

# Faculty Center Guide for University of Ottawa Professors

*Last updated: March 27, 2017*




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## Note about enabling pop-ups in your web browser

When working in your Faculty Center, you must enable pop-ups in your web browser. Follow these instructions for Chrome, Firefox, Safari, Edge and Internet Explorer.

### Chrome

- a. At the top right of the toolbar, click the **More** icon  .
- b. Click **Settings**.
- c. At the bottom, click **Show advanced settings**.
- d. Under **Privacy**, click **Content settings**.
- e. Under **Pop-ups**, select **Allow all sites to show pop-ups**.

### Firefox

- a. Click the **Firefox** menu and click **Options**.
- b. Click the **Content** tab.
- c. In the **Content** tab, under **Pop-ups**, clear the **Block pop-up windows** box.

### Safari

- a. In the top left, click **Safari**.
- b. Select **Preferences** from the list.
- c. Click the **Security** tab and clear the **Block pop-up windows** box.

### Edge

- a. Click the upper-right **More actions** button (three dots), and select **Settings**.
- b. Click **View advanced settings**.
- c. Turn off **Block pop-ups** in advanced settings.

## About this guide

This guide provides an overview of the new **uoCampus Faculty Center** for University of Ottawa professors. It explains how to access and navigate through your **Faculty Center**, view and print your class schedule, view and print your class lists, and enter grades.

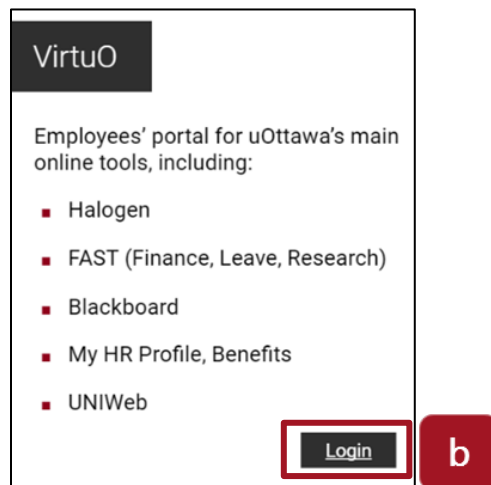
## Overview of your Faculty Center

The **Faculty Center** is a portal in uoCampus for University of Ottawa professors (full time, part time, offsite). Professors can use it to:

- View and print class schedules for current or upcoming terms (sessions)
- View and print **Class Rosters** (class lists)
- Send a message to some or all students enrolled in a class
- Enter final grades

### 1. Accessing your Faculty Center

- a. From your Internet browser, access **VirtuO**. ([www.uOttawa.ca/en/employees](http://www.uOttawa.ca/en/employees))
- b. On the **VirtuO** main page, click **Login**.



- c. On the **uoAccess** login page:
- Type the prefix of your uOttawa email address (e.g., jsmith) in the **Enter your uoAccess ID** field.
  - Type your password in the **Password** field.
  - Click **Login**.

Login

Enter your uoAccess ID [\(What is this?\)](#)

jsmith @uOttawa.ca

Password [\(Forgot password?\)](#)

.....|

Login

C

- d. In **VirtuO**, under the **uoCampus** logo, click **Professors**.



- e. In the **Faculty Center** section, click **Access your Faculty Center**.
- f. Your **Faculty Center** is displayed.

## 2. Faculty Center: Screen components

Your Faculty Center has three main pages:

- My Schedule:** Your class schedule for the current term. This is the default view when you access your **Faculty Center**. On this page, you can view your schedule for the current or another term, change your display options, view more information about a specific class in your schedule and view your exam schedule. Refer to sections 3-8 of this guide for further details.
- Class Roster:** The list of all the students enrolled in your class. You can communicate with some or all students using this page. Refer to sections 9-14 of this guide for further details.
- Grade Roster:** Where you can view or enter final grades for your students. Refer to sections 15-21 of this guide for further details.

Faculty Center

my schedule class roster grade roster

Faculty Center

My Schedule

2016 Winter Term | University of Ottawa [change term](#) [My Exam Schedule](#)

Select display option:  Show All Classes  Show Enrolled Classes Only

Icon Legend: Class Roster Grade Roster Gradebook Assignments Learning Management

My Teaching Schedule > 2016 Winter Term > University of Ottawa

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
<a href="#">FRA 1720-C04 (6049)</a>	ANALYSE, ÉCRITURE, ARGUMENT II (Discussion Group)	25	Th 4:00PM - 5:30PM	55 Laurier (DMS) 8161	Jan 11, 2016- Apr 12, 2016
<a href="#">FRA 1720-D04 (6054)</a>	ANALYSE, ÉCRITURE, ARGUMENT II (Discussion Group)	20	Fr 11:30AM - 1:00PM	145 Jean-Jacq. Luss. (LMX) 223	Jan 11, 2016- Apr 12, 2016

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

## Working with My Schedule

3. To view your class schedule for another term:
  - a. On the **My Schedule** page, click **Change Term**.

The screenshot shows the 'My Schedule' page for the University of Ottawa. At the top, there are navigation tabs for 'my schedule', 'class roster', and 'grade roster'. Below these, the 'Faculty Center' header is visible. The main content area shows '2016 Winter Term | University of Ottawa' with a 'change term' button highlighted in a red box and labeled 'a'. To the right of this button are links for 'View Personal Data Summary' and 'My Exam Schedule'. Below the main content, there are options to 'Select display option: Show All Classes' (selected) or 'Show Enrolled Classes Only'. An 'Icon Legend' section includes icons for Class Roster, Grade Roster, Gradebook, Assignments, and Learning Management. The main table displays the teaching schedule for the 2016 Winter Term, with two rows of class information. The first row is for 'FRA 1220-004 (6048)' and the second for 'FRA 1220-004 (6054)'. Both rows show class titles, enrollment numbers, days and times, room numbers, and class dates. At the bottom of the page, there are links for 'View Weekly Teaching Schedule' and 'Go to top'.

- b. Select desired term.

- c. Click **continue**.

The screenshot shows a dialog box titled 'Select a term then select Continue.' with two rows of data. The first row is selected, indicated by a radio button and a red box around it. The second row is unselected. Below the dialog box, the 'CONTINUE' button is highlighted in a red box and labeled 'C'.

