

## COURSE GRADING FOR INSTRUCTORS

### UPLOADING YOUR FINAL GRADES OUT OF ONQ AND INTO PEOPLESOFT

- This guide demonstrates how to get your final grades out of **onQ** and into **PeopleSoft** to submit the student's marks.
- First, you need to have been using the **Grades** tool in **onQ** to calculate the final grade.
- This guide assumes you have been doing this and that the final grade has been calculated.
- **NOTE: Numeric grades may not contain decimals. If they do, they will be truncated without rounding in PeopleSoft. You can round grades in Step 3.**

The process consists of **two** parts:

#### Part I: onQ

Export the **Grades** into **PeopleSoft** (Steps 1-7).

- Instructors can upload grades from **onQ** directly to the **Grade Roster**.

#### Part II: PeopleSoft

Upload the **Grades** in **PeopleSoft** (Steps 8-14).

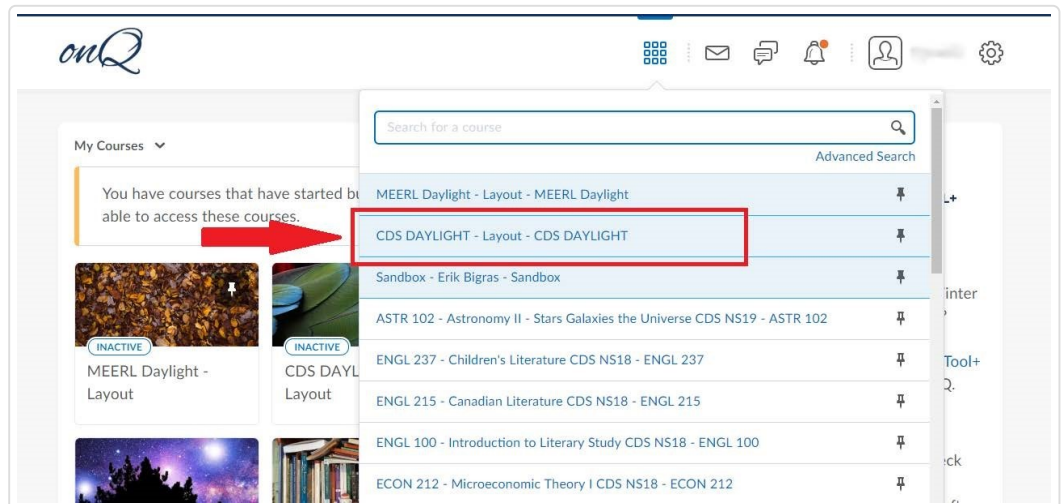
- The grades will be marked as **Not Reviewed** until the upload is complete and you have changed the Status setting to **Ready for Review**.

## PART I: onQ

### STEP 1

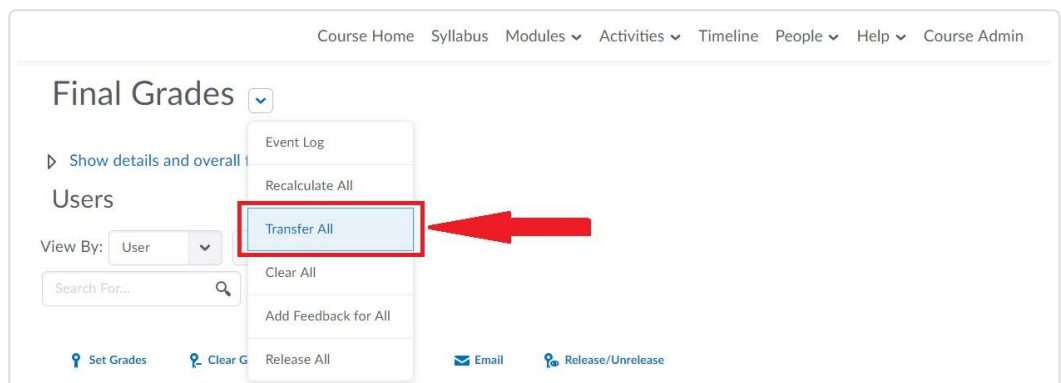
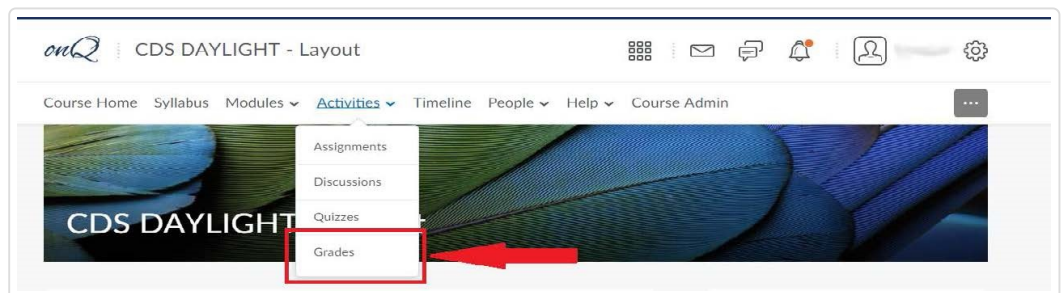
1. Start by logging into onQ.
2. From the onQ Homepage, choose your course from the **Select a Course** drop-down menu.

