

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 approver to approve or reject the grade submissions posted by the school or program.

GPT allows the approver to:

- View/Review all grade submissions by the faculty in the school or program.
- Approve the grade submissions if they meet the grade distribution criteria. The approved grades will then be submitted to RO.
- Reject the grade submissions if they do not meet the grade distribution criteria. The affected instructors will then be alerted so that they can adjust the grading and re-submit the grades for approval.

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/approve/reject (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 approval
5. Save and cancel buttons to update the approval/rejection 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, Approver

Pending Approval

3 **Pending Approval**
 4 Approval History
 5 Grade Release History
 6 Acad Career Selection
 7 Term Selection
 8 Report



5 **SAVE CHANGES** **CANCEL CHANGES**

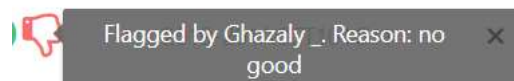
6 **TOTAL CLASSES** 194 **RELEASED GRADES** 4 **PENDING APPROVAL** 12 **APPROVED** 1

7 **All Approvals** **Endorsed** **Flagged** Search by course code or name and hit 'Enter'

No.	Course/Section Code	Course Name	Instructor(s)	Approve	Reject	Distribution
						Total A's Others Pass Fail "I"
1	2019-201ACCT001G2	Accounting Study Mission (Asian Studies)	Instructor I0001, CTE Dev Student 1 _	<input type="checkbox"/>	<input type="checkbox"/>	0 A+ A A- 0 80 20 0
2	2019-201ACCT101G10	Financial Accounting	Instructor I0004, CTE Dev Student 1 _	<input type="checkbox"/>	<input type="checkbox"/>	0 A+ A A- 100 0 0 0
3	2019-201ACCT101G11	Financial Accounting	CTE Dev Student 1 _	<input type="checkbox"/>	<input type="checkbox"/>	10 A+ A A- 90 0 0 0

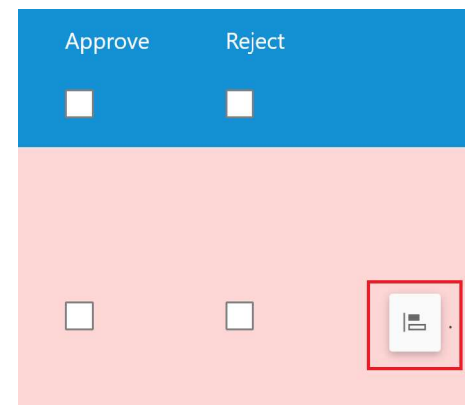
6. Approving Grade Submissions

- 1) If the grade submission has been endorsed by the reviewer, a thumb-up icon  will appear beside the course code. If it has been flagged by the reviewer, a thumb-down icon  will appear beside the course code. Mouse over the icon will display the reviewer's comment/reason (if any).
- 3) Click '**Grade distribution**' icon to view a more detailed grade distribution of this course (or a combination of sections under the same course).

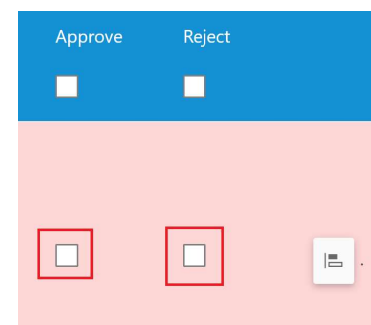


- 2) Take a look at the grades percentage or pass/fail percentage depending on the grading type of the course to review the grade submission. Grade submission which does not meet the A grade distribution criteria will be highlighted.

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-	0	100	0	0
+						
0	0	0				



- 4) Select the '**Approve**' option of the course if you are approving the course's grade submission or '**Reject**' option of the course if this course's grade submission is to be rejected.



- 5) Select the **'Approve'** option in the header if you want to mass approve the selected grade submissions in the list or **'Reject'** option in the header if you want to mass reject the selected grade submissions in the list.



- 6) Click **'Save Changes'** to save the update or **'Cancel Changes'** to cancel the update.



- 7) Enter the reason for rejecting any grade submission and click **'Save'**. Click **'OK'** to confirm the submission (for approval and rejection).

