

# SSOL Web Grading Instructions

## Introduction

This guide is not a prerequisite to using SSOL Web Grading. It is a great reference for understanding some of the common technical terms and policies you should be aware of while using Web resources at Barnard/Columbia. If you're new, we hope the definitions provided here will make submitting your grades straightforward, quick, and easy.

Web Grading also offers enhancements to the grading process with added features for security and convenience. For example:

- You can assign a teaching assistant permission to act as a proxy and save grades for you.
- After submission, you can view a set of statistics summarizing the total grades for your class.
- You can submit grade change requests using SSOL.
- You can submit your grades from any location with internet access.

You can explore these and other features by simply clicking around in the Web Grading site. This guide thoroughly documents the Web Grading features and describes how they can add value to your grading experience. This guide is also available to instructors and authorized users in a PDF format on the Web Grading site and in the myBarnard portal.

## Getting into Web Grading

Web Grading resides in Columbia's Student Services Online ([SSOL](#)).

- Go to <http://www.columbia.edu>
- Click on the Faculty button
- Click on Student Services Online
- Log on with your University Network ID (your uni)
- Choose Web Grading

Once you have entered the Web Grading site, you will see a list of the classes you are teaching. From there, the application will guide you through the simple process of submitting your grades online. You can also link from [CourseWorks/Canvas](#).

You must have an active University Network ID (UNI) and password to log onto Web Grading. Every instructor or faculty member at Barnard/Columbia has a UNI. If you do not know what your UNI is, you can find it on the Columbia University directory at [www.columbia.edu/cu/search.html](http://www.columbia.edu/cu/search.html).

### How to activate your UNI

Go to <http://cuit.columbia.edu/cuit/manage-my-uni>

Click on Activate UNI or Email

Enter your name or UNI and follow the instructions to activate your UNI and create your secure password.

## Grade Scheme for Barnard Students

Barnard students are graded on an A-F scale, except in those courses that receive only Pass/Fail grades. The grade scheme is A+ through C-, D, and F (there is no D+ or D-).

Please note: A student may receive a grade of W only by filing appropriate paperwork by the deadline. (You should not assign a grade of W.) If a student filed for a W, the student is no longer on your grade roster.

Other grades available to you for Barnard students (see below for Columbia's grading scheme):

**UW Withdrawal without official notification.** To be given if a student was never in your class but appears on your grade roster; or if a student attended for only a brief period (to mid-semester but not beyond).

**I Incomplete.** (Assigned only on student's written request and instructor's written approval of extension of time for incomplete work.) Given if the student owes work other than a final examination. **When you assign this grade, please assign the I grade with the contingency grade next to it (i.e. IB, IC, etc.). The contingency grade is the projected final letter grade if the work is not completed, with the missing work averaged in as zero.** Fall semester incomplete work must be submitted by April 15, or at an earlier date as determined by the instructor. When the final work has been graded, please submit the new final grade using the Change of Grade tool in SSOL. The I grade will be replaced on a student's transcript with the final letter grade once available.

More information about incomplete grades is available [here](#).

**X Absent from final examination.** To be assigned if a student is deferring their final examination. Deferred exams will be administered in January for Fall semester exams and in September for Spring semester exams, and we ask you to send a copy of the deferred exam to [grades@barnard.edu](mailto:grades@barnard.edu). When the final exam has been taken and graded, please submit the new final grade using the Change of Grade tool in SSOL. The X grade will be replaced on a student's transcript with the final letter grade once available.

**IX Incomplete work and absence from the scheduled final examination.** To be assigned only if the student has filed the incomplete form and received permission for the deferred exam.

**Y Year-long course.** Grade suspended until second term is completed.

**Grade scheme for Columbia students:** The grade menu for Columbia students is slightly different.

For Columbia students who are deferring the final exam or requesting an incomplete in final coursework, please assign an "AR" grade for Columbia College or General Studies students. (If approved, the AR is administratively changed to IN.) AR should also be used for a student who did not

complete the course (e.g. stopped attending). For SEAS students, please assign an IN grade. Columbia does not have separate grades to distinguish between deferred exams and incompletes.

Columbia's "YC" grade = Barnard's Y grade, for a Year-long course.

The "R" grade is only for students in some schools, such as GSAS.