In this example, we will select **CDS Daylight - Layout**.



### STEP 2

1. Click on the **Activities>Grades** link.
2. Scroll down to the **Final Adjusted Grade** grade item.
3. Click on the arrow next to the grade item name and select **Enter Grades** from the menu.
4. Click on the arrow next to the page title at the top of the page and select **Transfer All**.
5. Select **Yes** at the pop-up screen and then click on the **Save & Close** button at the bottom of the screen.



### STEP 3 (OPTIONAL)

To round your grades, do so in the **Final Adjusted Grade** column. Otherwise, **PeopleSoft** will drop the decimals.

1. Click on **Activities>Grades** in the navigation bar.
2. Click on **Enter Grades** at the top.
3. Scroll right to find the **Final Adjusted Grade** column. If you can't edit, click on the **Switch to Spreadsheet View** button at the top left of the screen.

The screenshot shows the 'Enter Grades' page in a web application. At the top, there is a navigation bar with links: Course Home, Syllabus, Modules, Activities, Timeline, People, Help, and Course Admin. Below this is a sub-navigation bar with 'Enter Grades' (highlighted with a red box), 'Manage Grades', 'Schemes', and 'Setup Wizard'. A red arrow points to 'Manage Grades'. The main content area is titled 'Final Grades' and contains a table. The table has two columns: 'Final Calculated Grade' and 'Final Adjusted Grade'. The 'Final Calculated Grade' column shows '74.38 / 115'. The 'Final Adjusted Grade' column has a red box around the input field containing '65', and another input field to its right containing '100'. A 'Switch to Spreadsheet View' button is visible at the bottom right of the table area.

### STEP 4

1. Click on the **Send to PeopleSoft** button to send the grades to **PeopleSoft**.
2. On the **Grade Export Tool** page, select the **Continue** button.

You will automatically be re-directed after authenticating.

The screenshot shows the 'Enter Grades' page with the 'Send to PeopleSoft' button highlighted by a red box. A red arrow points to this button. Other buttons visible are 'Import', 'Export', and 'Switch to Standard View'.

The screenshot shows the 'Grade Export Tool' page. It has a title 'Grade Export Tool' and a message: 'Application PeopleSoft Grade Export Tool v1.0 by onQ is trying to access your information. Would you like to proceed?'. Below this message is a checkbox labeled 'Do not ask me again for this application'. A red box highlights the 'Continue' button, and a red arrow points to it.

The screenshot shows the 'Grade Export Tool' page with a confirmation message: 'Thank you for authenticating into onQ. You will be redirected to the [Grade Export Tool](#) automatically in 5 seconds.'

## STEP 5

1. Select **Export to PeopleSoft**.
2. Change the **Grade to Export** if you want to export something other than the **Final Grade**.
3. Click on the **Fetch Grades** button.

NOTE: This process may take a few minutes to complete. A progress bar will display indicating the **Grade Export Tool is Retrieving Grades from onQ**. Please do not click any other buttons or links while processing is taking place.