Please specify the rejection reason for the following courses:

FINANCIAL MARKETS AND INVESTMENTS
CASTLE FRANK, MAY LIT INSTRUCTOR, MS MAY LIT MEI WAN

A PLUS: 33.3%
A: 0%
A MINUS: 2.2%
OTHERS: 64.5%

Rejection reason

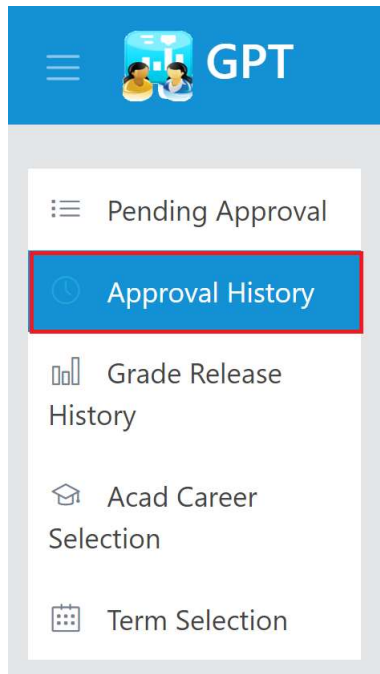
× CANCEL **SAVE**

Proceed to save the changes?

OK Cancel

7. Viewing Grade Submission Approval History

- 1) To view the approval/rejection history of the grade submissions, click '**Approval History**' from the left navigation bar.
- 2) The list of grade submissions that have been approved or rejected will be listed. The approval (rejection) status, the approval (rejection) date, the approver (rejecter) and the reason (for rejected submission) will be listed.



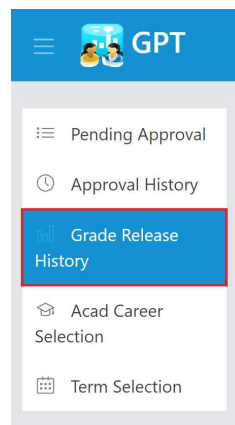
Approve / Reject History

TOTAL CLASSES 194	RELEASED GRADES 4	PENDING APPROVAL 12	APPROVED 1
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No.	Course/Section Code	Course Name	Instructor	Total A's	Others	Pass	Fail	T	Status	Action Taken On	By Who	Reason
1	2019-2019ACCT20001	Accounting Study Mission (Asian Studies)	CTE Dev Instructor 1	0	0	0	0	0	Approved	28 Feb 2021 09:53	Ghazali jpn	

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

TOTAL CLASSES: 194

RELEASED GRADES: 4

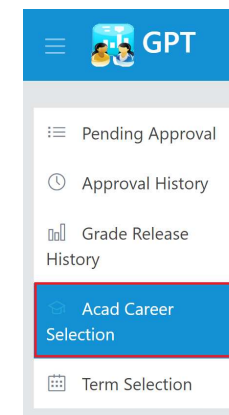
PENDING APPROVAL: 12

APPROVED: 1

No.	Course/Section Code	Course Name	Instructor	Grade Column and Released Date <small>(Clicks grade component is released in merged course)</small>
1	2019-20ACCT1001G1	ACCT101: Accounting Study Mission (Asian Studies)-G1	EDL Support	<p>Midterm Updated On: 16/01/2020 8:08 PM Release Date/Time: 01 Jan 2020 12:00 AM Release Info: Grades</p> <p>Project Updated On: 16/01/2020 8:08 PM Release Date/Time: 01 Jan 2020 12:00 AM Release Info: Grades</p> <p>Final Updated On: 16/01/2020 8:08 PM Release Date/Time: 01 Jan 2020 12:00 AM Release Info: Grades</p>
2	2019-20ACCT101G4	ACCT101: Financial Accounting G4	Chazely...	<p>Final Updated On: 21/02/2021 19:20 PM Release Date/Time: 14 Feb 2021 12:00 AM Release Info: Mark, Grades, Weights</p> <p>Rounded Final for Submission Updated On: 21/02/2021 19:20 PM Release Date/Time: 14 Feb 2021 12:00 AM Release Info: Mark, Grades, Weights</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.

