

Faculty eServices Grade Submission in PeopleSoft 9

The “New” Faculty Center sign-in page has not changed from the former Faculty eServices page. You simply login using your Faculty ID as you did before. **Instructor and student information have been removed for confidentiality .**

PALOMAR COLLEGE eServices | Online Students | College Directory | Site Index | Search | Contact Us
Learning for Success

Information for: **Students** | Faculty & Staff | Community | Employment | Alumni & Donors

Students **Faculty** Staff Guests

Welcome
Welcome to the Faculty eServices signon page. **THIS IS A TEST SYSTEM ONLY.**
Through this portal you will be able to view your class rosters, email students, drop students, post grades, and much more.

Faculty eServices
Employee ID#:
Password: (Case Sensitive)
Sign In

Instructions
[Forgot my Employee ID# or password.](#)
[Change my password.](#)
[Need help signing in.](#)

[Return to Palomar College Home](#)

Once logged-in, the following page displays:

PALOMAR COLLEGE Home Sign out Help

Menu

Search:

- Community College Data
- Palomar Reports
- Self Service**
- Campus Community

Choose the “Self Service” link from the following menu. The items listed in the menu depend upon the type of security for each individual. If an instructor is also a student (or has been in the past) the menu will contain “Student Center” student information as well. This is a change from the previous version of PeopleSoft.

Expanded Menu:

PALOMAR COLLEGE Home Sign out



Menu

Search:

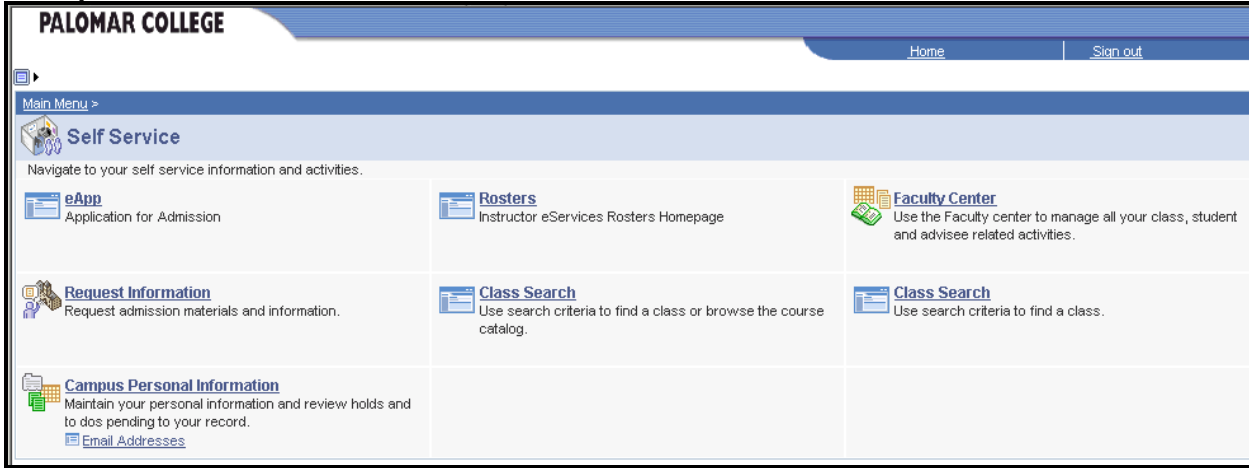
- Community College Data
- Palomar Reports
- Self Service**
- Campus Community

Main Menu > Self Service
Navigate to your self service information and activities.

- eApp**
Application for Admission
- Rosters**
Instructor eServices Rosters Homepage
- Faculty Center**
Use the Faculty center to manage all your class, student and advisee related activities.
- Request Information**
Request admission materials and information.
- Class Search**
Use search criteria to find a class or browse the course catalog.
- Class Search**
Use search criteria to find a class.
- Campus Personal Information**
Maintain your personal information and review holds and to do pending to your record.
Email Addresses

The Menu can be minimized using the "Collapse Menu" button  and maximized using the "Expand Menu" button  whichever is preferred.