Course Home Syllabus Modules ▾ Activities ▾ Timeline People ▾ Help ▾ Course Admin

### Grade Export Tool

Please select which grade roster(s) you would like to export to PeopleSoft:

Subject Catalogue #	Section Roster	Type	# of Students	Export to PeopleSoft?
ECON 239	001	Final	140	<input checked="" type="checkbox"/>

Grade to export: Final Grade

Fetch Grades

Retrieving Grades from onQ (55/140)

39.29%

21.94 seconds left

## STEP 6

The **Grade Export Tool** will inform you when the upload is complete.

1. Click on the **Send to PeopleSoft** button.

Course Home Syllabus Modules ▾ Activities ▾ Timeline People ▾ Help ▾ Course Admin

### Grade Export Tool

#### Retrieving Grades from onQ

100%

Your grades have been retrieved from onQ. Please click the button below to send them to PeopleSoft.

Send to PeopleSoft

## STEP 7

1. Click on the **Log-in to PeopleSoft** button. This will take you to the **my.queensu.ca** page to get to **PeopleSoft** via **Applications**.

Course Home Syllabus Modules ▾ Activities ▾ Timeline People ▾ Help ▾ Course Admin

### Grade Export Tool

#### Upload complete

Your grades have been uploaded into PeopleSoft. In order to continue the process, please log into PeopleSoft to continue posting your grades.

They can be identified by the following filename(s):

- onQ\_grades\_ECON\_239\_001\_2159.csv

Log into PeopleSoft

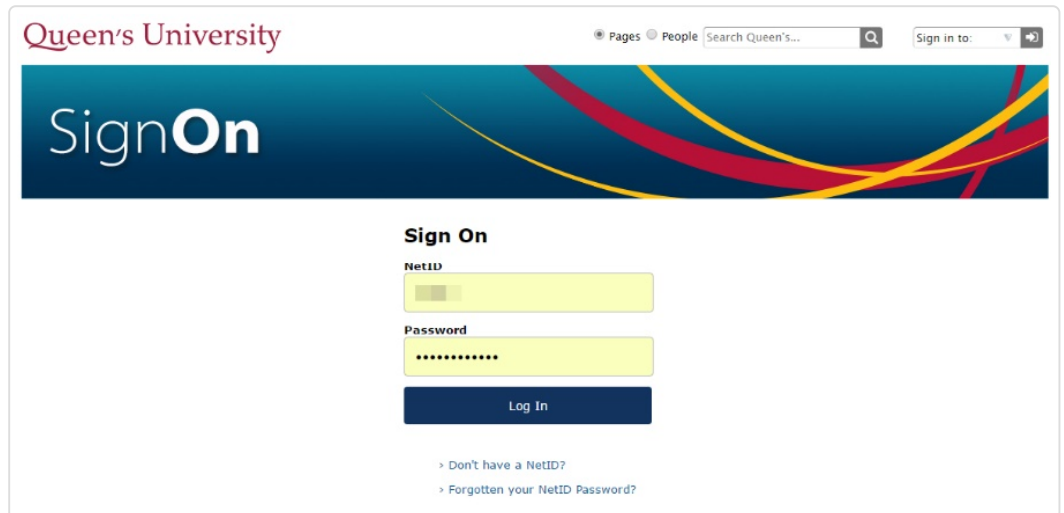
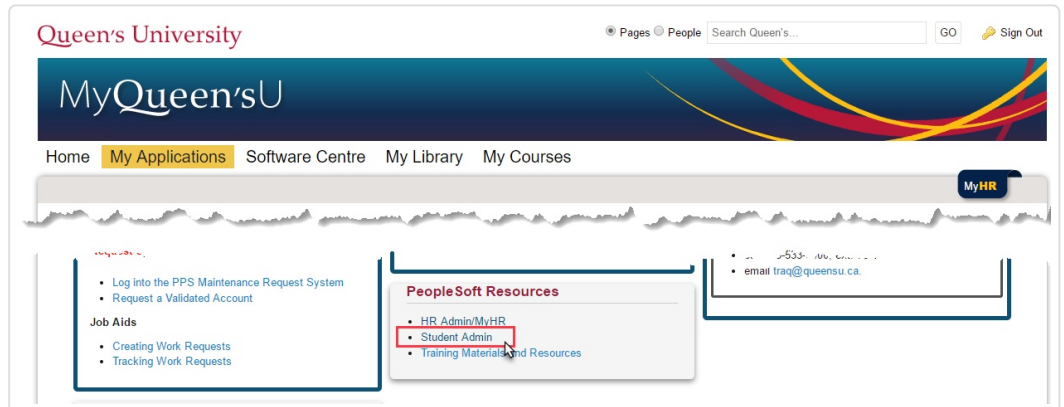
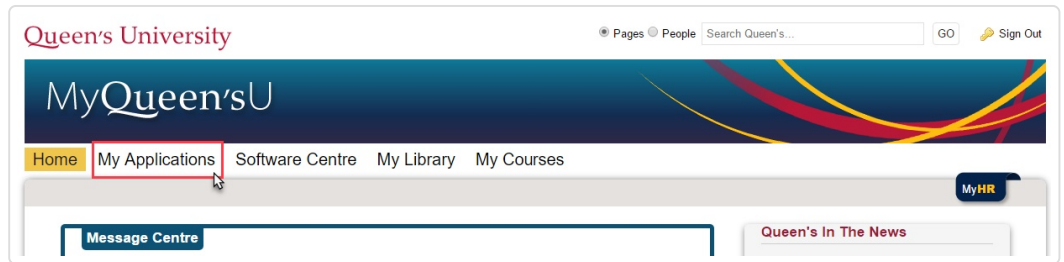
## PART II: PEOPLESOFT

