

Record Grades

Frequently Asked Questions

Q) Where is the Send button?

A) There is no Send button – entering grades under Roster Grade and clicking Save at the bottom of the page is all that is necessary. We recommend clicking Save every 5-10 grades entered. A daily batch process does the rest of the work, allowing students to see their grades after it runs.

Q) What does Save do? Where is the real Save function?

A) Save edits the grades, first. If all newly entered grades are valid grades, Save writes these grades to a Grade Roster Table for each class. However, students do not have access to the Grade Roster Table. A batch process runs within 24 hours which posts grades from the Grade Roster Table to the students' records. At that point, the student can see their grades via self-service and the grades appear on transcripts.

Q) Can I enter grades in Sakai and send them to LOCUS?

A) Not at this time. Final grades must be entered in LOCUS even if you use the gradebook function in Sakai. That is an area that has been identified for future enhancement, however.

Q) What does the message "Invalid value – press the prompt button or hyperlink for a list of valid values" mean?

A) This popup box means that one of the grades entered did not pass the edits when the Save button was clicked. It also means that none of the newly entered grades (since the last Save) have been saved to the Grade Roster table. Click on OK to clear the popup window. The grade with the red background is the offending grade. You can clear that grade or correct the grade and try Save again. You can also use the "magnifying glass" icon next to the student's entered grade to lookup the valid values for that student's enrollment (dependent upon Grading Scheme and Grading Basis which can vary from student to student and class to class – although most students have the traditional letter grades).

Q) Is there a way to print out grades without endangering the info?

A) For faculty members with self-service access only, the File, Print... on the browser is the only way to print grades from a Grade Roster page.

Q) Why is there no way to actually Save grades for one day so that one can change them before final copy is sent in?

A) The daily batch program which posts the grades to students' records prevents revised grades from being entered. Grades that are entered and saved can be re-entered and re-saved before the batch process runs. Note that the batch process runs every four hours during peak grading periods.

Q) Can you submit grades from an off campus location in an emergency?

A) Grades can be submitted from any computer with access to the internet and an approved browser (most recent versions of Internet Explorer and Mozilla Firefox, as of this writing). Web-based applications are dependent upon individual browser and work station settings (and can be limited by network settings the computer is connected to), but most home and public use browsers can access LOCUS. LOCUS can work with high-speed or dialup connections to the internet.

Q) When are grades actually available to students?

A) Grades are available to the student after the daily posting job runs. It is not necessary to enter all grades for the class in order for some students to see their grades. In other words, if one grade is left blank, the posting process will post all other grades – allowing students to see them. The blank grade can be entered and saved at a later date.

Q) Is there any way to actually see the grades that students receive to check the accuracy of the system?

A) There are pages to review grade rosters in the “back office” function for those faculty and staff that have responsibilities for data across all classes. There is no other review of grades via self-service other than the Grade Roster page.

Q) The minus sign is very slight. Is there a clearer way to show a B- for example than the one indicated?

A) This is dependent upon the fonts available and selected on the work station. It is also dependent upon screen resolution chosen by the user for their work station. Higher resolutions produce smaller font sizes. Try a lower resolution by right-clicking on the Windows desktop, choose Properties, Settings and select a lower resolution (e.g. – 1024 x 768).