Select a term then select Continue.	
Term	Institution
<input checked="" type="radio"/> 2016 Winter Term	University of Ottawa
<input type="radio"/> 2015 Fall Term	University of Ottawa

#### 4. To change the display options:

- a. To only display classes for the selected term that have enrolled students, select **Show Enrolled Classes Only**.
- b. To display all your classes for the selected term, whether students are enrolled or not, select **Show All Classes** (this is the default view).

**b**

Select display options:  Show All Classes  Show Enrolled Classes Only

Icon Legend: [Class Roster](#) [Grade Roster](#) [Gradebook](#) [Assignments](#) [Learning Management](#)

**My Teaching Schedule > 2016 Winter Term > University of Ottawa**

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
<a href="#">FRA 1720-C04 (6049)</a>	ANALYSE, ÉCRITURE, ARGUMENT II (Discussion Group)	25	Th 4:00PM - 5:30PM	55 Laurier (DMS) 8161	Jan 11, 2016- Apr 12, 2016
<a href="#">FRA 1720-D04 (6054)</a>	ANALYSE, ÉCRITURE, ARGUMENT II (Discussion Group)	20	Fr 11:30AM - 1:00PM	145 Jean-Jacq. Luss. (LMX) 223	Jan 11, 2016- Apr 12, 2016

#### 5. Return to My Schedule

- a. Click **My Schedule** on the menu bar to return to **My Schedule**.

**Self Service** ▾ > **Faculty Center** ▾ > **My Schedule**

#### 6. To view your class schedule

- a. The list of your classes for the selected term is displayed in the **My Teaching Schedule** section.
- b. For each class listed, the following information is displayed: **Class** (number), **Title**, **Enrolled** (number of students enrolled), **Days & Times**, **Room** and **Class Dates** (start and end dates).

**My Teaching Schedule > 2016 Winter Term > University of Ottawa**

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
<a href="#">FRA 1720-C04 (6049)</a>	ANALYSE, ÉCRITURE, ARGUMENT II (Discussion Group)	25	Th 4:00PM - 5:30PM	55 Laurier (DMS) 8161	Jan 11, 2016- Apr 12, 2016
<a href="#">FRA 1720-D04 (6054)</a>	ANALYSE, ÉCRITURE, ARGUMENT II (Discussion Group)	20	Fr 11:30AM - 1:00PM	145 Jean-Jacq. Luss. (LMX) 223	Jan 11, 2016- Apr 12, 2016

[View Weekly Teaching Schedule](#)

[Go to top](#)



7. To display detailed information for one class in your teaching schedule
  - a. In the **My Teaching Schedule** section, click the class you want.
  - b. Information about the class is displayed in a new page.
  - c. Click **Return to Faculty Center** to return to **My Schedule**.

## Class Detail

### FRA 1720 - C04 Analyse, écriture et argumentation II

University of Ottawa | 2016 Winter Term | Discussion Group

Class Details			
<b>Status</b>	<input type="checkbox"/> Closed	<b>Course ID</b>	013511
<b>Class Number</b>	6049	<b>Offer Nbr</b>	1
<b>Session</b>	Full Session	<b>Career</b>	Undergraduate
<b>Units</b>	0 units	<b>Dates</b>	1/1/2016 - 4/30/2016
<b>Instruction Mode</b>	In Person	<b>Grading</b>	
		<b>Location</b>	CA Ottawa uOttawa Campus
		<b>Campus</b>	University of Ottawa

Meeting Information			
Days & Times	Room	Instructor	Meeting Dates
Th 4:00PM - 5:30PM	55 Laurier (DMS) 8161		01/11/2016 - 04/12/2016

Enrollment Information	
<b>Class Attributes</b>	Auditors are permitted Course offered in French First year course

Class Availability			
<b>Class Capacity</b>	25	<b>Wait List Capacity</b>	1000
<b>Enrollment Total</b>	25	<b>Wait List Total</b>	0
<b>Available Seats</b>	0		

Description
Approfondissement des habiletés à rédiger des textes de niveau universitaire. Maîtrise des différentes étapes, de la recherche des idées à la correction du style. Réalisés à partir de textes, nombreux exercices visant à accroître les capacités d'analyse, de structuration, d'argumentation et de rédaction.

[Return to Faculty Center](#)

C

8. To view your weekly teaching schedule

a. Click **View Weekly Teaching Schedule**.

My Teaching Schedule > 2016 Winter Term > University of Ottawa

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
<a href="#">FRA 1720-C04</a> <a href="#">(5049)</a>	ANALYSE, ÉCRITURE, ARGUMENT II (Discussion Group)	25	Th 4:00PM - 5:30PM	55 Laurier (DMS) 8161	Jan 11, 2016- Apr 12, 2016
<a href="#">FRA 1720-D04</a> <a href="#">(5054)</a>	ANALYSE, ÉCRITURE, ARGUMENT II (Discussion Group)	20	Fr 11:30AM - 1:00PM	145 Jean-Jacq. Luss. (LMX) 223	Jan 11, 2016- Apr 12, 2016

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

b. Your weekly teaching schedule is displayed in a new page.

c. (optional) Print your schedule by clicking **Printer Friendly Page**.

d. Click **Return to Faculty Center** to return to My Schedule.

View My Weekly Schedule

<< previous week      Week of 2/22/2016 - 2/28/2016      next week >>

Show Week of 02/22/2016    Start Time 8:00AM    End Time 6:00PM    [refresh calendar](#)

Time	Monday Feb 22	Tuesday Feb 23	Wednesday Feb 24	Thursday Feb 25	Friday Feb 26	Saturday Feb 27	Sunday Feb 28
8:00AM							
9:00AM							
10:00AM							
11:00AM							
12:00PM							
1:00PM							
2:00PM							
3:00PM					FRE 3520 - A00 Lecture 2:30PM - 4:00PM Morisset Hall 221		
4:00PM			FRE 3520 - A00 Lecture 4:00PM - 5:30PM Morisset Hall 221				
5:00PM							
6:00PM							

**Display Options**

Show AM/PM       Monday       Thursday

Show Class Title       Tuesday       Friday       Sunday      [refresh calendar](#)

Show Instructor Role       Wednesday       Saturday

[Return to Faculty Center](#) **d** [Printer Friendly Page](#) **c**

## Working with your Class Roster

You will have a Class Roster (class list) page for each class that you teach. The best way to access the Class Roster for one of your classes is to start from the **My Schedule** page.