## Web Grading Features

### Grade Roster vs. Class Roster

Grade Rosters are listed under Web Grading in SSOL. You will only see Grade Rosters for gradable classes; non-graded classes will not generate a grade roster.

Class Rosters are also listed in SSOL under the Class List. You will see a Class Roster for every class you're teaching, both graded and non-graded.

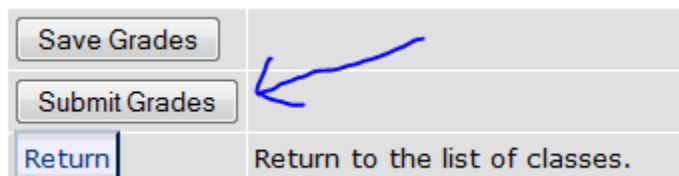
**You must assign a grade for every student on your grade roster before you can submit grades.**

### Saved, Submitted and Processed

The Saved, Submitted and Processed functions represent process milestones as grades move from the instructor to the student's transcript.

**Save** - Grades may be unofficially saved on the Web Grading roster. The roster need not be fully completed to save grades. When grades are saved you may return to them later and add more grades and/or change previously saved grades. Instructors and proxies have unlimited access to the saved roster.

**Submit** - When you click Submit (and affirm your choice on the confirmation page) you are officially turning in your grade roster to the Registrar. After a successful submission, the grades cannot be changed on the Web. Any changes (except where noted below under Grade Changes) must be made by emailing [grades@barnard.edu](mailto:grades@barnard.edu). The instructor can view submitted grade rosters at any time.



**Process** - After submitting, it usually takes an overnight process for the grades to be applied to the student transcript. When the submitted grade actually appears on the student transcript, the Processed column will change from No to Yes.

## Fall Grade Rosters

In the fall term, only a complete grade roster will be available (anticipated graduates are not identified). If grades are partially entered, they can be saved but not submitted until a value is entered for each student on the roster.

## Spring Grade Rosters

In the spring term, graduating student grades can be submitted individually but non-graduating student grades can only be submitted after every student is graded. There are three roster views available in the spring term:

Graduating - This roster lists only graduating students in a given class. Grades can be entered and submitted for students who appear on the Graduating roster. This will expedite clearance for graduation in the tight turnaround time between the end of term and commencement.

Non-Graduating - This roster lists only students who are not graduating. Grades can be saved on this roster but not submitted.

Complete - This roster lists all students enrolled in the class, both graduating and non-graduating. Grades submitted or saved on the graduating roster will appear here. Grades saved on the non-graduating roster will also appear here. Grades must be entered for every student on this roster before it can be submitted.

## Write-In Grades

If you do not see a particular student listed on the grade roster, Web Grading provides a space to write in the student's name and grade. The Write-In portion of the Grade Roster is kept as an electronic record for the instructor, department and Registrar to view in the event that the student becomes properly registered. The Write-In grade does not automatically feed onto the student transcript, but must be manually entered by the Registrar once the student is registered.

## Confirmation

After each action, such as save, submit, or assign/retract proxies (see description of proxy below), a confirmation page will appear to check whether to proceed with the action. When saving or submitting grades, the confirmation page may also carry a customized message for a particular grade.

## Proxy

A proxy may be a co-instructor, teaching assistant or departmental administrator that the primary instructor has assigned to assist in entering grades. The instructor must know the proxy's UNI in order to assign him or her to a class (the proxy cannot be enrolled in the class). Proxies can only save grades; they cannot submit and they cannot override a grade already saved by the instructor. Instructors can always override a grade saved by a proxy. Instructors are responsible for submission of the final grades.

**Note on Co-Teaching - Only the primary instructor has default access to the grade roster.** To gain access to the grade roster, the secondary instructor must be assigned as a proxy by the primary

instructor. Acting as proxy, the secondary instructor will only be able to save grades. The primary instructor will have to submit the grades.

## To Assign a Proxy

- Click on Assign Proxy next to the appropriate class.
- Enter the Proxy's UNI in the appropriate field.
- Indicate whether you would like to be emailed when a proxy saves grades, and confirm your email address.
- Assign the proxy to students
- Click "Chk" to assign all students in the class to a proxy (this option is only available if the browser is JavaScript enabled).
- Check boxes next to student names to assign individual students to a proxy.
- To assign another proxy, go back to the Assign Proxy page and repeat the process outlined above.