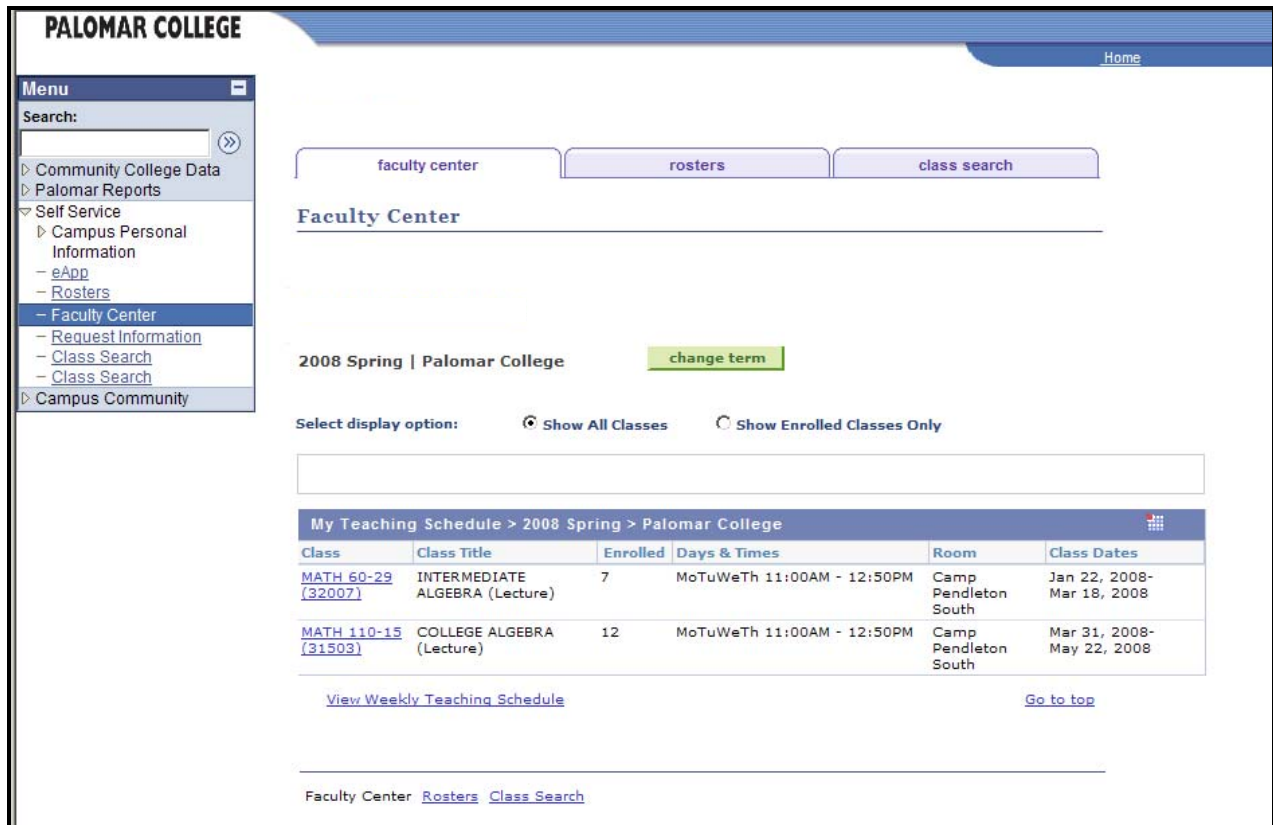
Collapsed Menu:



The screenshot shows the Palomar College Self Service interface. At the top, there is a navigation bar with "Home" and "Sign out" links. Below this is a "Main Menu" section with a "Self Service" heading. The main content area is divided into several sections:

- eApp**: Application for Admission
- Rosters**: Instructor eServices Rosters Homepage
- Faculty Center**: Use the Faculty center to manage all your class, student and advisee related activities.
- Request Information**: Request admission materials and information.
- Class Search**: Use search criteria to find a class or browse the course catalog.
- Class Search**: Use search criteria to find a class.
- Campus Personal Information**: Maintain your personal information and review holds and to dos pending to your record. Includes a link for [Email Addresses](#).

Grade, Drop, Class, etc. rosters may be accessed using either the "Rosters" link or by clicking on the "Faculty Center" link and navigating to the "rosters" tab.



The screenshot shows the Palomar College Faculty Center interface. On the left, a "Menu" sidebar is expanded, showing a tree view of navigation options. The "Faculty Center" option is selected. The main content area has three tabs: "faculty center", "rosters", and "class search". The "rosters" tab is active.