### 9. To access the Class Roster for one of your classes

- a. In your **Faculty Center**, in the **My Schedule** page, click the **Class Roster** icon to the left of the desired class.

The screenshot shows the Faculty Center interface. At the top, there are navigation links for 'my schedule', 'class roster', and 'grade roster'. The 'my schedule' link is highlighted with a red box. Below this, the page title is 'Faculty Center My Schedule' for the '2017 Winter Term | University of Ottawa'. There are buttons for 'change term' and links for 'View Personal Data Summary' and 'My Exam Schedule'. A 'Select display option:' section has 'Show All Classes' selected. A 'Icon Legend:' section shows icons for 'Class Roster', 'Grade Roster', 'Gradebook', 'Assignments', and 'Learning Management'. The main content is 'My Teaching Schedule > 2017 Winter Term > University of Ottawa', which contains a table of classes. The first class, 'FRA 3790-A00 (L5214) LES GENRES AUTOBIOGRAPHIQUES (Lecture)', has a 'Class Roster' icon highlighted with a red box and a red letter 'a'. Below the table is a 'My Exam Schedule' section stating 'You have no final exams scheduled at this time.' At the bottom, there are navigation links for 'Faculty Center', 'Search', 'My Schedule', 'Class Roster', and 'Grade Roster'.

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
FRA 3790-A00 (L5214)	LES GENRES AUTOBIOGRAPHIQUES (Lecture)	12	Mo 2:30PM - 5:30PM	550 Cumberland (TBT) 327	Jan 9, 2017- Apr 8, 2017
FRA 6704-A00 (L5214)	LITTÉRATURE DU XVIII <sup>e</sup> SIÈCLE (Seminar)	0	Th 2:30PM - 5:30PM	120 University (FSS) 4014	Jan 9, 2017- Apr 8, 2017

- b. The Class Roster for the selected class is displayed. It provides the list of the students enrolled in this class, and the following information about each student:
  - **ID:** Student number
  - **Name:** Student name
  - **Grade Basis:** Grading scheme for each student
  - **Units:** Number of units (credits) the student will be awarded for this class
  - **Program and Plan:** Program and plan in which the student is enrolled
  - **Level:** Student's progress in program

Enrolled Students						
Notify	ID	Name	Grade Basis	Units	Program and Plan	Level
<input type="checkbox"/>			NON	0.00	Honours BSc - Social Sciences - Psychologie	4th Year
<input type="checkbox"/>			NON	0.00	Honours B.A.-Arts - Études de l'environnement	1st Year
<input type="checkbox"/>			NON	0.00	Hon. Bachelor Social Sciences - Science politique	1st Year
<input type="checkbox"/>			NON	0.00	Hon. Bachelor Social Sciences - Ét. int. et langues modernes	1st Year
<input type="checkbox"/>			NON	0.00	Hon. Bachelor Social Sciences - Service social	1st Year
<input type="checkbox"/>			NON	0.00	Hon. Bachelor Social Sciences - Sociologie	1st Year
<input type="checkbox"/>			NON	0.00	Honours B.A.-Arts - Traduction	1st Year

Select All Clear All [Printer Friendly Version](#)

notify selected students notify all students

b

**10. To view another class in your Class Roster**

- a. To view the roster of another class from the **Class Roster** page, click **Change Class**.

**Class Roster**

2017 Winter Term | Full Session | University of Ottawa | Undergraduate

▼ **FRA 3790 - A00 (5514)** **change class** a

Les genres autobiographiques (Lecture)

Days and Times	Room	Instructor	Dates
Mo 2:30PM-5:30PM	550 Cumberland (TBT) 327		01/09/2017 - 04/08/2017

- b. Select the desired class by clicking on the Class Roster icon to the left of it.

**11. To print a Class Roster**

- a. From the **Class Roster**, after selecting the class to display, click **Printer Friendly Version** at the bottom right of the **Class Roster** page.
- b. Click **Printer Friendly Version**, and print using your web browser options.

Enrolled Students						
Notify	ID	Name	Grade Basis	Units	Program and Plan	Level
<input type="checkbox"/>			NON	0.00	Honours BSc - Social Sciences - Psychologie	4th Year
<input type="checkbox"/>			NON	0.00	Honours B.A.-Arts - Études de l'environnement	1st Year
<input type="checkbox"/>			NON	0.00	Hon. Bachelor Social Sciences - Science politique	1st Year
<input type="checkbox"/>			NON	0.00	Hon. Bachelor Social Sciences - Ét. int. et langues modernes	1st Year
<input type="checkbox"/>			NON	0.00	Hon. Bachelor Social Sciences - Service social	1st Year
<input type="checkbox"/>			NON	0.00	Hon. Bachelor Social Sciences - Sociologie	1st Year
<input type="checkbox"/>			NON	0.00	Honours B.A.-Arts - Traduction	1st Year

Select All Clear All [Printer Friendly Version](#) a

notify selected students notify all students

## 12. To download a Class Roster

- a. From the **Class Roster** of the class selected, click the **Download** icon to the left of the word **First**.



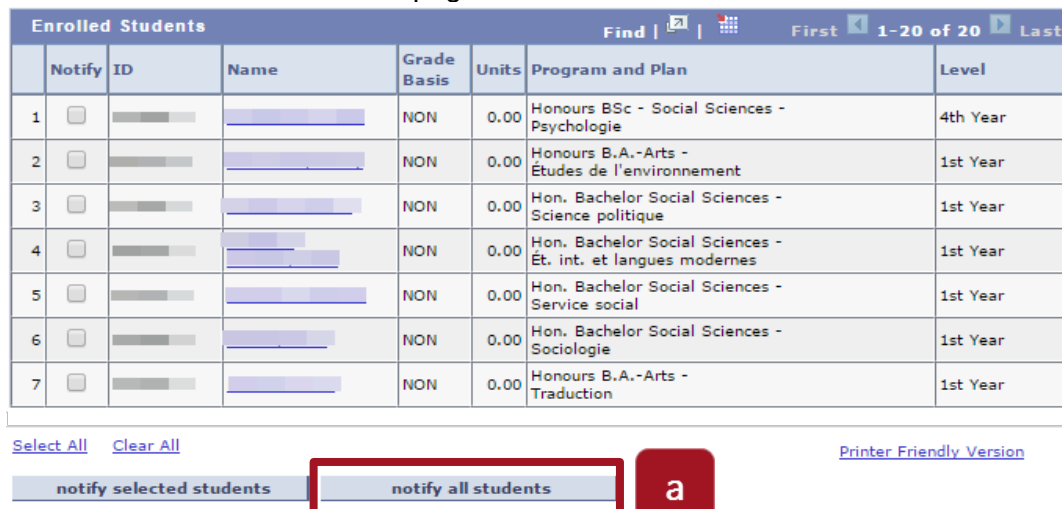
The screenshot shows the 'Enrolled Students' table with columns: Notify, ID, Name, Grade Basis, Units, Program and Plan, and Level. The 'First' button is highlighted with a red box, and a red circle with the letter 'a' is positioned above it.