### STEP 8

1. On the **MyQueen'sU** page, click on the **My Applications** menu item at the top of the page.
2. Scroll down the **My Application** page and click on the **Student Admin** link located under **PeopleSoft Resources** section. This will display the **SignOn** page.
3. On the **SignOn** page, fill in your **NetID** and **Password** to access the **PeopleSoft** main page.

NOTE: If you are off-campus, the **My Applications** page will prompt you to login via the **Queen's VPN** before being able to access **PeopleSoft**.

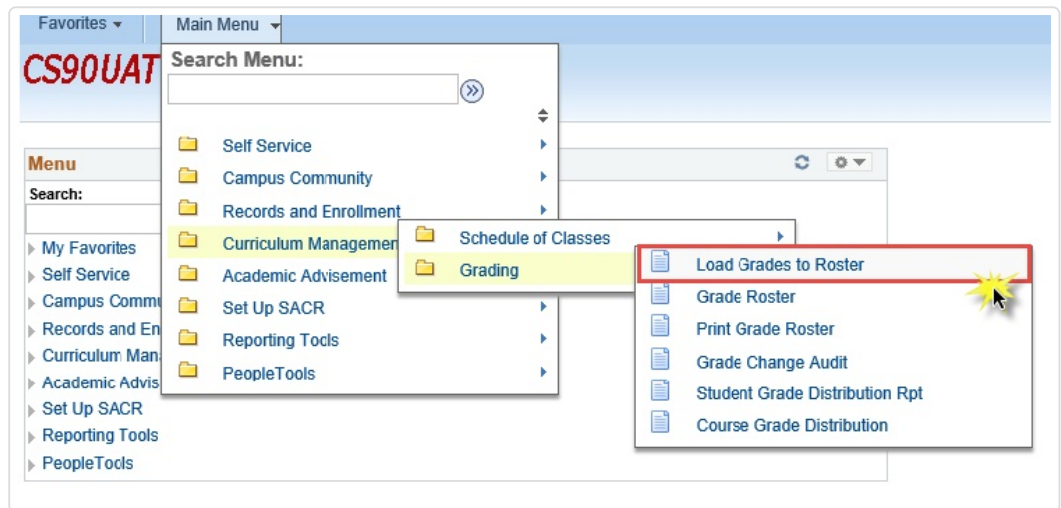
NOTE: If you do not see a **Student Admin** link on the **My Application** page, your **PeopleSoft** access has not been setup by your department and you will be unable to continue with the grade transfer process.





## STEP 9

1. Navigate to **Curriculum Management > Grading > Load Grades to Roster**.
2. Click on the **Find an Existing Value** tab.
3. Click **Search**.