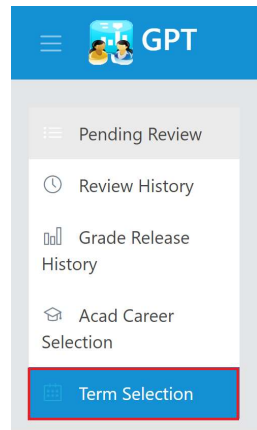
Academic Career Selection

Please select an Academic Career:

No.	Academic Career	Academic Setting	Role	
1	U200	U200	Approver	+ SELECT
2	U200	U200	Reviewer	+ SELECT
3	U200	U200	Approver	+ SELECT
4	U200	U200	Reviewer	+ SELECT
5	U200	U200	Reviewer	+ SELECT

10. Selecting Another Term

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

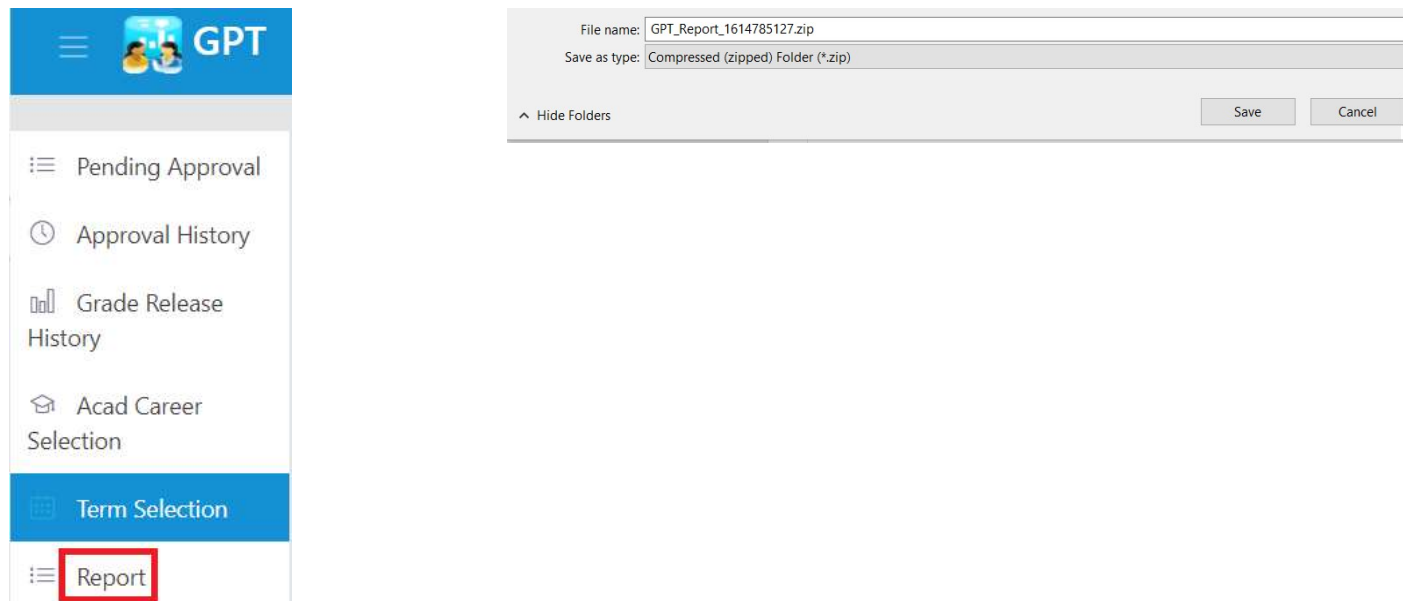


- 2) Click on **'Select'** beside the term to load the landing page of the selected term.

