


Grade Processing Tool User Guide  
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## 1. Introduction

The Grade Processing Tool (GPT) aims to improve the check and balance in the grade processing and submission for the undergraduate and postgraduate courses.

It will allow each school or program to assign authorized personnel as reviewer to review all the grade submissions posted by the school or program.

GPT allows the reviewer to:

- Review all grade submissions by the faculty in the school or program
- Provide recommendation (with optional feedback and comment) to the approver whether the grade submissions can be approved or should be rejected

## 2. Accessing the Grade Processing Tool

In eLearn home page, click '**GPT**' link to launch the Grade Processing Tool.



ePortfolio Locker Competencies Insights Portal Awards Data Hub Quick Eval GLO GPT Bookmark

### 3. Academic Career Selection

You will be presented with the list of academic career and academic group relevant to your school or program. You can then choose the appropriate school/program that you would like to review (on the grade submissions by the Faculty) by clicking on the '**Select**' button associated with the school/program.

#### Academic Career Selection

Please select an Academic Career.

No.	Academic Career	Academic Group	Role	
1	UGRD	LKCSB	Approver	» SELECT
2	UGRD	LKCSB	Reviewer	» SELECT
3	UGRD	SOA	Reviewer	» SELECT
4	UGRD	SOE	Reviewer	» SELECT

## 4. Term Selection

You will be presented with the list of terms available for your school or program. You can then choose the term that you would like to review (on the grade submissions by the Faculty) by clicking on the **'Select'** button associated with the term.

Term Selection

Please select a term before we begin.

No.	Term	Strm	
1	2016-17 T1	6631	» SELECT
2	2010 T1	2010	» SELECT
3	2010 T2	2010	» SELECT
4	2010 T3	2010	» SELECT
5	2020 T1	2010	» SELECT
6	2019-20 january half test len T2	1920	» SELECT
7	2019-20 T2	1920	» SELECT
8	2019-20 T1	1910	» SELECT

## 5. Landing Page

The landing page consists of the following:

1. The school, the acad career (UG or PG), the term and your role
2. User guide
3. Navigation to other pages
4. List of grade submissions pending review
5. Save and cancel buttons to update the reviews of the grade submissions
6. A summary statistics on the total number of courses in the school/program in the selected term, e.g. number of grade submissions that have been approved
7. To search and filter course(s) in the list

**GPT** You have selected: UGRD, SOA, 2019-20 T1, Reviewer

**Pending Review** SAVE CHANGES CANCEL CHANGES

**TOTAL CLASSES** 194 **RELEASED GRADES** 4 **PENDING APPROVAL** 12 **APPROVED** 1

Search by course code or name and hit 'Enter'

No.	Course/Section Code	Course Name	Instructor	Endorse	Flag	Reject	Distribution				
							Total A's	Others	Pass	Fail	T
1	2019-201ACCT101G2	Financial Accounting	Instructor I0001, CTE Dev Student 1_	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10	90	0	0	0
							A+ A A-				
							0 0 10				
2	2019-201ACCT101G4	Financial Accounting	Instructor I0002, CTE Dev Student 1_	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10	90	0	0	3
							A+ A A-				
							0 10 0				

1 - 2 of 2 items

## 6. Reviewing Grade Submissions

- 1) Take a look at the grades percentage or pass/fail percentage depending on the grading type of the course to review the grade submission. Grade submission which does not meet the A grade distribution criteria will be highlighted.
- 3) Select the '**Endorse**' option in the header if you want to mass endorse the selected grade submissions in the list, '**Flag**' option in the header if you want to mass flag the selected grade submissions or '**Reject**' option in the header if you want to mass reject the selected grade submissions.

Total A's				Others	Pass	Fail	"I"
35.5							
A	A	A-		64.5	0	0	0
+							
33.3	0	2.2					
0							
A	A	A-		100	0	0	
+							
0	0	0					

Endorse	Flag	Reject
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- 4) Click '**Save Changes**' to save the review outcome or '**Cancel Changes**' to cancel the update.

<input checked="" type="checkbox"/> SAVE CHANGES	<input type="checkbox"/> CANCEL CHANGES
--	---

- 5) Enter any comment/reason for the review action and click '**Save**'. Click '**OK**' to confirm the submission.