	Notify	ID	Name	Grade Basis	Units	Program and Plan	Level
1	<input type="checkbox"/>			GRD	3.00	Honours B.A.-Arts - French Studies	2nd Year
2	<input type="checkbox"/>			GRD	3.00	Special - Undergraduate - VRE - Étudiant spécial(premier cyc.)	Special

- b. Download and save the Excel file, using your web browser's options.  
Note: An error message may appear. This message "The file format and extension of 'ps.xls' don't match. The file could be corrupted or unsafe. Unless you trust its source, don't open it. Do you want to open it anyway?" relates to a security update from Microsoft Office 2007 (and more recent versions) and is not a uoCampus trust issue. The file can be trusted and thus downloaded.

## 13. To notify all students in a class

- a. From the **Class Roster** of the class selected, click **Notify All Students** at the bottom centre of the **Class Roster** page.



The screenshot shows the 'Enrolled Students' table with columns: Notify, ID, Name, Grade Basis, Units, Program and Plan, and Level. Below the table are buttons for 'Select All', 'Clear All', 'notify selected students', 'notify all students', and 'Printer Friendly Version'. The 'notify all students' button is highlighted with a red box, and a red circle with the letter 'a' is positioned above it.

	Notify	ID	Name	Grade Basis	Units	Program and Plan	Level
1	<input type="checkbox"/>			NON	0.00	Honours BSc - Social Sciences - Psychologie	4th Year
2	<input type="checkbox"/>			NON	0.00	Honours B.A.-Arts - Études de l'environnement	1st Year
3	<input type="checkbox"/>			NON	0.00	Hon. Bachelor Social Sciences - Science politique	1st Year
4	<input type="checkbox"/>			NON	0.00	Hon. Bachelor Social Sciences - Et. int. et langues modernes	1st Year
5	<input type="checkbox"/>			NON	0.00	Hon. Bachelor Social Sciences - Service social	1st Year
6	<input type="checkbox"/>			NON	0.00	Hon. Bachelor Social Sciences - Sociologie	1st Year
7	<input type="checkbox"/>			NON	0.00	Honours B.A.-Arts - Traduction	1st Year

- b. The **Send Notification** page will be displayed.
- c. On the **Send Notification** page, type a subject (**Subject**) and a message (**Message Text**).
- d. Click **Send Notification**. All students in this class will receive an email from you in their University of Ottawa email accounts.  
Note: No record of this message is kept in uoCampus.

## Class Roster

### Send Notification

Type e-mail addresses in the To, CC or BCC fields using a comma as a separator.

**Notification from**

From: [redacted]@uottawa.ca

To: [redacted]@uottawa.ca

CC:

BCC: [redacted]@uottawa.ca, [redacted]@uottawa.ca, [redacted]@uottawa.ca, [redacted]@uottawa.ca

Subject: Course #10

Message Text: Hello everyone,  
A friendly reminder to bring your books to class tomorrow.  
Best regards.

**c**

**d** SEND NOTIFICATION

#### 14. To notify one or more students [Return to Class Roster](#)

- From the **Class Roster**, select the checkbox in the **Notify** column for each student (one or more) you want to email.
- Click **Notify Selected Students** at the bottom left of the **Class Roster** page.

Enrolled Students Find | [2] | [grid] First 1-12 of 12 Last

	Notify	ID	Name	Grade Basis	Units	Program and Plan	Level
1	<input type="checkbox"/>	[redacted]	[redacted]	GRD	3.00	Honours B.A.-Arts - Histoire/Lettres françaises	4th Year
2	<input checked="" type="checkbox"/>	[redacted]	[redacted]	GRD	3.00	Honours BSc-Science - Biologie/Lettres françaises	4th Year
3	<input type="checkbox"/>	[redacted]	[redacted]	GRD	3.00	Honours B.A.-Arts - Histoire/Lettres françaises	4th Year
4	<input checked="" type="checkbox"/>	[redacted]	[redacted]	GRD	3.00	Honours B.A.-Arts - Lettres françaises/Service social	4th Year
5	<input checked="" type="checkbox"/>	[redacted]	[redacted]	GRD	3.00	Honours B.A.-Arts - Lettres françaises/Sciences des religions	4th Year
6	<input type="checkbox"/>	[redacted]	[redacted]	GRD	3.00	Honours B.A.-Arts - Communication/Gestion	2nd Year
7	<input type="checkbox"/>	[redacted]	[redacted]	GRD	3.00	Honours B.A.-Arts - DLS-Eng Speaking Students(FSL)	3rd Year

Select All Clear All [Printer Friendly Version](#)

**a** **b** notify selected students notify all students

- c. The **Send Notification** page will be displayed.
- d. On the **Send Notification** page, enter a subject (**Subject**) and a message (**Message Text**.)
- e. Click **Send Notification**. Students that you have selected will receive an email from you in their University of Ottawa email accounts.  
Note: No record of this message is kept in uoCampus.

Class Roster c

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**Send Notification**

Type e-mail addresses in the To, CC or BCC fields using a comma as a separator.

**Notification from**

From: [redacted]@uottawa.ca

To: [redacted]@uottawa.ca

CC:

BCC: [redacted]@uottawa.ca, [redacted]@uottawa.ca

Subject:

Message Text: Hello,  
  
I still have your quiz no. 2. I am available during my office hours if any of you would like to pick it up.  
  
Best regards.

SEND NOTIFICATION e

[Return to Class Roster](#)

d

## Display and print your Grade Roster

You will have a **Grade Roster** page for each class that you teach. Using the Grade Roster, you can enter grades and submit them to your faculty, department or school.

### 15. To view your Grade Roster

- a. From your **Faculty Center**, on the **My Schedule** page, click the **Grade Roster** icon to the left of the desired class.

