Online Grade Submission Application Guide for Submitters and Enterers

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Online Grade Submission Application Overview

The **Online Grade Submission** application has been developed to allow online entry of final grades.

Login
https://ogs.mit.edu

You can login with Touchstone and certificates or your Kerberos and password. MIT Digital Certificate installation instructions can be accessed at http://ist.mit.edu/

Roles

Role	Description
Submitter (gradesheet instructor)	For your <u>authorized</u> subjects you can: 1. enter and submit grades 2. assign the **Enterer** role to others who will enter grades 3. review and print your gradesheets 4. create, edit, submit special reports The **Submitter** role is set up by your Department Academic Administrator.
Enterer (i.e., recitation instructor, TA, or assistant)	For your <u>assigned</u> subjects you can: 1. enter grades 2. review and print gradesheets **Enterers** may not submit grades. The **Enterer** role is assigned within the Online Grade Submission Application by an authorized **Submitter**.
Department Academic Administrator	For <u>all subjects</u> in your department, you can: 1. serve as a proxy to enter and submit grades 2. review and print gradesheets and summary reports 3. create, edit, submit special reports

The Submitter/Enterer Home Page – Gateway to all Functions

This is the home screen for the Submitter/Enterer role. All functions of the system which are available to the Submitter role are displayed. Logging on with a different role (e.g., Departmental Administrator) will display a different set of functions.

1	Current messages from the Registrar
2	Access Help, return to Main Menu (home), Logout
3	Access your specific gradesheets
4	Access gradesheets by subject number, set user authorization, add enterers (only available for Submitters)
5	Create, edit, manage and submit special reports
6	Manage and view imports to any gradesheet
7	Generate reports (missing grades etc.)

Accessing Gradesheets

Access to gradesheets is determined by your role and subject authorization. There are two ways to access a gradesheet. From the Home page click:

A specific gradesheet

Click a subject number to open the gradesheet

Gradesheets	Grade Entry
4.288 R02	By Subject
10.302	Set User Authorization
10.80	
10.81	
10.82	
10.83	

Grade Entry – by Subject (to choose a gradesheet by typing the subject number)

Subject/Section

Select a Section in Subject 4.124 for which to enter grades:

Subject 4.124   Section D01 ▾   ✔ Submit   ✗ Cancel

1. From the Main Page click **Grade Entry by Subject**.
2. Enter the subject number and section if necessary.
3. Click **Submit** or press **Enter** or **Return**.

Working with the Online Gradesheet

The online gradesheet allows you to:

1. enter and validate final grades,
2. add write-in students,
3. import grades from an external source, and
4. submit grades (if you have a "Submitter" role).

1	Gradesheet information including master subject number and any associated subject number(s) in joint or meets-with clusters, subject title, the gradesheet faculty name, and total enrollment. Note: Clicking **Explanation of Grades** will open a window with additional details about grading.
2	The scrolling list of students enrolled in the subject including MIT ID, full name, subject number (for joints and meets-with), associated student department, student registration type and year of study, a dropdown list of grades to choose from, number of units (enter units if the subject is variable units), data from any Instructor's Report or Additional Details Form that is completed when an "I" or "O" grade is assigned, the date an early grade submission was applied, and a free text comments field. Click the **MIT ID**, **Name**, **Dept**, **Units**, or **Thesis Level** or **Research Advisor** column heading to sort by that column.

3	Faculty grading instructions and user login information. Click **Previous** or **Next** for additional gradesheets, or click **Return to Summary** for a complete list of gradesheets.
4	**Write-ins** displays list of write-in students. Names may be edited or deleted.

Additional Functions

| 🖧 Import Grades | 🖧 Add Write-In Students | 🖨 Print to PDF | 💾 Save | ✔ Save & Submit | 🖊 Reset to Last Save | 🖾 Home |

5	The buttons at the bottom of the screen offer additional functionality.
	• **Import Grades** – access to import grades screen (see process for importing grades later in document).
	• **Add Write-In Students** - access to write-in screen (see process for write-ins later in document).
	• **Print to PDF** – creates a PDF document of the gradesheet with a draft watermark for printing.
	• **Save** - saves the gradesheet allowing you to partially complete the entry process, exit, and return at a later time.
	• **Save and Submit** – use this button to submit a gradesheet when entry is complete. After submission you will see a confirmation on screen. Note that t*his button is only available to a single submitter (Gradesheet Faculty) for each subject.*
	• **Reset to Last Save** – resets gradesheet to last saved state.
	• **Home** – returns to home screen.

