready to enter the grades**, click on the purple titles and either manually enter the grades or perform an export/import of the file.

▼	**Short Writing Assignments**	
	Negative Message	Edit
	Persuasive Message	Edit
	Executive Summary	Edit

Click Here

Phase 2 – Instructor/Professor Submits Grades

Step 1: Ensure Setup is Correct

1. Go to your OWL site.
2. Click Gradebook on the side navigation.
3. Click Course Grade Options.
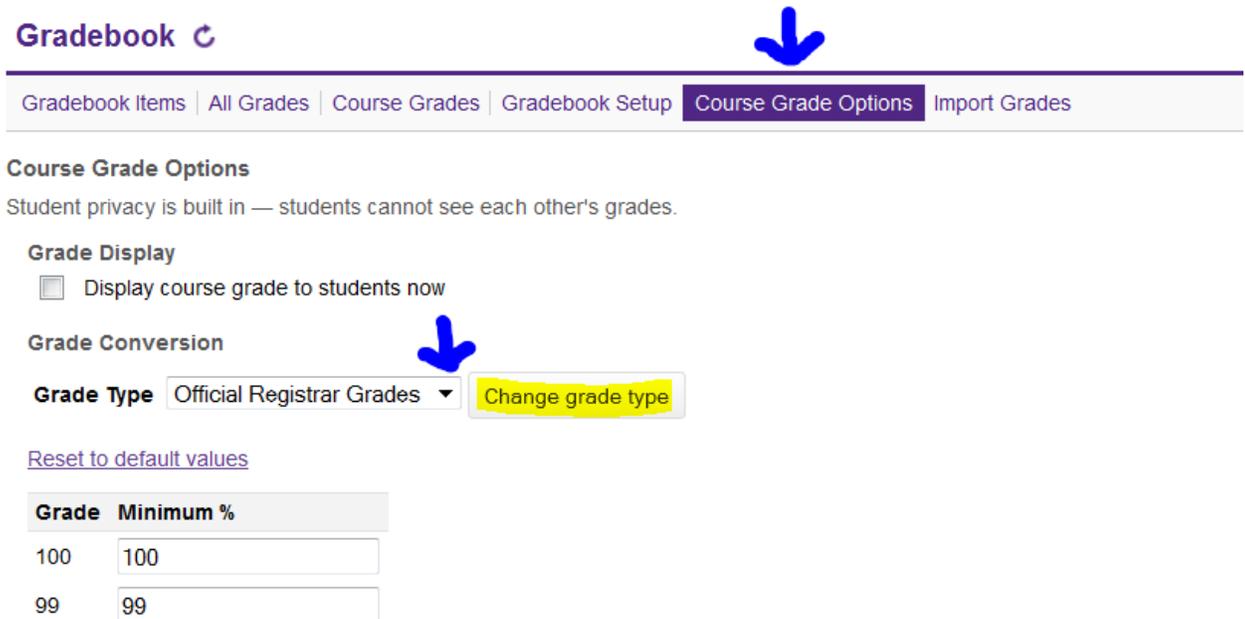
4. Ensure that the "Grade Type" is "Official Registrar Grades".

Step 2: Submit Course Grades to Grade Administrator (Vicky Scott)

1. Click Course Grades from Gradebook. If you have used OWL to communicate all evaluation components then you will see the calculated course grade. If you have not used OWL then you will need to manually enter the grades in the "Grade Override" column.
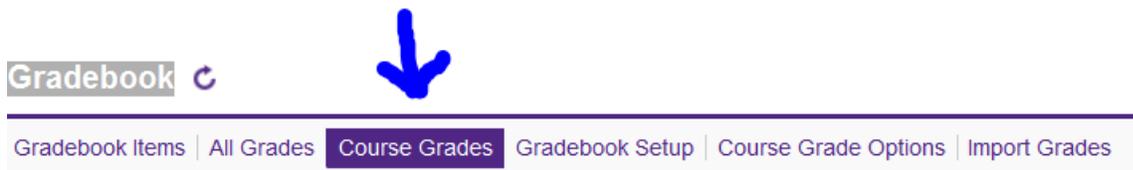
Before you submit final grades, check to make sure that the calculated course grade is correct (many faculty keep an excel file of the grades so this could be used). Click on "All Grades" where you can view a summary of the course grades and individual components or click on "Course Grades" to just see the final calculated total. Note that OWL will round down any grade at 0.4 or below and round up any grade at 0.5 and above.