**Note:** The **Grade Roster** is only available at the end of each term, after the last day to drop classes has passed.

The screenshot shows the Faculty Center interface. At the top, there are tabs for 'my schedule', 'class roster', and 'grade roster'. The 'my schedule' tab is selected and highlighted with a red box. Below this, the 'My Schedule' section is visible, showing the current term as '2017 Winter Term | University of Ottawa'. There are buttons for 'change term', 'View Personal Data Summary', and 'My Exam Schedule'. Under 'Select display option:', there are radio buttons for 'Show All Classes' (selected) and 'Show Enrolled Classes Only'. An 'Icon Legend' bar shows icons for Class Roster, Grade Roster, Gradebook, Assignments, and Learning Management. The 'My Teaching Schedule' section is expanded, showing a table of classes. The first class, 'FRA 3790-A00 (5514) LES GENRES AUTOBIOGRAPHIQUES (Lecture)', has a red box around its 'Grade Roster' icon. A red dashed box highlights the 'Grade Roster' icon in the legend and the corresponding icon in the class table. Below the table, there is a 'My Exam Schedule' section which states 'You have no final exams scheduled at this time.' and a 'Go to top' link.

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
<a href="#">FRA 3790-A00 (5514)</a>	LES GENRES AUTOBIOGRAPHIQUES (Lecture)	12	Mo 2:30PM - 5:30PM	550 Cumberland (TBT) 327	Jan 9, 2017- Apr 8, 2017
<a href="#">FRA 6704-A00 (5524)</a>	LITTÉRATURE DU XVIII <sup>e</sup> SIÈCLE (Seminar)	0	Th 2:30PM - 5:30PM	120 University (FSS) 4014	Jan 9, 2017- Apr 8, 2017

- b. The **Grade Roster** for the selected class is displayed. It provides the list of the students enrolled in this class, and the following information about the student and grade:
  - **Checkbox column (first column):** To enter the same grade for multiple students
  - **ID:** Student number
  - **Name:** Student name
  - **Roster Grade:** List to select the grade for one student
  - **Official Grade:** Official grade the student has received
  - **Grading Basis:** Grading scheme for this class: Graded (A+, A, A-, etc.), AUD, etc.
  - **Program and Plan:** Program and plan in which the student is enrolled
  - **Level:** Student's progress in program.
- c. To display all students, click **View All**, at the bottom left of the list.



- d. To display the **Grade Roster** for another class, click **Change Class** and select the desired class.

▼ FRA 3790 - A00 (5514) change class **d**

Les genres autobiographiques (Lecture)

Days and Times	Room	Instructor	Dates
Mo 2:30PM-5:30PM	550 Cumberland (TBT) 327		01/09/2017 - 04/08/2017

**Display Options:**

\*Grade Roster Type Final Grade ▼

Display Unassigned Roster Grade Only

**Grade Roster Action:**

\*Approval Status Not Reviewed ▼ save

[Upload to Grade Roster](#)

Student Grade		Transcript Note						
	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level	
<input type="checkbox"/>	1		▼		GRD	Honours B.A.-Arts - Histoire/Lettres françaises	Fourth Year	
<input type="checkbox"/>	2		▼		GRD	Honours BSc-Science - Biologie/Lettres françaises	Fourth Year	
<input type="checkbox"/>	3		▼		GRD	Honours B.A.-Arts - Histoire/Lettres françaises	Fourth Year	
<input type="checkbox"/>	4		▼		GRD	Honours B.A.-Arts - Lettres françaises/Service social	Fourth Year	
<input type="checkbox"/>	5		▼		GRD	Honours B.A.-Arts - Lettres françaises/Sciences des religions	Fourth Year	
<input type="checkbox"/>	6		▼		GRD	Honours B.A.-Arts - Communication/Gestion	Second Year	
<input type="checkbox"/>	7		▼		GRD	Honours B.A.-Arts - DLS-Eng Speaking Students(FSL)	Third Year	
<input type="checkbox"/>	8		▼		GRD	Bachelor of Arts Gen. - Arts - Général	Second Year	

View All [Download](#) Rows 1 - 12 of 12

**c**

**b**

## 16. Print the Grade Roster

- a. From the **Grade Roster**, click **Printer Friendly Version** at the bottom right of the page and print using your web browser options.

	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>	1		B		GRD	Honours B.A.-Arts - Histoire/Lettres françaises	Fourth Year
<input type="checkbox"/>	2		A-		GRD	Honours BSc-Science - Biologie/Lettres françaises	Fourth Year
<input type="checkbox"/>	3		B		GRD	Honours B.A.-Arts - Histoire/Lettres françaises	Fourth Year
<input type="checkbox"/>	4		E		GRD	Honours B.A.-Arts - Lettres françaises/Service social	Fourth Year
<input type="checkbox"/>	5		B+		GRD	Honours B.A.-Arts - Lettres françaises/Sciences des religions	Fourth Year
<input type="checkbox"/>	6		B+		GRD	Honours B.A.-Arts - Communication/Gestion	Second Year
<input type="checkbox"/>	7		C		GRD	Honours B.A.-Arts - DLS-Eng Speaking Students(FSL)	Third Year
<input type="checkbox"/>	8		A		GRD	Bachelor of Arts Gen. - Arts - Général	Second Year
<input type="checkbox"/>	9		B		GRD	Honours B.A.-Arts - Lettres françaises	Fourth Year
<input type="checkbox"/>	10		A+		GRD	Honours B.A.-Arts - Lettres françaises/Service social	Fourth Year
<input type="checkbox"/>	11		C+		GRD	Honours B.A.-Arts - Lettres françaises/Rédaction prof. et édition	Fourth Year
<input type="checkbox"/>	12		C		GRD	Hon. Bachelor Social Sciences - Lettres françaises/Sociologie	Third Year

View All | [Download](#) | Rows 1 - 12 of 12

[Select All](#) [Clear All](#) [Printer Friendly Version](#)

[notify selected students](#) [notify all students](#)



## Enter grades

There are three ways to submit your final grades:

- Enter grades directly into the **Grade Roster** of your **Faculty Center**. (Sections 17-18)
- Submit an Excel file to your faculty, department or school. This file can originate from the Faculty Center (Class List or Grade Roster) or Blackboard Learn (Grade Center) (section 19).
- Upload a file containing grades for a class to the **Grade Roster** in your **Faculty Center**. (Sections 20-21)

### 17. To enter grades directly into the Grade Roster of your Faculty Center

- a. From **My Schedule** in your **Faculty Center**, click the **Grade Roster** icon to the left of the desired class.