## To Retract a Proxy

- Click on Retract Proxy next to the appropriate class. You may retract a proxy any time before submitting grades.
- Determine type of proxy retraction
  - Click on Select All Proxy Authorizations to retract all students from a given proxy (this option is only available if the browser is JavaScript enabled).
  - Check box next to the proxy to retract individually.
- The proxy will be notified by email that the grading privilege has been retracted.

## How the Proxy Accesses Web Grading

- The Proxies should go to Student Services Online and log on under their own UNIs and passwords.
- Instructors should never share their password with proxies.
- Proxies will only see the students who they have been assigned to grade.

## Discussion Group Breakdown for Proxy Assignment

To assist in assigning proxies to large classes with non-graded discussion groups, instructors will be able to view the class divided by discussion sections and to assign a proxy to all students in a given section. Instructors always have the choice to view the class as a whole and to assign any proxy to any student, regardless of the discussion section.

## Show & Sort the Roster

**Show** - Show allows the grader to view certain students as a stand-alone group by filtering for particular characteristics (by graduating, non-graduating, student standing, school and proxy).

**Sort** - Sort allows the grader to sort students within a page or in the entire roster, grouping them based on certain criteria (name, school, grade, graduating, PID, and standing).

**History of Last Action** - Web Grading records the last action taken for any student by displaying the date and time of the action as well as the UNI of the person who generated the action. When using the proxy option this feature will keep a record of which grades were entered by the proxy rather than the instructor. For security and auditing purposes, all transactions are also recorded in a backend database.

## **Email Notification**

There are several email notifications that are automatically generated in Web Grading. They are

- Confirmation sent to the instructor when grades have been submitted.
- Notification informing a proxy that he or she has been assigned.
- Notification informing a proxy that his or her assignment has been retracted.
- Notification sent to the instructor when a proxy has saved a grade. This email does not state the actual grade(s).

## **Print or Download the Grade Roster**

The Web Grade Roster can be downloaded into Excel at any time in the grading process by simply clicking the option available on the lower left corner of Grade Roster. The Grade Roster may also be printed.

## **Statistics**

After submitting the grade roster, a set of statistics summarizing the distribution of grades among students will appear on the bottom left hand corner of the roster.

## **Electronic Record of Grades**

A record of all grades will remain in SSOL Web Grading. Instructors will be able to view their own graded rosters starting from 18/SP forward. Authorized users will have access to graded rosters for their school or department.

## **Security**

Security is the most important feature of Web Grading. Although no system can claim to be perfect, Web Grading has several layers of security:

- All Web Grading information sent to users through their browser is encrypted.
- Only instructors can submit grades, and they must do so by logging onto Web Grading with a UNI and secure password.
- A record of the last action taken is shown on each Web Grading Roster and behind the scenes, detailed electronic records are kept on all Web Grading activity.
- If an instructor forgets to log off and leaves an open session, Web Grading will send a prompt after 5 minutes of non-activity requesting that the user enter his or her password again. Once the instructor is logged back in, the session will resume where it left off.

## Grade Changes

Barnard faculty can submit a request to change a grade for students in SSOL from the Spring 2018 semester forward. For all other semesters, grade changes must be made through an email to [grades@barnard.edu](mailto:grades@barnard.edu).

More information on submitting grade changes can be found [here](#).

### Barnard Policy on Grade Changes

1. Final grades are final and cannot be improved by the submission of additional or revised work, or by reexamination.
2. Unless there are extraordinary circumstances (in which case the request for a grade change must be considered by the Barnard faculty Committee on Programs and Academic Standing), final grades are subject to change only if
  - there has been a clerical or computational error; or
  - the work of the entire class has been reevaluated; or
  - the work of a representative sample of the entire class has been reevaluated (for example, everyone with a final grade of B+).

Please note that Barnard's regulations differ from those of other schools at the University.

It is the grading system and policies of the college in which students are matriculated that are enforced, not those of the University divisions offering the courses in which they are enrolled.

### Important Note on Privacy

Please do not share your password. The UNI is used throughout the University by many offices, from Human Resources to the Libraries. Your UNI allows you to access secure information and to initiate personal transactions. Protect yourself and your students by keeping your password private.

***Thank you for submitting your grades!***