### Load Grades to Roster

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value** | Add a New Value

▼ Search Criteria

Academic Institution: begins with ▼ |  🔍

Academic Career: begins with ▼ |  🔍

Term: begins with ▼ |  🔍

Grade Roster: = ▼ |  ▼

Effective Date: = ▼ |  📅

File Name: begins with ▼ |

Reported Flag: begins with ▼ |

Subject Area: begins with ▼ |

Catalog Nbr: begins with ▼ |

Class Section: begins with ▼ |

Session: = ▼ |  ▼

☐ Case Sensitive

**Search** | Clear | Basic Search 🔍 | Save Search Criteria

Find an Existing Value | Add a New Value

## STEP 10

1. After clicking **Search**, the **Search Results** will display on the **Find an Existing Value** page.
2. Click on the **Sequence Number** link (in this example, 77) or **File Name**. This will bring you to the **Load Grades to Roster** tab.

Search [Clear] Basic Search [Save Search Criteria]

Search Results

View All

Sequence	Academic Institution	Academic Career	Term	Grade Roster	Effective Date	File Name	Reported Flag	Subject Area	Catalog Nbr	Class Section	Session
77	QUNIV	UGRD	2159	Final	2015/12/09	onQ_grade_export_tool_6981.csv	N	ECON	239	001	Regular
3	QUNIV	UGRD	2149	Final	2014/12/17	ECON239_Lloyd-Ellis.txt	Y	ECON	239	001	Regular
2	QUNIV	UGRD	2139	Final	2013/12/20	ECON241_Stewart.txt	Y	ECON	241	001	Regular
1	QUNIV	UGRD	2139	Final	2013/12/18	ECON320_Lloyd-Ellis.txt	Y	ECON	320	001	Regular

Find an Existing Value | Add a New Value

## STEP 11

1. Click on the **Post** button. This may take some time, depending on the size of the course.
2. Once the posting is complete, a message box will appear indicating **No Errors Found. All grades uploaded.**
3. Click **Ok**.

NOTE: If errors are found, an error file will be displayed. To fix errors, go back to onQ, make the necessary changes and begin the process anew.

Load Grades to Roster

Load Grades to Roster

Academic Institution:	QUNIV	Queen's University
Academic Career:	UGRD	Undergraduate
Term:	2159	2015 Fall
Grade Roster:	Final	
File Name:	onQ_grade_export_tool_6981.csv	

Upload Post

Save Return to Search Previous in List Next in List Notify Add Update/Display

Load Grades to Roster

Load Grades to Roster

Academic Institution:	QUNIV	Queen's University
Academic Career:	UGRD	Undergraduate
Term:	2159	2015 Fall
Grade Roster:	Final	
File Name:	onQ_grade_export_tool_6981.csv	

Upload Report

Save Return to Search Previous in List Next in List Notify Add Update/Display

Message

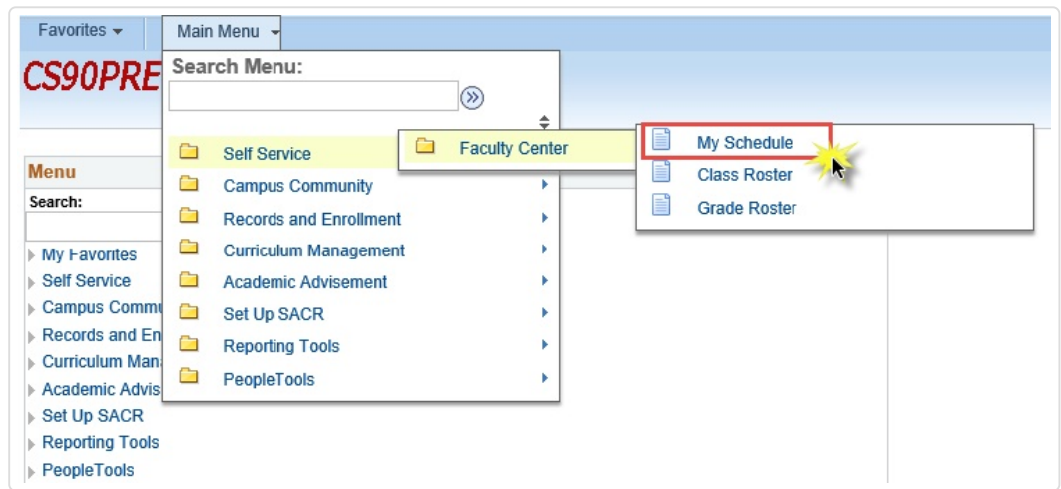
No errors found. All grades uploaded. (30550,16)

OK

## STEP 12

1. Navigate to **Main Menu > Self Service > Faculty Center > My Schedule**.
2. Click on the **Grade Roster** icon.

Please note that if you are not seeing the correct semester's courses, click on the **Change Term** button to select the correct semester.