Class	Class Title	Enrolled	Days & Times	Room	Class Dates
<a href="#">FRA 3790-A00</a> <a href="#">(5514)</a>	LES GENRES AUTOBIOGRAPHIQUES (Lecture)	12	Mo 2:30PM - 5:30PM	550 Cumberland (TBT) 327	Jan 9, 2017- Apr 8, 2017
<a href="#">FRA 6704-A00</a> <a href="#">(5524)</a>	LITTÉRATURE DU XVIII SIÈCLE (Seminar)	0	Th 2:30PM - 5:30PM	120 University (FSS) 4014	Jan 9, 2017- Apr 8, 2017

- b. In the **Roster Grade** column, select the appropriate grade for the student from the list.
- c. Repeat step **b** for each student in the list.
- d. **Grade Roster Action**
- If you are not entering all the grades at this time, select **Not Reviewed** in the **Approval Status** list and click **Save**. (After selecting this option, you will be able to change grades for this class.)
  - If you have entered all the grades and will not make additional changes, select **Ready for Review** from the **Approval Status** list and click **Save**. (After selecting this option, you will not be able to change grades for this class.)

**Display Options:**  
 \*Grade Roster Type:  ▼  
 Display Unassigned Roster Grade Only

**Grade Roster Action:**  
 \*Approval Status:  ▼   
[Upload to Grade Roster](#)

**b**

Student Grade		Transcript Note						
	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level	
<input type="checkbox"/>	1		<span>▼</span>		GRD	Honours B.A.-Arts - Histoire/Lettres françaises	Fourth Year	
<input type="checkbox"/>	2		0		GRD	Honours BSc-Science - Biologie/Lettres françaises	Fourth Year	
<input type="checkbox"/>	3		1		GRD	Honours B.A.-Arts - Histoire/Lettres françaises	Fourth Year	
<input type="checkbox"/>	4		10		GRD	Honours B.A.-Arts - Lettres françaises/Service social	Fourth Year	
<input type="checkbox"/>	5		100		GRD	Honours B.A.-Arts - Lettres françaises/Sciences des religions	Fourth Year	
<input type="checkbox"/>	6		11		GRD	Honours B.A.-Arts - Communication/Gestion	Second Year	
<input type="checkbox"/>	7		12		GRD	Honours B.A.-Arts - DLS-Eng Speaking Students(FSL)	Third Year	
<input type="checkbox"/>	8		13		GRD	Bachelor of Arts Gen. - Arts - Général	Second Year	
<input type="checkbox"/>	9		14		GRD	Honours B.A.-Arts - Lettres françaises	Fourth Year	
<input type="checkbox"/>	10		15		GRD	Honours B.A.-Arts - Lettres françaises/Service social	Fourth Year	
<input type="checkbox"/>	11		16		GRD	Honours B.A.-Arts - Lettres françaises/Rédaction prof. et édition	Fourth Year	
<input type="checkbox"/>	12		17		GRD	Hon. Bachelor Social Sciences - Lettres françaises/Sociologie	Third Year	
			18					
			19					
			2					
			20					
			21					
			22					
			23					
			24					

View All | | [Download](#) | Rows 1 - 12 of 12

[Select All](#) [Clear All](#) [Printer Friendly Version](#)

## 18. Tip: Entering the same grade for multiple students

- In the list, select the checkboxes to the left of the names of the students to whom you want to assign the same grade.
- Select the appropriate grade from the list to the left of the **Add This Grade to Selected Students** button.
- Click the **Add This Grade to Selected Students** button.
- Grade Roster Action**
  - If you are not entering all the grades at this time, select **Not Reviewed** in the **Approval Status** list and click **Save**. (After selecting this option, you will be able to change grades for this class.)
  - If you have entered all the grades and will not make additional changes, select **Ready for Review** from the **Approval Status** list and click **Save**. (After selecting this option, you will not be able to change grades for this class.)

**Display Options:**

\*Grade Roster Type Final Grade

Display Unassigned Roster Grade Only

**Grade Roster Action:**

\*Approval Status Not Reviewed save

[Upload to Grade Roster](#)

	Student Grade	Transcript Note		ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input checked="" type="checkbox"/>				1				GRD	B. A. Joint Honours - Arts - Comm. et lettres françaises	Third Year
<input checked="" type="checkbox"/>				2				GRD	Honours B.A.-Arts - Communication/Professional Writing and Edit.	Fourth Year
<input type="checkbox"/>				3				GRD	Honours BA -Integrated - Géographie/Lettres françaises-intégré	Fourth Year
<input type="checkbox"/>				4				GRD	Honours B.A.-Arts - Communication/Rédaction prof. et édition	Fourth Year
								GRD	Honours B.A.-Arts - Linguistique/Rédaction prof. et édition	Fourth Year
								GRD	Honours B.A.-Arts - Communication/Rédaction prof. et édition	Fourth Year
								GRD	Honours B.A.-Arts - Lettres françaises	Third Year
								GRD	Honours B.A.-Arts - Communication/Rédaction prof. et édition	Fourth Year
								GRD	Gen. B.A. (3 years)-Arts - Ecriture et style	Second Year
								GRD	Hon. Bachelor Social Sciences - Lettres françaises/Sociologie	Third Year
								GRD	Honours B.A.-Arts - Communication/Écriture et style	Fourth Year

B+
C
C+
CR
CTN
D
D+
DFR
DNW
DR
E
EIN
F
FF
H
INC
NC
NNR
NS
P

<- add this grade to selected students

notify selected students
notify all students

## 19. Download grades from your Grade Roster to an Excel spreadsheet

- a. In the **Class Roster**, after selecting the class to display, click **Download** at the bottom left of the **Grade Roster**.

Note: An error message may appear. This message “The file format and extension of 'ps.xls' don't match. The file could be corrupted or unsafe. Unless you trust its source, don't open it. Do you want to open it anyway?” relates to a security update from Microsoft Office 2007 (and more recent versions) and is not a uoCampus trust issue. The file can be trusted and thus downloaded.

