

Changes to SRS Screen 132 for Courses InTouch & Online Grading

Effective April 3, 2007, faculty and teaching assistants named on a course/section may have a new application available to them in Courses InTouch – Online Grading! Starting this spring, all final course grades will need to be posted using the new Online Grading (OLG) system.

It is important that each school take the time now to make sure that their Spring 2007 courses are setup correctly, so that instructors can use the grading screens at the end of this current term.

[Note that Fall 2007 courses will also need to be reviewed, but this may be done at a later date.]

Instructor Access to all CIT applications will be controlled by a new CIT-Code field on SRS

SRS Screen 132 has been revised to add a new field to the instructor information, the CIT-Code. The following set of CIT “task” codes have been established:

- L - CLASS LISTS ONLY
- C - COURSE PROBLEM NOTICES AND CLASS LISTS
- G - GRADING AND CLASS LISTS
- A - COURSE PROBLEM NOTICES, GRADING & CLASS LISTS
- N - NO INTOUCH FUNCTIONS AVAILABLE

CIT-Codes will be pre-populated initially – SCHOOLS WILL NEED TO REVIEW & REVISE

- Reports will be provided the week of March 6th to assist schools in the course review process. You will be notified when the reports are available in your mailbox in the Registrar’s Office.
- Schools need to have reviewed and updated Spring 2007 courses by March 21, 2007

Settings for the CIT-Code field will be pre-populated for each instructor record on SRS according to the logic below (examples are provided on the following page):

- For instructors with a **teaching load greater than 0% on SRS Screen 132**, the system will initially set the CIT-Code to “**A**”. This setting assumes that the user will need access to all CIT applications.
- For instructors with **0% teaching load** (e.g., TAs, supervising or coordinating faculty), the system will initially set the CIT-Code to “**C**”. This logic assumes the user should only have access to Class Lists and CPN, and not Online Grading.

The settings described above may not be correct for your department or program. You will need to review the CIT-Codes for each instructor on all your Spring 2007 courses and revise them accordingly, to insure that your instructors can submit grades and grade changes.

This pre-population will be run only once in March 2007, for courses that already exist in SRS. Going forward, these CIT-Codes will be rolled automatically with other instructor information to new terms, and schools will be responsible for keeping them updated for each term.

“Dr. Staff” CANNOT do Grading!

Unless instructors are explicitly named on a course in SRS, they cannot do grading in OLG. If the section needs to be graded, School offices must ensure that there is at least one instructor or a supervising faculty member on every course that needs to be graded. Alternately, the grades on such courses may be entered by a designated Proxy or OLG School Grade Administrator.

Conversion will also affect Spring 2000 though Fall 2006 terms

The pre-population of CIT-Codes on screen 132 will impact ALL terms on SRS, including Spring 2006, Fall 2007, and ALL previous historical terms. Following rollout of the Online Grading system on April 3, 2007, all grading and grade changes must be done using the Online Grading system (with the exception of terms prior to Spring 2000, for which grade changes will remain a paper-based process). Schools will need to adjust the CIT-Codes for courses for these prior terms on an as-needed basis. If problems arise with submitting a change of grade for a previous term, please consult with your School Administrator for the Online Grading.

CIT-Code Pre-Population Examples

Example 1.

A **lecture** section (credit bearing) of a multiple section course that shows the faculty member with full responsibility and a TA who does not have grading responsibility. The 100% load entry automatically populated the CIT-Code with 'A', the 0% entry was set to 'C'.

Act	Instructor SSN	Pct. Load	CIT Code	Contact Group	Hours Individ	Credit	Instructor Name
,LEC	,XXX-XX-0000	,100	,A,	, 1.0,	, ,	, 1.00	,,CHALFEN,KIRSTEN
,LEC	,XXX-XX-0000	,__	,C,	, ,	, ,	, ,	,,SHERR,ADAM B
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Example 2.

A **recitation** section (credit bearing) of a multiple section course that shows the TA with full responsibility. The 100% load entry automatically populated the CIT-Code with 'A'. This configuration assumes that only the TA has grading privileges. Note: The teaching faculty member (100% load) will be coded with an 'A' on the lecture but because that section does not carry the credit, the faculty member does not have grading privileges! If the faculty member *should* be able to grade the credit-bearing recitation (lab) section, you will need to add them to this 132 screen with 0% load and a code of 'A'.

Act	Instructor SSN	Pct. Load	CIT Code	Contact Group	Hours Individ	Credit	Instructor Name
,REC	,XXX-XX-0000	,100	,A,	, 1.0,	, ,	, 1.00	,,SHERR,ADAM B
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Example 3.

One section with two or more faculty/TAs, each carrying a percentage load greater than 0. All persons will automatically be coded with a CIT-Code of 'A'. If only one person should have grading responsibility, you may need to edit the CIT-Code/s of the remaining faculty.