Term Selection				
Please select a term before we begin.				
No.	Term	Stop		
1	2016-17 T1	4411		» SELECT
2	2010 T1	4010		» SELECT
3	2010 T2	2010		» SELECT
4	2010 T3	2010		» SELECT
5	2020 T1	2010		» SELECT
6	2019-20 January half test 1st T2	1020		» SELECT
7	2019-20 T2	1020		» SELECT
8	2019-20 T1	1010		» SELECT

11. Report

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



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

Course/Instructor	Section	Course ID	Section ID	Enrollment Status	Grade	Status	Submission Status	Endorsement
2019-2020ACCT1001	CT1 Des Student 01	ACCT1001	01	Open	Approved	Classical	Y	Y
2019-2020ACCT1002	CT1 Des Student 02	ACCT1001	02	Open	Approved	Classical	Y	Y
2019-2020ACCT1003	CT1 Des Student 03, Instructor 00001	ACCT1001	03	Open	Endorsed	Classical	Y	Y
2019-2020ACCT1004	CT1 Des Student 04	ACCT1001	04	Open	Endorsed	Classical	Y	Y
2019-2020ACCT1005	CT1 Des Student 05	ACCT1001	05	Open	Not Submitted	Classical	Y	Y
2019-2020ACCT1006	CT1 Des Student 06, Instructor 00001	ACCT1001	06	Open	Not Submitted	Classical	Y	Y
2019-2020ACCT1007	CT1 Des Student 07	ACCT1001	07	Open	Endorsed	Classical	Y	Y
2019-2020ACCT1008	CT1 Des Student 08	ACCT1001	08	Open	Endorsed	Classical	Y	Y
2019-2020ACCT1009	CT1 Des Student 09, Instructor 00001	ACCT1001	09	Open	Endorsed	Classical	Y	Y
2019-2020ACCT1010	CT1 Des Student 10	ACCT1001	10	Open	Endorsed	Classical	Y	Y
2019-2020ACCT1011	CT1 Des Student 11, Instructor 00001	ACCT1001	11	Open	Endorsed	Classical	Y	Y
2019-2020ACCT1012	CT1 Des Student 12	ACCT1001	12	Open	Endorsed	Classical	Y	Y
2019-2020ACCT1013	CT1 Des Student 13	ACCT1001	13	Open	Endorsed	Classical	Y	Y
2019-2020ACCT1014	CT1 Des Student 14, Instructor 00001	ACCT1001	14	Open	Endorsed	Classical	Y	Y
2019-2020ACCT1015	CT1 Des Student 15	ACCT1001	15	Open	Endorsed	Classical	Y	Y
2019-2020ACCT1016	CT1 Des Student 16	ACCT1001	16	Open	Endorsed	Classical	Y	Y
2019-2020ACCT1017	CT1 Des Student 17	ACCT1001	17	Open	Endorsed	Classical	Y	Y
2019-2020ACCT1018	CT1 Des Student 18	ACCT1001	18	Open	Endorsed	Classical	Y	Y
2019-2020ACCT1019	CT1 Des Student 19, Instructor 00001	ACCT1001	19	Open	Endorsed	Classical	Y	Y
2019-2020ACCT1020	CT1 Des Student 20	ACCT1001	20	Open	Endorsed	Classical	Y	Y
2019-2020ACCT1021	CT1 Des Student 21	ACCT1001	21	Open	Endorsed	Classical	Y	Y
2019-2020ACCT1022	CT1 Des Student 22	ACCT1001	22	Open	Endorsed	Classical	Y	Y
2019-2020ACCT1023	CT1 Des Student 23	ACCT1001	23	Open	Endorsed	Classical	Y	Y
2019-2020ACCT1024	CT1 Des Student 24	ACCT1001	24	Open	Endorsed	Classical	Y	Y
2019-2020ACCT1025	CT1 Des Student 25	ACCT1001	25	Open	Endorsed	Classical	Y	Y
2019-2020ACCT1026	CT1 Des Student 26	ACCT1001	26	Open	Endorsed	Classical	Y	Y
2019-2020ACCT1027	CT1 Des Student 27	ACCT1001	27	Open	Endorsed	Classical	Y	Y
2019-2020ACCT1028	CT1 Des Student 28	ACCT1001	28	Open	Endorsed	Classical	Y	Y
2019-2020ACCT1029	CT1 Des Student 29	ACCT1001	29	Open	Endorsed	Classical	Y	Y
2019-2020ACCT1030	CT1 Des Student 30	ACCT1001	30	Open	Endorsed	Classical	Y	Y

12. Feedback

If you have any questions or feedback, please email the eLearn team at ellearn@smu.edu.sg.