Save, Save and Submit, Reset

It is important to understand the distinction among these three buttons.

Save	The **Save** button will save your current work. Use this button as you would if you were working in Word or Excel.
	It's important to save often. The page will time out after 20 minutes and you will lose your work if you have not saved.
Reset to Last Save	The **Reset to Last Save** button will undo all changes you have made since your last save.
Save and Submit	The **Save and Submit** button is the last button clicked before sending the gradesheet to the Registrar or Departmental Administrator. _A gradesheet can only be submitted once._

Entering Grades

Grades may be entered from a dropdown menu which only shows appropriate grades as dictated by the subject and/or the student-selected grading option such as Listener. Grades may also be entered manually. Use the tab to navigate to the grade field for the next student. The first choice in the dropdown list is a blank to remove a grade and leave the field empty.

Dept	Type/Year	Grade	Units	I/O	Comments (up to 264 characters)
8	R 4	A	12		
8	R 3	I	12	90%,A-	
8	R 3	B+	12		
2	R 4	A+	12		
8	R 3	A	12		
8	R 2	A-	12		
8	R 3	B+	12		
8	R 3	B B-	12		
8	R 3	C+	12		
2	R 4	C	12		
22	R G	C- D	12		
8	R 3	F	12		
8	R 3	I	12		
8	R 4	O	12		
8	R 3		12		

The **Comments** field allows 256 characters of free form text to be entered. This field may be automatically populated with comments in certain instances.

Entering an I or O grade will open an Instructor's Report screen which should be completed before continuing. A gradesheet with an undergraduate Incomplete cannot be submitted until the form is completed.

After an I or O report is completed, it is listed in the gradesheet in the I/O column and serves as a link to the report screen which may be opened and edited.

Entering an F will prompt you to enter yes or no to the question "Did the student attend class?" The comment field is populated with the response to this question.

Write-ins

To write in a student who does not appear on the gradesheet, click the **Add Write-In Students** button at the bottom of the gradesheet. You must enter, at minimum, the student's first and last name and their grade. Entering a student's ID number will automatically add additional biographical information to the form.

Once a write-in student has been entered, they will appear in a separate list at the bottom of the gradesheet. The data for write-in students may be edited or the name may be deleted by using the buttons at the far right.

Write-ins (2)

MIT ID	Last Name	First Name	Middle Initial	Year	Units	Grade	I/O	Con
				3	12	B		
		Paul		2	12	A		

Import Grades / Manage Imports

Grades may be imported to a gradesheet if they are stored in an external location such as in an Excel file, Stellar Gradebook, or in Canvas. To work properly, the data must be arranged in a particular order and the file must be saved in .csv format. An option from the Stellar Gradebook will save the Gradebook in this format.

For instructions on how to import grades, visit https://registrar.mit.edu/systems-help.

Set User Authorization

A Submitter may assign enterers to a gradesheet. Enterers may enter grades and save but they may not submit a gradesheet to the Registrar or add other enterers.

To add an enterer from a gradesheet

1. Click **Set User Authorization** in the top right corner to proceed to the authorization screen (any existing authorizations will be listed)

Help	Set User Authorizations	Main Menu	Logout

2. Select the Department and Subject
3. Click **Search** to see the list of enterers assigned to this subject
4. Click **Add Enterer**

For research or thesis subjects, names that are assigned as Research Advisors in MITSIS will appear. In both cases, the name will default to the role of "Enterer." They will only be able to enter grades for their advisees.

5. Begin typing a name (last, first) until you are able to select the desired name from the search list.

6. Choose the role: enterer or none to remove authorization.

7. Select sections, if applicable. Click **Save and Add Another** or **Save and Return**

Term: Spring Term 2010-2011

Subject: 4.115 Applied Architecture Design Studio III

Enter LAST NAME, FIRST NAME then select from the drop down list.

Name: _____

Role: Enterer
None

Sections
☑ ALL
☐ D01
☐ D02

✔ Save and Add Another   ✔ Save and Return   ✘ Cancel

To remove an enterer from a gradesheet

1. Click **Set User Authorization** in the top right corner to proceed to the authorization screen (any existing authorizations will be displayed)

Help   Set User Authorizations   Main Menu   Logout

2. Select the department and subject
3. Select **Search** – see result of search below

⊘ 1 Enterer was found. See below.