Endorse	Flag	Reject
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

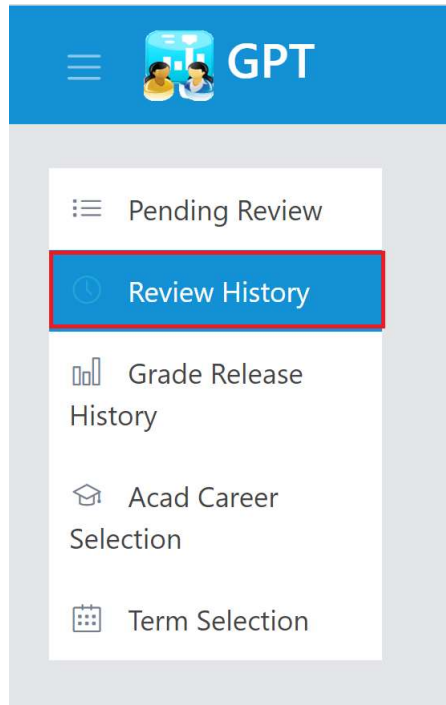
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Enter notes for Approver:	Proceed to save the changes?
FINANCIAL ACCOUNTING INSTRUCTOR 10001, CTE DEV STUDENT 1 ..	<input checked="" type="button" value="OK"/> <input type="button" value="Cancel"/>
A PLUS: 0% A: 0% A MINUS: 10% OTHERS: 90% I-GRADE: 0%	
Any reason for this action?	
<input type="button" value="X CANCEL"/> <input checked="" type="button" value="SAVE"/>	



## 7. Viewing Grade Submission Review History

- 1) To view the review history of the grade submissions, click **'Review History'** from the left navigation bar.
- 2) The list of grade submissions that have been reviewed will be listed. The review status (endorsed or flagged), the review date, the reviewer and the comment/reason (if any) will be listed.



Review History

TOTAL CLASSES 194

RELEASED GRADES 4

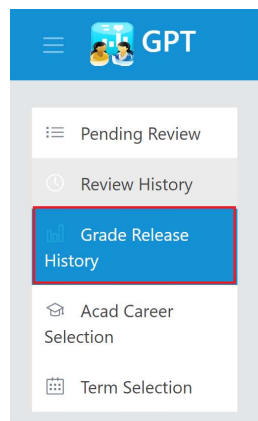
PENDING APPROVAL 12

APPROVED 1

Section Code	Course Name	Instructor	Total A's	Others	Pass	Fail	T	Status	Action Taken On	By Who	Reason
CT001G2	Accounting Study Mission (Asian Studies)	Instructor 10001, CTE Dev Student 1	0	0	80	20	0	Endorsed	03 Mar 2021 11:46 am	Ghazaly	-
1G10	Financial Accounting	Instructor 10004, CTE Dev Student 1	0	0	100	0	0	Endorsed	03 Mar 2021 11:46 am	Ghazaly	-
1G11	Financial Accounting	CTE Dev Student 1	10	0	90	0	0	Flagged	03 Mar 2021 11:46 am	Ghazaly	no good

## 8. Viewing Grade Release History

- 1) To view the grade release history in all the courses in the selected term, click **'Grade Release History'** from the left navigation bar.



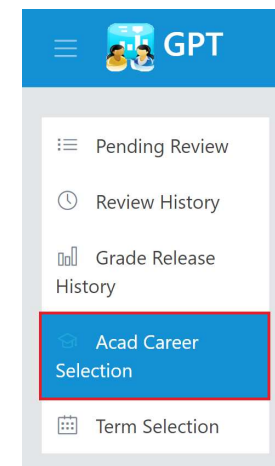
- 2) On the **Grade Release History** page, you will be able to see the **released component grades**, the **released date** and **information** of each component grade in each course which has released component grade(s).

Grade Release History

No.	Course/Section Code	Course Name	Release Date	Grade Release History
1	2019-201/ACCT1001	ACCT1001 Accounting Study Mission (Exam/Revision)	02/03/2021	<p><b>Released</b> Updated On: 02/03/2021 02:00 PM Release Date/Time: 02/03/2021 12:00 AM Release Info: Grade</p> <p><b>Project</b> Updated On: 02/03/2021 02:00 PM Release Date/Time: 02/03/2021 12:00 AM Release Info: Grade</p> <p><b>Final</b> Updated On: 02/03/2021 02:00 PM Release Date/Time: 02/03/2021 12:00 AM Release Info: Grade</p>
2	2019-201/ACCT1004	ACCT1004 Financial Accounting	02/03/2021	<p><b>Released</b> Updated On: 02/03/2021 02:00 PM Release Date/Time: 02/03/2021 12:00 AM Release Info: Grade, Status, Weight</p> <p><b>Released Final for Submission</b> Updated On: 02/03/2021 02:00 PM Release Date/Time: 02/03/2021 12:00 AM Release Info: Grade, Status, Weight</p>

## 9. Selecting Another Acad Career

- 1) To switch the Acad Career or access GPT as a reviewer, click **'Acad Career Selection'** from the left navigation bar.