2008 Spring | Palomar College [change term](#)

Select display option: Show All Classes Show Enrolled Classes Only

My Teaching Schedule > 2008 Spring > Palomar College

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
MATH 60-29 (32007)	INTERMEDIATE ALGEBRA (Lecture)	7	MoTuWeTh 11:00AM - 12:50PM	Camp Pendleton South	Jan 22, 2008- Mar 18, 2008
MATH 110-15 (31503)	COLLEGE ALGEBRA (Lecture)	12	MoTuWeTh 11:00AM - 12:50PM	Camp Pendleton South	Mar 31, 2008- May 22, 2008

[View Weekly Teaching Schedule](#) [Go to top](#)

Faculty Center [Rosters](#) [Class Search](#)

Note: The "rosters" page is very similar to what existed in PeopleSoft version 8 with essentially the same links available. Choose the "[Record Grades](#)" link.

faculty centerrostersclass search

Rosters

You will be provided personally identifiable information which is considered confidential. Please do not disclose to any person who does not have a legitimate educational interest per Governing Board policy 405, dated 10/92 and federal FERPA regulations.

[Access Class Roster](#)

[Access Drop Roster](#)

[Access Permission Roster](#)

[Access Early Alert Roster](#)

[Access Athletic Participation Roster](#)

[Access Positive Attendance Roster](#)

[Record Grades](#)

[Grade Change Form](#)

[Incomplete Grade Form](#)

[Prof. Development Contract](#)

[Faculty Center](#)[Rosters](#)[Class Search](#)

Note: Only those terms for which an instructor has taught classes will be visible. Select a term.

Record Grades

Select the term for which you would like to view your roster.

Available Terms

- [2008 Spring](#) ←
- [2007 Fall](#)
- [2007 Spring](#)
- [2006 Fall](#)
- [2006 Spring](#)
- [2005 Fall](#)
- [2005 Spring](#)
- [2004 Fall](#)
- [2004 Spring](#)
- [2003 Fall](#)
- [2003 Spring](#)
- [2002 Fall](#)
- [2002 Spring](#)
- [2001 Fall](#)

Choose a course to grade.

PALOMAR COLLEGE [Home](#)

Select Grade Roster

2008 Spring

Select the Course Title of the roster you wish to view.

Course Title	Subject	Catalog Nbr	Class Nbr	Cap Enrl	Tot Enrl	Wait Tot
INTERMEDIATE ALGEBRA	MATH	60	32007	40	7	
COLLEGE ALGEBRA	MATH	110	31503	35	12	

[Select a Different Term](#)

If your grade roster is not listed, please contact Sue Doran at ext. 3215, or email sdoran@palomar.edu; or call Rick Herren at ext. 3117, or email rherren@palomar.edu.

View of grade roster.

PALOMAR COLLEGE [Home](#)

Menu

Search:

- Community College Data
- Palomar Reports
- Self Service
 - Campus Personal Information
 - [eApp](#)
 - Rosters**
 - [Faculty Center](#)
 - [Request Information](#)
 - [Class Search](#)
 - [Class Search](#)
- Campus Community

Grade Roster

2008 Spring

INTERMEDIATE ALGEBRA

Class Nbr	Subject	Catlg Nbr	SectionDescription	Units	Course Component	Status
32007	MATH	60	29 INTERMEDIATE ALGEBRA	4.00	LEC	Open
Session: FT-1st 8wk						Avail Wait
						33 0

Time: 11:00AM 12:50PM Room: CPPEN-S Dates: 01/22/2008 03/18/2008

Description: Instructor:

Total Students: 7 Attendance Type: Daily Census

Asterisk (*) Federal Program Participants [Detail](#)

Student ID	Name	Enrollment Status	Grading Basis	Grade Input	Official Grade
		E	ANC	<input type="text"/>	
		E	ANC	<input type="text"/>	
*		E	ANC	<input type="text"/>	
		E	ANC	<input type="text"/>	
*		E	ANC	<input type="text"/>	
		E	ANC	<input type="text"/>	
*		E	ANC	<input type="text"/>	

[Submit Roster](#)

4

View of lower portion of the grade roster.