Set User Authorization
Search for User Authorization

Term: Spring 2010-2011 ▼   Department: 8 Physics ▼
Subject: 8.282 Introduction to Astronomy ▼   Section: NONE AVAILABLE ▼

🔍 Search   ✔ Return to Enter Grades

Term	Subject	Section	User name	Role	Actions
Spring 2011	8.282		Canavan, Brian E. (bcanavan)	Enterer	Edit

4. To the right of the user's name, click **Edit**
5. Change the Role from **Enterer** to **None**

Add User Authorization
Add Grading Role
Add Grading Role

Term: Spring 2010-2011

Subject: 8.282 Introduction to Astronomy

Name: Brian E. Canavan

Role: Enterer
None

✔ Save and Return   ✘ Cancel

6. Click **Save and Return**

Reports – Current Term

The following reports – for the current term – may be generated and printed by choosing the report from the home screen.

Missing Grades Report

After gradesheets have been submitted and processed, the Missing Grades Report displays a list of all missing grades. There will be one record for each student for each missing grade. You may sort by columns by clicking on that column.

User Authorization List

The User Authorization List will show the submitter for every subject and any additional enterers assigned to a subject for the current term.

Grade Statistics by Subject

This report will show, by subject, how many students are enrolled and how many grades are missing on a subject's gradesheet. It also displays the current status: created, saved, or submitted.

Submitted Gradesheet by Subject

This report shows which gradesheets have been submitted and provides a direct link to the gradesheet.

Archived Reports

Reports for previous terms may be viewed and printed by clicking Archived Reports from the main menu.

To view an archived report, select the term and the desired report, then click **View Report**.

What are Special Reports?

Online Grade Submission Special Reports are used in specific cases in which the standard gradesheet process of submitting grades is not applicable. The Special Report is used to report missing grades, record the completion of I and O grades, record late end of term and early thesis grades, and correct grades previously submitted.

All special reports will post data directly to MITSIS once submitted to the Registrar.

How do I Access Special Reports?

To create or view a special report, start at the OGS home page. There, you will see links to create new special reports as well as a link to manage any submitted or saved special reports that are within your authorization purview.

Special Reports as Listed on Home Page

1. Completion of Incomplete
2. Completion of O
3. Correction of Grade
4. Early Grade
5. Early Thesis
6. Late End of Term Grades
7. My Special Reports

What Do I Need to Know About Special Reports?

The following are key points regarding Special Reports.

- Reports may be created, viewed, deleted, or submitted by department administrators and/or submitters for the subjects for which they are currently or previously authorized.
- There can only be one report in a saved state for any given report type in a term for a subject.
- If an authorized user attempts to create a new report for a subject and term in which a saved report exists, the user will be shown the existing report. They may then view, edit, submit, or delete the existing report.
- Reports in Created or Saved status may still be edited or deleted. Reports submitted to the Registrar's Office, or department head for Correction of Grade reports, may be viewed and printed but not edited.
- Once submitted, a report cannot be changed. A new report must be created to make changes.
- Reports may be submitted for some but not all students. A new report would be created and submitted for additional students.
- Existing reports are accessed through My Special Reports. Enterers may not create or view special reports.
- Cluster subjects are listed by their master subject number. When searching for an authorized subject it may be necessary to select a department different from your own to locate that subject.

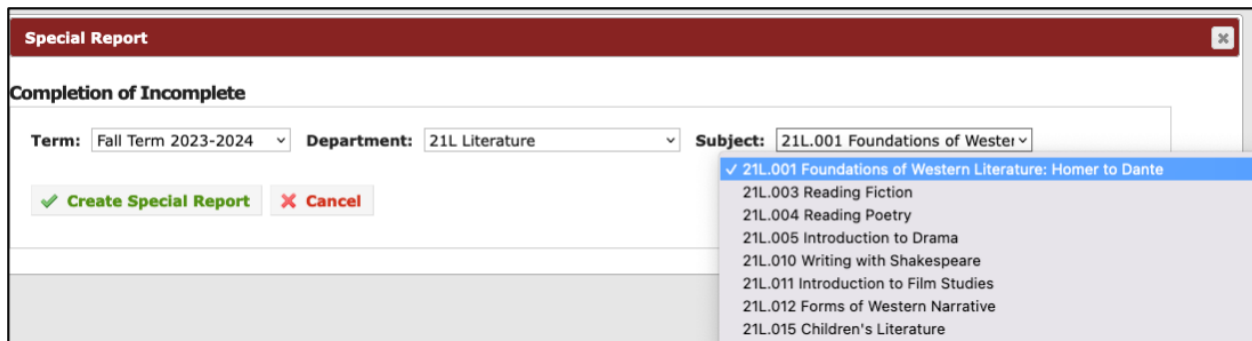## What are the Steps to Create a New Special Report?