- 2) Click on **'Select'** beside the Acad Career and role to load the landing page of the selected item.

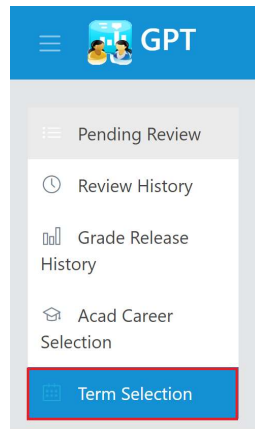
Academic Career Selection

Please select an Academic Career.

No.	Academic Career	Academic Group	Role	SELECT
1	ACCT	ACCT	Approver	SELECT
2	ACCT	ACCT	Reviewer	SELECT
3	ACCT	ACCT	Reviewer	SELECT
4	ACCT	ACCT	Reviewer	SELECT

## 10. Selecting Another Term

- 1) To approve/reject the grade submissions of another term, click **'Term Selection'** from the left navigation bar.



- 2) Click on **'Select'** beside the term to load the landing page of the selected term.

Term Selection		
Please select a term before we begin.		
No.	Term	Term
1	2016-17 T1	4631
2	2010 T1	2010
3	2010 T2	2010
4	2010 T3	2010
5	2020 T1	2010
6	2019-20 January half test len T2	1920

## 11. Report

To generate a report, click **'Report'** from the left navigation bar. A zipped file containing an Excel report will be downloaded.



Pending Review

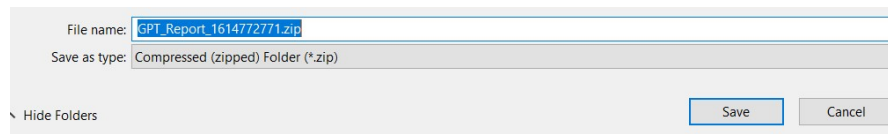
Review History

Grade Release History

Acad Career Selection

Term Selection

Report



The report will contain information on the courses, their grade submission status (e.g. not submitted, endorsed, approved, flagged, etc.), etc.