A screenshot of the 'Faculty Center' 'My Schedule' page. The page shows the current term as '2015 Fall | Queen's University'. A red box highlights the 'change term' button. Below this, there are radio buttons for 'Show All Classes' (selected) and 'Show Enrolled Classes Only'. An 'Icon Legend' shows a person icon for 'Class Roster' and a document icon for 'Grade Roster'. The main content area is titled 'My Teaching Schedule &gt; 2015 Fall &gt; Queen's University' and contains a table of classes. A red box highlights the 'ECON 239-001 (2396)' class. Below the table, there are links for 'View Weekly Teaching Schedule' and 'Go to top'. The bottom section is titled 'My Exam Schedule &gt; 2015 Fall &gt; Queen's University' and contains a table of exams. A red box highlights the 'ECON 239-001 (2396)' exam. Below the table, there are links for 'View Weekly Exam Schedule' and 'Go to top'. At the bottom of the page, there are links for 'Faculty Center', 'Search', 'My Schedule', 'Class Roster', and 'Grade Roster'.



## STEP 13

Your marks will now appear on the Grade Roster sheet. Please verify your grades.

1. Click on the **Display Unassigned Roster Grade Only** checkbox to ensure all students have marks assigned to them. Where marks have not been assigned, they can be added manually. **Incomplete grades (IN)** can be added at this time.
2. When all marks are complete, set **Approval Status** to **Ready for Review**.
3. Click **Save** to move the class to the **Grade Approval Process**.

Faculty Center

Search

my scheduleclass rostergrade roster

### Grade Roster

2015 Fall | Regular Academic Session | Queen's University | Undergraduate

**ECON 239 - 001 (2396)** [change class](#)

Economic Development (Lecture)

Days and Times	Room	Instructor	Dates
Tu 10:00AM-11:30AM	KINES & HLTH RM100		2015/09/14 - 2015/12/04
Th 8:30AM-10:00AM	KINES & HLTH RM100		2015/09/14 - 2015/12/04

**Display Options:**

**\*Grade Roster Type** Final Grade

☐ **Display Unassigned Roster Grade Only**

**Grade Roster Action:**

**\*Approval Status** Not Reviewed

**Ready for Review** [save](#) [Upload Grades](#)

Student Grade	ID	Name	Roster Grade	Converted Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>	1		90	A+		GRD	ASC Non-Degree - Arts and Science - Exchange	Third Year
<input type="checkbox"/>	2		48	F		GRD	Bachelor of Arts - Geography	Third Year
<input type="checkbox"/>	3		64	C		GRD	Bachelor of Arts - Economics	Third Year
<input type="checkbox"/>	4		79	B+		GRD	Bachelor of Arts (Hons.) - Economics/Political Studies	Second Year
<input type="checkbox"/>	5		53	D		GRD	Bachelor of Arts - Economics	Second Year
<input type="checkbox"/>	6		72	B-		GRD	Bachelor of Arts (Hons.) - Economics	Third Year
<input type="checkbox"/>	7		61	C-		GRD	Bachelor of Arts (Hons.) - Economics	Second Year

STEP 14

After you click on **Save**, the grades will display in the **Roster Grade** and **Converted Roster Grade** fields.

Congratulations, you have successfully uploaded your final grades from **onQ** into **PeopleSoft**.

Faculty Center

Search

my schedule

class roster

grade roster

Grade Roster

2015 Fall | Regular Academic Session | Queen's University | Undergraduate

▼ ECON 239 - 001 (2396)

change class

Economic Development (Lecture)

Days and Times	Room	Instructor	Dates
Tu 10:00AM-11:30AM	KINES & HLTH RM100		2015/09/14 - 2015/12/04
Th 8:30AM-10:00AM	KINES & HLTH RM100		2015/09/14 - 2015/12/04

Display Options:

\*Grade Roster Type

Final Grade

▼

☐ Display Unassigned Roster Grade Only

Grade Roster Action:

\*Approval Status

Ready for Review

▼

save

[Upload Grades](#)

Student Grade