	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>	1		B		GRD	Honours B.A.-Arts - Histoire/Lettres françaises	Fourth Year
<input type="checkbox"/>	2		A-		GRD	Honours BSc-Science - Biologie/Lettres françaises	Fourth Year
<input type="checkbox"/>	3		B		GRD	Honours B.A.-Arts - Histoire/Lettres françaises	Fourth Year
<input type="checkbox"/>	4		E		GRD	Honours B.A.-Arts - Lettres françaises/Service social	Fourth Year
<input type="checkbox"/>	5		B+		GRD	Honours B.A.-Arts - Lettres françaises/Sciences des religions	Fourth Year
<input type="checkbox"/>	6		B+		GRD	Honours B.A.-Arts - Communication/Gestion	Second Year
<input type="checkbox"/>	7		C		GRD	Honours B.A.-Arts - DLS-Eng Speaking Students(FSL)	Third Year
<input type="checkbox"/>	8		A		GRD	Bachelor of Arts Gen. - Arts - Général	Second Year
<input type="checkbox"/>	9		B		GRD	Honours B.A.-Arts - Lettres françaises	Fourth Year
<input type="checkbox"/>	10		A+		GRD	Honours B.A.-Arts - Lettres françaises/Service social	Fourth Year
<input type="checkbox"/>	11		C+		GRD	Honours B.A.-Arts - Lettres françaises/Rédaction prof. et édition	Fourth Year
<input type="checkbox"/>	12		C		GRD	Hon. Bachelor Social Sciences - Lettres françaises/Sociologie	Third Year

View All | [Download](#) | Pages 1 - 12 of 12

- b. Using your web browser options, save the Excel spreadsheet to your computer.
- c. On the Excel spreadsheet, enter your final grades and follow the process in place to submit them to your faculty, department or school.

## 20. Upload grades from an Excel spreadsheet to the Grade Roster

If you have entered your grades in Excel, you can upload them directly to the **Grade Roster** of a class you have selected in your Faculty Center. The Excel file can be one you've used during the term, downloaded from Blackboard Learn or downloaded from a **Grade Roster** in your Faculty Center.

Before you start:

- Save the Excel file with the extension **.xlsx**.
  - The column for your grade cannot contain formulas. Simply use “paste special – values” to transfer the value to another column.
  - Decimals cannot be used. Set the format to 0 decimals.
  - Remove summary lines from your file.
  - Grades with white spaces can cause errors. Remove any white spaces if errors occur in the upload.
  - Do not use ABS, EIN, NNR, or DR as grades. The grade can be left blank.
  - Make note of the columns in your Excel file where you've entered student numbers and student grades. For example, if the column containing student numbers is the first column and the one containing student grades is the third one, you will need to enter numbers 1 and 3 when importing your Excel file (see step **e.** for details)
- Note: Hidden columns are counted as columns. Make sure to unhide all columns.

- a. From **My Schedule** in your **Faculty Center**, click the **Grade Roster** icon next to the desired class.

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
<a href="#">FRA 3790-A00</a> <a href="#">(SS14)</a>	LES GENRES AUTOBIOGRAPHIQUES (Lecture)	12	Mo 2:30PM - 5:30PM	550 Cumberland (TBT) 327	Jan 9, 2017- Apr 8, 2017
<a href="#">FRA 6704-A00</a> <a href="#">(SS24)</a>	LITTÉRATURE DU XVIII SIÈCLE (Seminar)	0	Th 2:30PM - 5:30PM	120 University (FSS) 4014	Jan 9, 2017- Apr 8, 2017

- b. Under **Grade Roster Action**, click **Upload to Grade Roster**.

## Grade Roster

2016 Fall Term | Full Session | University of Ottawa | Undergraduate

▼ **FRA 2732 - A00 (6081)** [change class](#)

Initiation aux approches critiques (Lecture)

Days and Times	Room	Instructor	Dates
Tu 5:30PM-7:00PM	65 University (MRT) 211		09/07/2016 - 12/07/2016
Th 5:30PM-7:00PM	65 University (MRT) 211		09/07/2016 - 12/07/2016

**Display Options:**

\*Grade Roster Type:  ▼

Display Unassigned Roster Grade Only

**Grade Roster Action:**

\*Approval Status:  ▼ [save](#)

[Upload to Grade Roster](#) **b**

c. On the **Upload to Grade Roster** page, click **Browse**.

**Upload to Grade Roster**

[Browse](#) Attached File **c**

**File Mapping**

EMPLID column number:

GRADE column number:

[Load](#)

d. Click **Choose File**, select the Excel spreadsheet for this class and click **Upload**.

File Attachment

[Help](#)

[Choose File](#) No file chosen **d**

[Upload](#) [Cancel](#)

e. In the **File Mapping** section:

- Type the column number containing your student numbers (e.g., 1) in the **EMPLID column number** field.
- Type the column number containing your student grades (e.g., 3) in the **GRADE column number** field.
- When done, click **Load**.



**Upload to Grade Roster**

Attached File FRA2732.xlsx e

**File Mapping**

EMPLID column number:

GRADE column number:

- f. The grades are now uploaded to the **Grade Roster**. The **Grade Roster** displays the following information:
- Empl ID: Student number
  - Full Name: Student name
  - Grade Input: Grade entry list
  - Convert To Grade: Grade converted to Alpha grade (if applicable)
  - Official Grade: Official grade after final approval
  - Grading Basis: Grading scheme for this class
  - Status: Either **Success** or **Error**

**Grade Load**

Empl ID	Full Name	Grade Input	Convert To Grade	Official Grade	Grading Basis	Status
1		9 ▼	F		GRD	Success
2		87 ▼	A		GRD	Success
3		88 ▼	A		GRD	Success
4		73 ▼	B		GRD	Success
5		A ▼			GRD	Success
6		A ▼			GRD	Success
7		A ▼			GRD	Success
8		A ▼			GRD	Success

f

- g. Make sure that there is a grade entered for every student. If your Excel spreadsheet does not have a grade for a student, no grade will be uploaded for this student; however the status of the grade import will still indicate **Success**. If necessary, select the grade from the dropdown list.
- Notes:
- Do not use ABS, EIN, NNR, or DR as grades. The grade can be left blank.
  - Students will only see their grade once the final approval process has been done by the academic unit.
  - Students will only see the letter grade (entered or converted).

Empl ID	Full Name	Grade Input	Convert To Grade	Official Grade	Grading Basis	Status
5		▼			GRD	Success

- h. If there is an error, **Error** will be displayed in the **Status** column. You will need to select the grade from the list.