2. Under Grading Table, change the VIEW by selecting your course/section.

3. This may take a while to load, so be patient!
4. You will see the **SUBMIT** button below. Click on this button to send the grades to Grade Administrator (Vicky Scott).

5. Once you have clicked the submit button, you will see the message below and receive an automated email indicating a submission took place. At this point the grades have just been submitted to the Grade Administrator (Vicky Scott). Only when all signatures from the Instructor/Chair/Dean have been acquired will they be approved and sent to Western by the Grade Administrator (Vicky Scott).

6. **The final OWL step** you must complete is to go back to "Course Grade Options" and uncheck the "Display course grade to students now" box. For some reason OWL automatically enables this check box when grades are submitted but they should not be revealed to students until the Dean has approved the grades.

Step 3: Print Grade Sheet for Signatures

1. Now you are ready to print the grade sheet which is the document that will be used to collect the required signatures. First, click on **"View Report (PDF)"**.

Below is a sample of what should appear in the PDF. The course information is at the top, including section and term. The signatures part is at the bottom and the statistics page will follow on page 2 of the PDF.

THE UNIVERSITY OF WESTERN ONTARIO
GRADE SUBMISSION FOR CHEM 0010 531 SU15
REGISTRAR CODE: 01653911155N531
Jul 30 2015 09:27:55

250772258	066	Cabingano, Vania Teixeira
250829133	071	Cachunjua, Alexandre Cambungo Mario
250529322	067	Campbell, Jill

2. Next, sign the grade sheet and drop it off for the Grade Administrator (Vicky Scott) who will obtain the required signatures from the Chair/Dean. This is where you will sign and date the grade sheet:

Instructor Name (Please Print)   Signature of Instructor   Date

Grades of INC, SPC and AEGROTAT standing must be approved by the Dean of the faculty in which the student is registered prior to the submission of the grade to the Office of the Registrar.

Signature of Chairperson   Date

Signature of Dean   Date

IMPORTANT NOTE:

When the Dean has approved the grades **you will receive an automated email** letting you know that they have been submitted to Western. At this time you can uncheck the "Display course grade to students now box".

Please do not release/hand back all evaluation component grades to students before submitting the final course grade. The final exam/paper or contribution component grades are good ones to hold back until the final grades have been approved by the Dean. If there are any issues with the overall course grade that require you to make an adjustment, it is much easier and painless to do so if at least one component has not been released to the students.

The **calculated grade should be the final grade for the student** UNLESS one of the following has taken place:

- If a student has been approved for a makeup exam (i.e. an Academic Advisor has contacted you with a recommendation for accommodation or you have signed a **"Recommendation of Special Exam Form"**) you can insert **SPC** for this student.
- If you have been contacted by an Academic Advisor with a recommendation that the student is not in a position to write the final exam and will do so at a later date or if there is other work to complete for the course (or you have signed a **"Recommendation of Incomplete"**) you may insert an **INC** for this student. These forms should have a due date for the completed work or exam to be graded by the Instructor.

You should never leave a grade blank. If the student has only completed some of the work for the course and has not officially dropped the course, they should receive the calculated grade up to that point.

Do not delay submitting your grades because one or a few grades are missing. If there are missing grades submit the grade file with an SPC, INC or grade based on completed components.

Phase 3 – If Revisions are Required

Grades for a given section can be resubmitted multiple times, even after approval. Note that any submission after the initial one is considered a revision within OWL. Unless grades for the section have been approved previously, the term "revision" will not appear on the PDF report.

Any time you submit a new grade you will receive an automated email as before. Revisions will definitely be required for students who you had entered **SPC** or **INC** for in the original submission.

To resubmit a grade, Phase 2, steps 2 and 3.

The PDF report will differ slightly if grades have been approved previously. For each student, both the original grade and the current grade will appear, separated by an arrow. If the original grade and current grade are different, the line will appear in **bold.**

THE UNIVERSITY OF WESTERN ONTARIO
GRADE REVISION FOR BUSINESS 1220E 532 FW14
REGISTRAR CODE: 008918211490532
Jul 22 2015 17:33:55

Students with revised grades since last approval are indicated in bold.

```
250789948  038 -> 038  Lu, Fanjing
250783614  060 -> 060  Marshall, Tiffany
250824227  INC -> 085  Martens, Stephanie
```

You will need to sign the grade submission showing the revised grade. When you sign the form **please make a note indicating why the grade was changed.** When your Chair and then the Dean sign the revised grade form they need to know why the grade was changed. This does not need to be long or detailed but should show that there was a valid reason to change the course grade. Comments such as "course component complete late", "error in grade calculation" and "make-up exam written" are adequate.