PLAN FOR ON-LINE FACULTY GRADE REPORTING

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Background

Student Information Systems and the Office of Admission and Registrar have developed functionality in a new Web-based faculty portal to enable UCSF faculty to report grades for their courses on-line. On-line grade reporting will save faculty and staff time, eliminate a paper process, improve accuracy, maintain and potentially increase security, and speed students’ access to their grades and the production of transcripts. On-line grade reporting eventually will be the standard method for faculty to report grades.

In spring 2004, Student Information Systems trained a pilot group of approximately 30 faculty to use the faculty portal. These faculty successfully reported their grades on-line.

The Office of Admission and Registrar, in conjunction with Student Information Systems, will roll out on-line grade reporting to faculty in fall 2004.

Deployment Plan

In November, the registrar will send a notice to all faculty announcing on-line grade reporting and inviting faculty to attend one of three or four training sessions. The training sessions will be scheduled between mid-November and early December at various dates and times to accommodate different schedules. In fall 2004, the training sessions will be mandatory for faculty who wish to report grades on-line. At the conclusion of each training session, the trainer will authenticate each faculty member in the system, and faculty will receive their user ID and password by e-mail.

The registrar will serve as the contact point for faculty who have questions about the system and will support the faculty who are using the system.

After faculty have reported grades for fall 2004, the registrar and Student Information Systems will consult with appropriate constituencies to review the success of the system, make any necessary modifications to the system, and determine whether in-person training should be required for winter 2005 and beyond. Written training materials (printed or on-line) could be developed to train future groups of faculty, or voluntary in-person training could be offered in conjunction with written training materials.

To ensure adequate system security, the registrar will require in-person contact with each faculty member seeking to register for access to the system. Since some of the most-important information collected and protected by the registrar relates to student courses of study and performance, this information must be accurate, of the highest quality, and verifiably provided by the faculty member of record. If in-person training is
not required for future terms, the Office of Admission and Registrar will provide convenient opportunities for faculty to register for the system. For example, the registrar proposes to schedule registration sessions at schools or program offices. Faculty would be informed in advance that a staff member from the Office of Admission and Registrar would be present for one hour at a particular place and time — perhaps immediately following a faculty meeting — to register faculty for the system. Faculty who register in this manner would receive their user ID and password by e-mail, and they would receive the written training materials.

**Grade Changes**

At this time, on-line grade reporting for faculty will not alter the process for changing a student’s grade or removing a grade of Incomplete. However, faculty will be able to report grades on-line for students for whom an NR grade exists.

**Assistants**

Some faculty may wish to permit another person, such as a staff assistant, to input grades into the system. The system currently does not have this functionality, but Student Information Systems and the registrar plan to build it. The system would allow faculty who already have their user ID and password to approve another person to input grades. After the assistant entered grades, the system would prompt the faculty member by e-mail to log in to the system to approve the grades. No grades entered by assistants would be posted to students’ records until the faculty member approved the grades for submission.

This functionality to support assistants could be developed for grade reporting for spring 2005.

**Reporting**

Reporting needs for school and program staff will be identified and addressed as the rollout progresses.