1. Select the report type from the home page
2. Locate the subject from the subject selection screen
3. Create the report
4. Add names and pertinent information
5. Submit the report

What follows is an example of the steps to create, edit and submit a Completion of Incomplete Special Report.

1. Select the Completion of Incomplete Special Report from the home page.
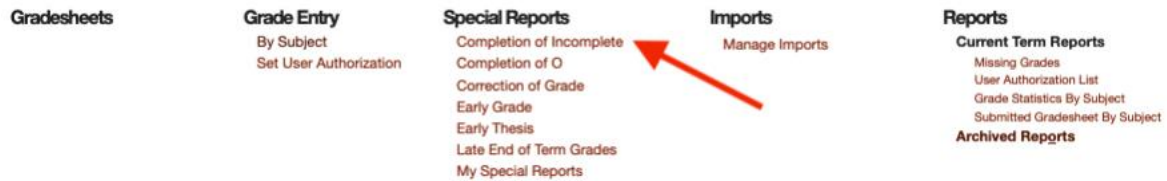
2. **Locate the subject.** From the dropdown lists on the subject selection screen, select the term, department, and subject.

3. Click to create the Special Report

A new Completion of Incomplete Special Report is created for the subject for the Fall Term 2023-2024. The report will show all students in this subject and term who have a grade of I. Click **Edit** or **Delete,** if necessary, for a student.

If you or another authorized user have already created a report of this type for this term and subject, that report will be displayed with the names of the students who have been added. The report may be edited, and students may be added or removed, or you may delete the report.

The report includes the following:

- Report type and term
- Subject with master subject in bold
- Section information
- Subject name
- Gradesheet faculty
- Last authorized person to save the report
- Students with grade of I in the subject and term

4. **Click the *Add Student* button to add a student's name and required information**
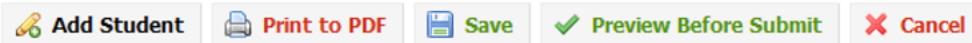
     a.   Enter an MIT ID to auto fill name and student year.
     b.   Select the grade and enter the date work was submitted.
     c.   Add additional comments.

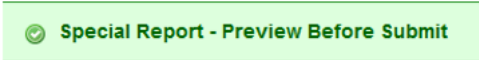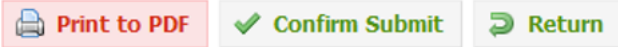Four buttons at the bottom show four available options.
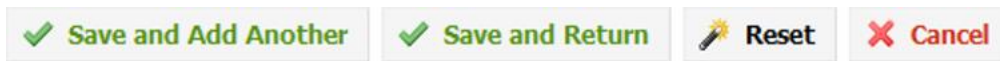
Save and Add Another	Save the current student information to the report and clear the screen to enter the next student.
Save and Return	Save the current student information and return to the report.
Reset	Clear the current information without saving but remain on the Add/Edit Student screen.
Cancel	Clear the current information without saving and return to the report. All previously saved student information remains part of the report.

5. **Complete the Report**

On the report screen you have five options represented by the buttons shown below.

Add Student	Opens the Add/Edit Student screen shown in step 4.
Print to PDF	Opens a PDF copy of the report which you may print. If the report has not been submitted to the Registrar's Office yet, a watermark with DRAFT will appear on the PDF.
Save	Saves the report and displays the message: ⊘ **Student Data Saved**
Preview Before Submit	This button appears on special reports that are extracting existing data (correction of grade, completion of I (or O), late end of term grade, etc.). Choosing this button will display a page which summarizes the changes entered on the previous screen. A read- only copy of the report appears and displays the following message: ⊘ **Special Report - Preview Before Submit** This read-only preview shows the following buttons: 🖨 **Print to PDF** ✓ **Confirm Submit** ⟳ **Return** The **Confirm Submit** button will submit the report to the Registrar's Office. You can also **Print to PDF** or **Return** to the report for further edits.
Cancel	Returns to the Grade Submission Application Home screen.

How Do Other Special Reports Differ?