Grading Basis Legend:

ANC = Grade AUD = Audit
 GRD = Grade but not CR/NC NON = Non Graded
 CNC = CR/NC Only NOG = Not Graded

Enrollment Status Legend:

E = Enrolled
 D = Dropped

[Faculty Center](#) [Rosters](#) [Incomplete Grade Form](#) [Grade Change Form](#) [Select a Different Class](#)

Note: There are still convenient links to the [Incomplete Grade Form](#), [Grade Change Form](#), [Select a Different Class](#), and in addition, links to the [Faculty Center](#) and the [Rosters](#) pages.

The [Detail](#) link located in the roster header provides information such as deadlines, enrollment total, grading basis, etc.

Detail page:

Class Roster

Class Search Detail

Academic Institution: PALMR Palomar College
Term: 2083 2008 Spring

[Course Catalog Detail](#) [Return to Class Roster](#)

Class Sections

Class Nbr	Subject	Catlg Nbr	Section	Description	Units	Course Component	Status	Total	Wait Count
★ 32007	MATH	60	29	INTERMEDIATE ALGEBRA	4	LEC	Open	33	0

Session: FT-1st 8wk

Time: 11:00AM 12:50PM Description: Dates: 01/22/2008 03/18/2008
 Description: Instructor:

First Date to Enroll: 11/13/2007
 Open Enrollment Date: 11/27/2007
 Last Date for Wait List: 01/16/2008
 Last day to add without permission: 01/27/2008
 Last day to add with permission: 02/03/2008
 Census Date: 02/04/2008
 Last day to drop without grade: 02/07/2008
 Last day to audit /CR/NC: 02/08/2008
 Last day to drop with W: 02/21/2008

Grading Basis Legend

ANC = Grade
 GRD = Grade but not CR/NC
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 AUD = Audit
 NON = Non Graded
 NOG = Not Graded

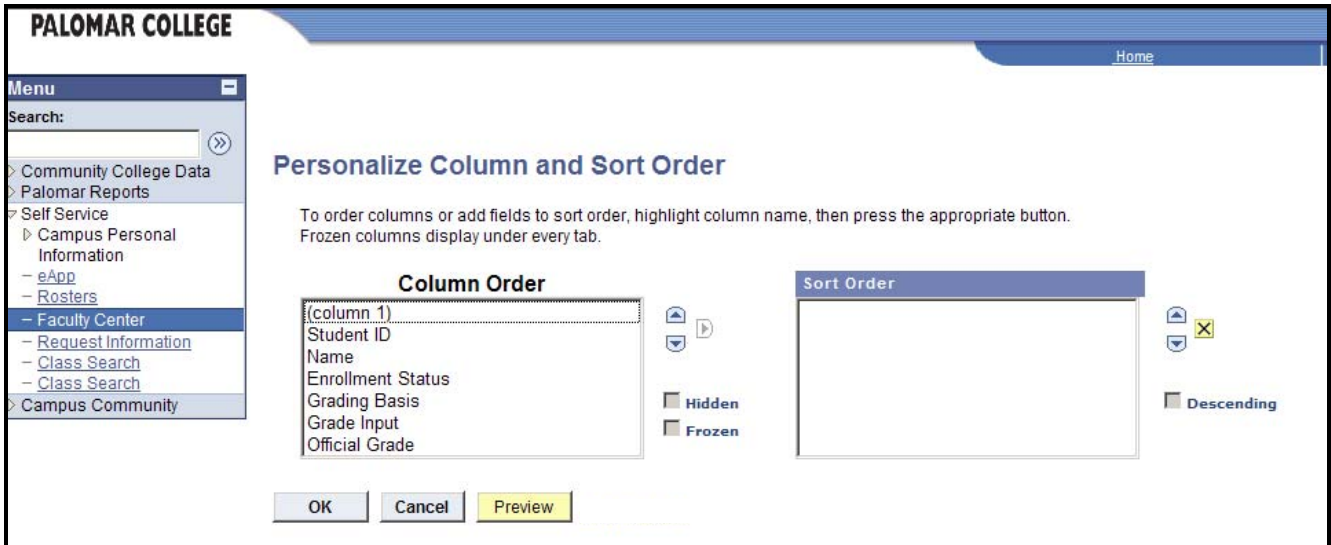
[Course Catalog Detail](#) [Return to Class Roster](#)

Click the ["Return to Class Roster"](#) link.