Empl ID	Full Name	Grade Input	Convert To Grade	Official Grade	Grading Basis	Status
14		(Inv ▼)			GRD	Error: B-

- i. Grade Roster Action (top right of page)
- If you are not entering all the grades at this time, select **Not Reviewed** in the **Approval Status** list and click **Save**. (After selecting this option, you will be able to change grades for this class.)
  - If you have entered all the grades and will not make additional changes, select **Ready for Review** from the **Approval Status** list and click **Save**. (After selecting this option, you will not be able to change grades for this class.)

**Grade Roster Action:**

\*Approval Status

[Upload to Grade Roster](#)

## 21. Upload grades from an .csv file to the Grade Roster

If you have saved your grades in a .csv file, you can upload them directly to the **Grade Roster** of a class you have selected in your Faculty Center.

Before you start:

- The only list separator accepted by uoCampus in CSV files are **commas (,)**.
  - Decimals cannot be used for grades.
  - Do not use ABS, EIN, NNR, or DR as grades. The grade can be left blank.
  - Make note of the order in your file where you've entered student numbers and student grades, separated by commas. For example, if the column containing student numbers is the first column and the one containing student grades is the third one, you will need to enter numbers 1 and 3 when importing your file (see step **e.** for details)
- Note: All commas will be used as a column delineation.

- a. From **My Schedule** in your **Faculty Center**, click the **Grade Roster** icon next to the desired class.

My Teaching Schedule > 2017 Winter Term > University of Ottawa

View All | [PDF] | First | 1-2 of 2 | Last

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	<a href="#">FRA 2790-A00 (5514)</a>	LES GENRES AUTOBIOGRAPHIQUES (Lecture)	12	Mo 2:30PM - 5:30PM	550 Cumberland (TBT) 327	Jan 9, 2017- Apr 8, 2017
	<a href="#">FRA 6704-A00 (5524)</a>	LITTÉRATURE DU XVIII <sup>e</sup> SIÈCLE (Seminar)	0	Th 2:30PM - 5:30PM	120 University (FSS) 4014	Jan 9, 2017- Apr 8, 2017

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

b. Under **Grade Roster Action**, click **Upload to Grade Roster**.

### Grade Roster

2016 Fall Term | Full Session | University of Ottawa | Undergraduate

▼ [FRA 2732 - A00 \(6081\)](#) [change class](#)

Initiation aux approches critiques (Lecture)

Days and Times	Room	Instructor	Dates
Tu 5:30PM-7:00PM	65 University (MRT) 211		09/07/2016 - 12/07/2016
Th 5:30PM-7:00PM	65 University (MRT) 211		09/07/2016 - 12/07/2016

<p><b>Display Options:</b></p> <p>*Grade Roster Type <input type="text" value="Final Grade"/> ▼</p> <p><input type="checkbox"/> Display Unassigned Roster Grade Only</p>	<p><b>Grade Roster Action:</b></p> <p>*Approval Status <input type="text" value="Not Reviewed"/> ▼ <a href="#">save</a></p> <p><a href="#">Upload to Grade Roster</a> <b>b</b></p>
--	--

c. On the **Upload to Grade Roster** page, click **Browse**.

**Upload to Grade Roster**

[Browse](#) Attached File **C**

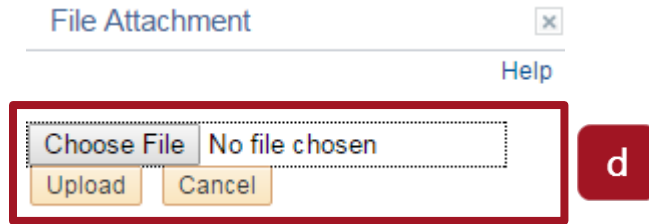
**File Mapping**

EMPLID column number:

GRADE column number:

[Load](#)

d. Click **Choose File**, select the document for this class and click **Upload**.



e. In the **File Mapping** section:

- Type the column number containing your student numbers (e.g., 1) in the **EMPLID column number** field.
- Type the column number containing your student grades (e.g., 3) in the **GRADE column number** field.
- When done, click **Load**.



f. The grades are now uploaded to the **Grade Roster**. The **Grade Roster** displays the following information:

- Empl ID: Student number
- Full Name: Student name
- Grade Input: Grade entry list
- Convert To Grade: Grade converted to Alpha grade (if applicable)
- Official Grade: Official grade after final approval
- Grading Basis: Grading scheme for this class
- Status: Either **Success** or **Error**

Grade Load							
Empl ID	Full Name	Grade Input	Convert To Grade	Official Grade	Grading Basis	Status	
1		9 ▼	F		GRD	Success	
2		87 ▼	A		GRD	Success	
3		88 ▼	A		GRD	Success	
4		73 ▼	B		GRD	Success	
5		A ▼			GRD	Success	
6		A ▼			GRD	Success	
7		A ▼			GRD	Success	
8		A ▼			GRD	Success	



- g. Make sure that there is a grade entered for every student. If your spreadsheet does not have a grade for a student, no grade will be uploaded for this student; however the status of the grade import will still indicate **Success**. If necessary, select the grade from the dropdown list.

Notes:

- Do not use ABS, EIN, NNR, or DR as grades. The grade can be left blank.
- Students will only see their grade once the final approval process has been done by the academic unit.
- Students will only see the letter grade (entered or converted).

Empl ID	Full Name	Grade Input	Convert To Grade	Official Grade	Grading Basis	Status
5		▼			GRD	Success

- h. If there is an error, **Error** will be displayed in the **Status** column. You will need to select the grade from the list.

Empl ID	Full Name	Grade Input	Convert To Grade	Official Grade	Grading Basis	Status
14		(Inv ▼)			GRD	Error: B-

- i. Grade Roster Action (top right of page)
- If you are not entering all the grades at this time, select **Not Reviewed** in the **Approval Status** list and click **Save**. (After selecting this option, you will be able to change grades for this class.)
  - If you have entered all the grades and will not make additional changes, select **Ready for Review** from the **Approval Status** list and click **Save**. (After selecting this option, you will not be able to change grades for this class.)

**Grade Roster Action:**

\*Approval Status

[Upload to Grade Roster](#)

For assistance, contact the Service Desk at 613-562-5800, extension 6555.