Course ID	Section	Student ID	Enrollment	Enrollment Date	Grade	Status	Submission Date	Endorsement
200-200ACT10001	CTE Dev Student 01	AC17001	01	2020	Approved	Checked	2020	2
200-200ACT10002	CTE Dev Student 02	AC17002	02	2020	Approved	Checked	2020	2
200-200ACT10003	CTE Dev Student 03	AC17003	03	2020	Approved	Checked	2020	2
200-200ACT10004	CTE Dev Student 04	AC17004	04	2020	Approved	Checked	2020	2
200-200ACT10005	CTE Dev Student 05	AC17005	05	2020	Approved	Checked	2020	2
200-200ACT10006	CTE Dev Student 06	AC17006	06	2020	Approved	Checked	2020	2
200-200ACT10007	CTE Dev Student 07	AC17007	07	2020	Approved	Checked	2020	2
200-200ACT10008	CTE Dev Student 08	AC17008	08	2020	Approved	Checked	2020	2
200-200ACT10009	CTE Dev Student 09	AC17009	09	2020	Approved	Checked	2020	2
200-200ACT10010	CTE Dev Student 10	AC17010	10	2020	Approved	Checked	2020	2
200-200ACT10011	CTE Dev Student 11	AC17011	11	2020	Approved	Checked	2020	2
200-200ACT10012	CTE Dev Student 12	AC17012	12	2020	Approved	Checked	2020	2
200-200ACT10013	CTE Dev Student 13	AC17013	13	2020	Approved	Checked	2020	2
200-200ACT10014	CTE Dev Student 14	AC17014	14	2020	Approved	Checked	2020	2
200-200ACT10015	CTE Dev Student 15	AC17015	15	2020	Approved	Checked	2020	2
200-200ACT10016	CTE Dev Student 16	AC17016	16	2020	Approved	Checked	2020	2
200-200ACT10017	CTE Dev Student 17	AC17017	17	2020	Approved	Checked	2020	2
200-200ACT10018	CTE Dev Student 18	AC17018	18	2020	Approved	Checked	2020	2
200-200ACT10019	CTE Dev Student 19	AC17019	19	2020	Approved	Checked	2020	2
200-200ACT10020	CTE Dev Student 20	AC17020	20	2020	Approved	Checked	2020	2
200-200ACT10021	CTE Dev Student 21	AC17021	21	2020	Approved	Checked	2020	2
200-200ACT10022	CTE Dev Student 22	AC17022	22	2020	Approved	Checked	2020	2
200-200ACT10023	CTE Dev Student 23	AC17023	23	2020	Approved	Checked	2020	2
200-200ACT10024	CTE Dev Student 24	AC17024	24	2020	Approved	Checked	2020	2
200-200ACT10025	CTE Dev Student 25	AC17025	25	2020	Approved	Checked	2020	2
200-200ACT10026	CTE Dev Student 26	AC17026	26	2020	Approved	Checked	2020	2
200-200ACT10027	CTE Dev Student 27	AC17027	27	2020	Approved	Checked	2020	2
200-200ACT10028	CTE Dev Student 28	AC17028	28	2020	Approved	Checked	2020	2
200-200ACT10029	CTE Dev Student 29	AC17029	29	2020	Approved	Checked	2020	2
200-200ACT10030	CTE Dev Student 30	AC17030	30	2020	Approved	Checked	2020	2
200-200ACT10031	CTE Dev Student 31	AC17031	31	2020	Approved	Checked	2020	2
200-200ACT10032	CTE Dev Student 32	AC17032	32	2020	Approved	Checked	2020	2
200-200ACT10033	CTE Dev Student 33	AC17033	33	2020	Approved	Checked	2020	2
200-200ACT10034	CTE Dev Student 34	AC17034	34	2020	Approved	Checked	2020	2
200-200ACT10035	CTE Dev Student 35	AC17035	35	2020	Approved	Checked	2020	2
200-200ACT10036	CTE Dev Student 36	AC17036	36	2020	Approved	Checked	2020	2
200-200ACT10037	CTE Dev Student 37	AC17037	37	2020	Approved	Checked	2020	2
200-200ACT10038	CTE Dev Student 38	AC17038	38	2020	Approved	Checked	2020	2
200-200ACT10039	CTE Dev Student 39	AC17039	39	2020	Approved	Checked	2020	2
200-200ACT10040	CTE Dev Student 40	AC17040	40	2020	Approved	Checked	2020	2
200-200ACT10041	CTE Dev Student 41	AC17041	41	2020	Approved	Checked	2020	2
200-200ACT10042	CTE Dev Student 42	AC17042	42	2020	Approved	Checked	2020	2
200-200ACT10043	CTE Dev Student 43	AC17043	43	2020	Approved	Checked	2020	2
200-200ACT10044	CTE Dev Student 44	AC17044	44	2020	Approved	Checked	2020	2
200-200ACT10045	CTE Dev Student 45	AC17045	45	2020	Approved	Checked	2020	2
200-200ACT10046	CTE Dev Student 46	AC17046	46	2020	Approved	Checked	2020	2
200-200ACT10047	CTE Dev Student 47	AC17047	47	2020	Approved	Checked	2020	2
200-200ACT10048	CTE Dev Student 48	AC17048	48	2020	Approved	Checked	2020	2
200-200ACT10049	CTE Dev Student 49	AC17049	49	2020	Approved	Checked	2020	2
200-200ACT10050	CTE Dev Student 50	AC17050	50	2020	Approved	Checked	2020	2