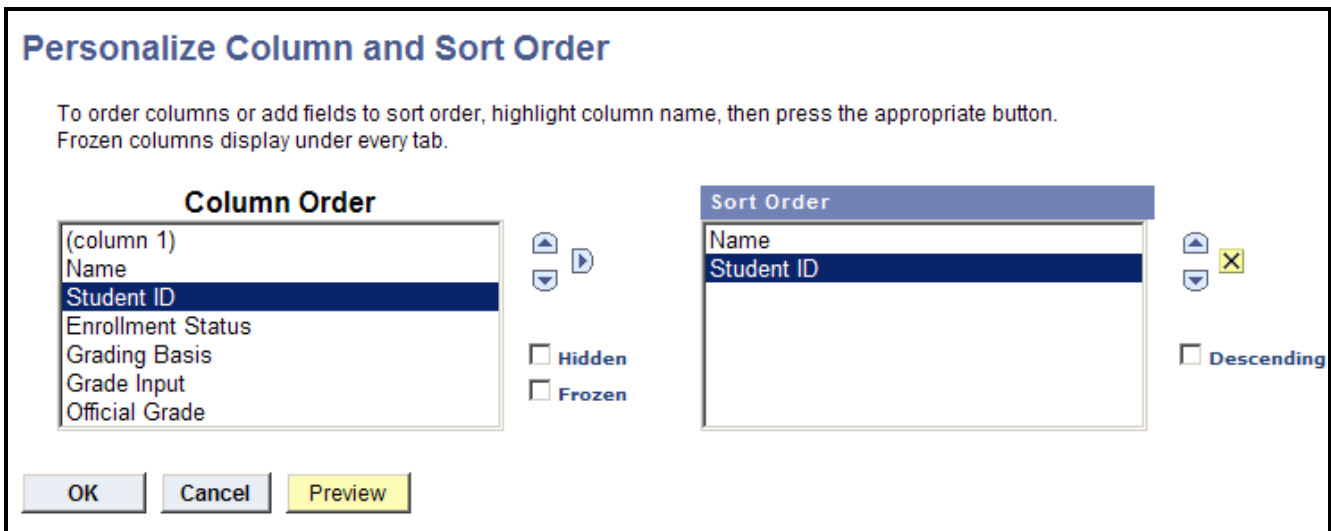
The top bar of the Grade Roster contains a ["Customize"](#) link. This link enables the user to change how the roster is viewed, i.e., the order of the columns and/or the sort order.



Click the ["Customize"](#) link. The **Personalize Column and Sort Order** page gives several options for changing the way the roster is viewed.

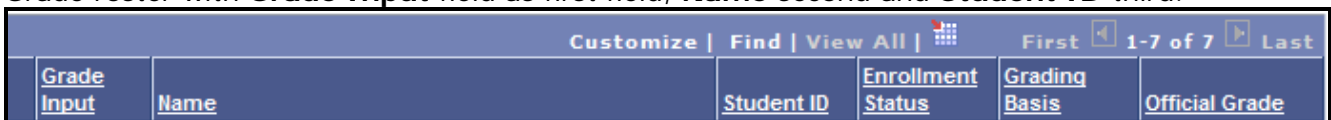


The page below illustrates changing the **Sort Order** to **"Name"** then **"Student ID"** and the **Column Order** changed to **"Name"** as the first field and **"Student ID"** as the second field, etc. The sort order is a matter of individual preference.



Click on [Preview](#) to see how the Column and Sort Order appears making changes.

Grade roster with **Grade Input** field as first field, **Name** second and **Student ID** third.



Entering and submitting the grades

Grades may be entered either by selecting from the drop-down list or keying in the letter and tabbing to the next row. When tabbing, press the letter "F" twice for the "FW" grade.

PALOMAR COLLEGE [Home](#)

Total Students: 7 Attendance Type: Daily Census

Asterisk (*) Federal Program Participants [Detail](#)

Customize | Find | View All | First 1-7 of 7 Last

Student ID	Name	Enrollment Status	Grading Basis	Grade Input	Official Grade
		E	ANC	A	
		E	ANC	A	
*		E	ANC	FW	
		E	ANC	FW	
*		E	ANC	B	
		E	ANC	I	
*		E	ANC	C	

Grades visible in the drop-down list are determined by the Grading Basis.