Previous pages of this guide detailed the process of creating, editing, and submitting a **Completion of Incomplete** Special Report. Reports vary in function and therefore screens may be different. The following pages explain how each varies from the general instructions above.

Here is the full list of reports as they appear on the application home page.

1. Completion of Incomplete
2. Completion of O
3. Correction of Grade
4. Early Grade
5. Early Thesis
6. Late End of Term Grades

Completion of O

The **Completion of O** special report is completed in the same way as the **Completion of Incomplete,** described above.

Correction of Grade

A **Correction of Grade** special report will display the current grades that are recorded for student in the selected subject and term. Any grade can be changed on this form.

The major difference with a Correction of Grade report is that it must be approved by the department head and then submitted by them to the Registrar's Office. You may cancel the report at any stage before it is submitted to the Registrar.

Early Grade and Early Completion of Thesis

Early Grade and Early Completion of Thesis reports have a **Submit** button, but no preview.

Late End of Term Grade

This report allows you to enter any missing grades for a subject after the initial gradesheet has been submitted. Once created, this report will display any students from the selected term and subject who did not receive a grade.

How Do I See All of My Special Reports?

From the Online Grade Submission home page choose **My Special Reports**.

Special Reports

Completion of Incomplete
Completion of O
Correction of Grade
Early Grade
Early Thesis
Late End of Term Grades
My Special Reports

From there, you can search for reports by entering a date range and clicking **Search**.

My Special Reports

Search by Last Activity Date: Start Date: 09/05/2023   End Date: 12/22/2023

🔍 Search   🪄 Clear

The Special Report Search Results Screen

⊘ There were 2 Special Reports found. See below.

My Special Reports

Search by Last Activity Date: Start Date: 01/31/2011   End Date: 08/07/2011

🔍 Search   🪄 Clear

Purpose	Special Report Title	Submitted By	Submitted For Term	Last Activity Date	Status	Action
Correction of Grade	CorrectionOfGrade_4_181_sheilak_201108070912		Spring Term 2010-2011	08/07/2011, 09:13 PM	saved	Edit | Delete
Completion of Incomplete	CompletionOfIncomplete_4_181_sheilak_201108070909		Spring Term 2010-2011	08/07/2011, 09:10 PM	submitted	View

- The results list will show the purpose of the report/report name, the authorized person who submitted, or started, the report, the term which the report covers, the date stamp of the last activity, and the status and the actions available for the report.
- The **status** field indicates whether a report is **created** or **saved**, **submitted for approval** (Correction of Grade report only), or **submitted** or **submitted to Registrar**.
- A report name is created from the report type, subject, name of the authorized user creating the report, and the date and time stamp (year, month, day, hour and minute). e.g., CompletionOfIncomplete_4_401_mjones_201105220935
- Reports are initially sorted by date of last activity and alphabetically by purpose, with the most recent activity at the top. Click any column heading to change the sort order or hold the shift key and click a column head to sort by multiple columns.
- Created or saved reports may be edited or deleted. When printed to PDF, they bear the watermark "Draft." Submitted reports may be viewed but not edited, and when printed to PDF they bear the watermark "Submitted."

Report Status

Information on a **created** or **saved** report may be edited for any student. Students may be deleted, and new students may be added.

A report which has been **submitted**, **submitted for Approval**, or **submitted to Registrar** may not be edited, but may be printed.

Submit a Report

When you are ready to submit, click **Preview Before Submit** to see a final version of your report before submitting to the Registrar's Office.

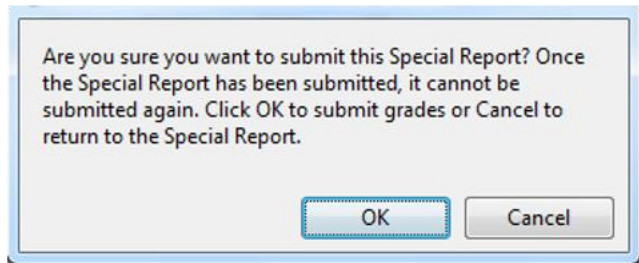If the report is correct, click the **Confirm Submit** button. If not, you may click the **Return** button to continue editing your report.

After the **Confirm Submit** button is clicked the following message appears.

Are you sure you want to submit this Special Report? Once the Special Report has been submitted, it cannot be submitted again. Click OK to submit grades or Cancel to return to the Special Report.

OK   Cancel

After clicking **OK** the following confirmation appears.

✅ Special Report submitted successfully