200-200ACT10051	CTE Dev Student 51	AC17051	51	2020	Approved	Checked	2020	2
200-200ACT10052	CTE Dev Student 52	AC17052	52	2020	Approved	Checked	2020	2
200-200ACT10053	CTE Dev Student 53	AC17053	53	2020	Approved	Checked	2020	2
200-200ACT10054	CTE Dev Student 54	AC17054	54	2020	Approved	Checked	2020	2
200-200ACT10055	CTE Dev Student 55	AC17055	55	2020	Approved	Checked	2020	2
200-200ACT10056	CTE Dev Student 56	AC17056	56	2020	Approved	Checked	2020	2
200-200ACT10057	CTE Dev Student 57	AC17057	57	2020	Approved	Checked	2020	2
200-200ACT10058	CTE Dev Student 58	AC17058	58	2020	Approved	Checked	2020	2
200-200ACT10059	CTE Dev Student 59	AC17059	59	2020	Approved	Checked	2020	2
200-200ACT10060	CTE Dev Student 60	AC17060	60	2020	Approved	Checked	2020	2
200-200ACT10061	CTE Dev Student 61	AC17061	61	2020	Approved	Checked	2020	2
200-200ACT10062	CTE Dev Student 62	AC17062	62	2020	Approved	Checked	2020	2
200-200ACT10063	CTE Dev Student 63	AC17063	63	2020	Approved	Checked	2020	2
200-200ACT10064	CTE Dev Student 64	AC17064	64	2020	Approved	Checked	2020	2
200-200ACT10065	CTE Dev Student 65	AC17065	65	2020	Approved	Checked	2020	2
200-200ACT10066	CTE Dev Student 66	AC17066	66	2020	Approved	Checked	2020	2
200-200ACT10067	CTE Dev Student 67	AC17067	67	2020	Approved	Checked	2020	2
200-200ACT10068	CTE Dev Student 68	AC17068	68	2020	Approved	Checked	2020	2
200-200ACT10069	CTE Dev Student 69	AC17069	69	2020	Approved	Checked	2020	2
200-200ACT10070	CTE Dev Student 70	AC17070	70	2020	Approved	Checked	2020	2
200-200ACT10071	CTE Dev Student 71	AC17071	71	2020	Approved	Checked	2020	2
200-200ACT10072	CTE Dev Student 72	AC17072	72	2020	Approved	Checked	2020	2
200-200ACT10073	CTE Dev Student 73	AC17073	73	2020	Approved	Checked	2020	2
200-200ACT10074	CTE Dev Student 74	AC17074	74	2020	Approved	Checked	2020	2
200-200ACT10075	CTE Dev Student 75	AC17075	75	2020	Approved	Checked	2020	2
200-200ACT10076	CTE Dev Student 76	AC17076	76	2020	Approved	Checked	2020	2
200-200ACT10077	CTE Dev Student 77	AC17077	77	2020	Approved	Checked	2020	2
200-200ACT10078	CTE Dev Student 78	AC17078	78	2020	Approved	Checked	2020	2
200-200ACT10079	CTE Dev Student 79	AC17079	79	2020	Approved	Checked	2020	2
200-200ACT10080	CTE Dev Student 80	AC17080	80	2020	Approved	Checked	2020	2
200-200ACT10081	CTE Dev Student 81	AC17081	81	2020	Approved	Checked	2020	2
200-200ACT10082	CTE Dev Student 82	AC17082	82	2020	Approved	Checked	2020	2
200-200ACT10083	CTE Dev Student 83	AC17083	83	2020	Approved	Checked	2020	2
200-200ACT10084	CTE Dev Student 84	AC17084	84	2020	Approved	Checked	2020	2
200-200ACT10085	CTE Dev Student 85	AC17085	85	2020	Approved	Checked	2020	2
200-200ACT10086	CTE Dev Student 86	AC17086	86	2020	Approved	Checked	2020	2
200-200ACT10087	CTE Dev Student 87	AC17087	87	2020	Approved	Checked	2020	2
200-200ACT10088	CTE Dev Student 88	AC17088	88	2020	Approved	Checked	2020	2
200-200ACT10089	CTE Dev Student 89	AC17089	89	2020	Approved	Checked	2020	2
200-200ACT10090	CTE Dev Student 90	AC17090	90	2020	Approved	Checked	2020	2
200-200ACT10091	CTE Dev Student 91	AC17091	91	2020	Approved	Checked	2020	2
200-200ACT10092	CTE Dev Student 92	AC17092	92	2020	Approved	Checked	2020	2
200-200ACT10093	CTE Dev Student 93	AC17093	93	2020	Approved	Checked	2020	2
200-200ACT10094	CTE Dev Student 94	AC17094	94	2020	Approved	Checked	2020	2
200-200ACT10095	CTE Dev Student 95	AC17095	95	2020	Approved	Checked	2020	2
200-200ACT10096	CTE Dev Student 96	AC17096	96	2020	Approved	Checked	2020	2
200-200ACT10097	CTE Dev Student 97	AC17097	97	2020	Approved	Checked	2020	2
200-200ACT10098	CTE Dev Student 98	AC17098	98	2020	Approved	Checked	2020	2
200-200ACT10099	CTE Dev Student 99	AC17099	99	2020	Approved	Checked	2020	2
200-200ACT10100	CTE Dev Student 100	AC17100	100	2020	Approved	Checked	2020	2

## 12. Feedback

If you have any questions or feedback, please email the eLearn team at [ellearn@smu.edu.sg](mailto:ellearn@smu.edu.sg).