A
B
C
D
F
FW
I

Note: When entering an "FW" grade, the **Grade Roster-FW Dates** page opens once the

button is pressed. If there are no "FW" grades, the roster is submitted and the message stating "**The grade roster has been submitted...**" will appear as illustrated below.

Completed grade roster:

Total Students: 7 Attendance Type: Daily Census

Asterisk (*) Federal Program Participants [Detail](#)


Customize | Find | View All | First 1-7 of 7 Last

Student ID	Name	Enrollment Status	Grading Basis	Grade Input	Official Grade
		E	ANC	A	
		E	ANC	A	
*		E	ANC	FW	
		E	ANC	FW	
*		E	ANC	B	
		E	ANC	I	
*		E	ANC	C	

The grade roster has been submitted. Reminder: You must submit an 'Incomplete Grade' form with student consent to the Records Office for all Incomplete Grades assigned. If you have questions, call (760) 744-1150 x2165.

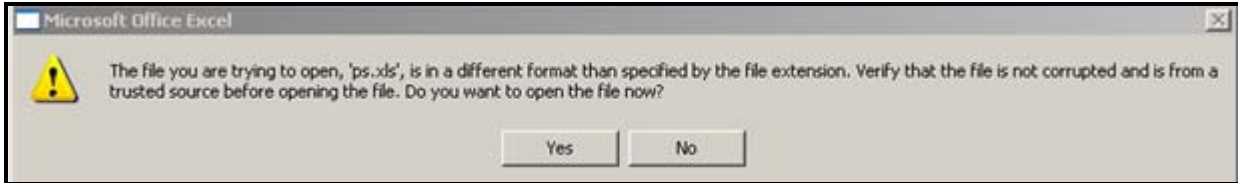
The top bar of the Grade Roster contains a “Download”  button which loads the grade roster data into an Excel spreadsheet.



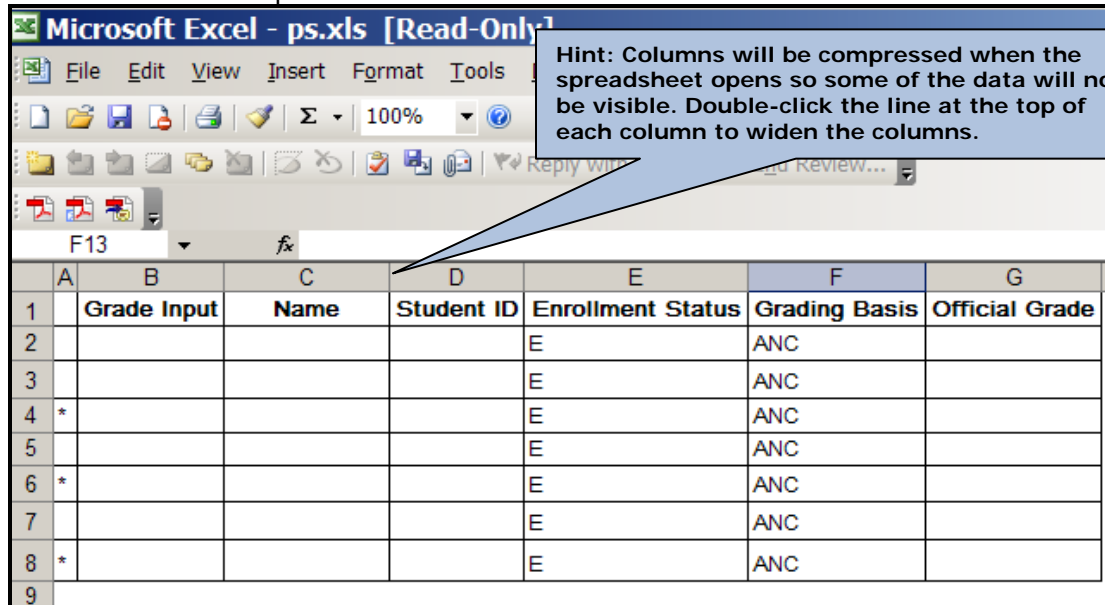
Click on  to download the roster to an Excel spreadsheet.

Click here to download completed roster to Excel.

Depending upon the version of Microsoft Office being used, the following message may appear when downloading a roster to Excel. Click “Yes”. The file is not corrupted and is from a “trusted source”. If the spreadsheet does not open, refer to the document “**Setup for Opening Spreadsheets Using Excel in Internet Explorer**”.



Downloaded Excel spreadsheet.



Note: Grade Input, Name and Student ID have been removed for confidentiality.

After printing and/or saving the Excel spreadsheet, close the spreadsheet and the extra “blank” page that opens with the spreadsheet.

Submitting the Grade Roster-FW Dates

The U.S Department of Education and the U.S. Office of Veteran’s Affairs require that the last date of activity be reported for students who are receiving federal financial assistance when assigning the “FW” grade.

The last date of activity for the student must fall within the range noted on the **Grade Roster-FW Dates** page. This date range is relative to the start and end dates of a particular class and change accordingly.

Grade Roster – FW Dates page:

PALOMAR COLLEGE

Grade Roster - FW Dates

Student ID	Name	Last Contact Date

The U.S. Department of Education and the U.S. Office of Veterans Affairs require that the last day of attendance be reported for students who are receiving federal financial assistance when assigning the 'FW' grade. In the "FW Date" field, please fill in the date of last attendance for each student where you have assigned the 'FW' grading option. Enter a date between 01/22/2008 and 03/18/2008, exclusive.

Submit Roster **NOTE:** Please print the page BEFORE clicking the submit button if you want a copy for your records.

FW date must fall within the range displayed on the FW Date page.

Enter the dates for the Last Date of Activity.

PALOMAR COLLEGE

Grade Roster - FW Dates

Student ID	Name	Last Contact Date
		04/22/2008
		03/05/2008

The U.S. Department of Education and the U.S. Office of Veterans Affairs require that the last day of attendance be reported for students who are receiving federal financial assistance when assigning the 'FW' grade. In the "FW Date" field, please fill in the date of last attendance for each student where you have assigned the 'FW' grading option. Enter a date between 01/22/2008 and 03/18/2008, exclusive.

Submit Roster **NOTE:** Please print the page BEFORE clicking the submit button if you want a copy for your records.

Date is outside of allowable date range.

Entering a date outside of the suggested range will cause the following message to be displayed:

Windows Internet Explorer

The last contact date for student [redacted] must be the earlier of either today or the class end date of 2008-05-23 (30001,208). Per Federal reporting requirements, you must supply a last contact date for all students on the roster where you assign them the 'FW' grade option.


OK

Error message requesting a date that falls within the required date range.

Click "OK" and correct the date so that it falls within the required date range.


First	1-2 of 2	Last
Last Contact Date		
	02/28/2008	31
	03/05/2008	31

Click  button.

The "FW" dates and the grades have now been submitted. If a record of the "FW" dates is preferred, click on the "Download"  button to open an Excel spreadsheet before navigating to a different page as the dates will not appear on the grade roster itself.

PALOMAR COLLEGE

Grade Roster - FW Dates

Customize Find View All 		
First	1-2 of 2	Last
Student ID	Name	Last Contact Date
		02/28/2008
		03/05/2008

The grade roster has been submitted.
 These grades will not be available to students until the Records Office posts them as 'official' (usually within a day of submission).
 You must submit an 'Incomplete Grade' form with student consent to the Records Office for all Incomplete Grades assigned. If you have questions, call (760) 744-1150 x2165.


[Select a Different Term](#)
 [Select a Different Class](#)
 [Back to the Grade Roster](#)

Click on "[Back to the Grade Roster](#)" to verify that the grades have been submitted accurately.

Completed grade roster:

Total Students: 7 Attendance Type: Daily Census

Asterisk (*) Federal Program Participants

Customize Find View All 						
Student ID	Name	Enrollment Status	Grade Basis	In	Official Grade	
		E	ANC	A		
		E	ANC	A		
*		E	ANC	FW		
		E	ANC	FW		
*		E	ANC	B		
		E	ANC	I		
*		E	ANC	C		

The grade roster has been submitted. Reminder: You must submit an 'Incomplete Grade' form with student consent to the Records Office for all Incomplete Grades assigned. If you have questions, call (760) 744-1150 x2165.

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