# Grading: The Good, The Bad & The Beautiful



# **Overview for Today:**

#### Grading Legend

- ► The difference between "U" and "F" grades
- Grades that require a last date of academic engagement
- "I" grades
- "W" grades
- Grade Submission Procedures
  - Self-Service Banner
  - ► TRACS
- Communication Schedule for Grading Deadlines





# **Grading Legend**



Grade Legend (Undergraduate)

Texas

**State** 

University

Grading

Legend

Symbol	Explanation	Grade Points per Semester Hour
A	Excellent	4
В	Good	3
С	Average	2
D	Passing	1
F	Failure (Earned)	0
U	Failure (Unearned)	0
N**	Failure (Never Attended)	0
DA	Dropped, Never Attended, Non-punitive	0
I	Incomplete	0
NC	Not Completed, Correspondence	0
NR	Not Reported	0
W	Withdrawn Passing	0
PR	In Progress and Non-punitive	0
CR	Credit Given	0
RF	(Developmental Course) Non-punitive, Earned	0
RU	(Developmental Course) Non-punitive, Unearned	0
RN**	(Developmental Course) Never Attended and Non-punitive	0
RI	(Developmental Course) Incomplete	0
RP	(Developmental Course) In Progress and Non-punitive	0
Χ*	Non-degree Credit Given	0
Y*	Non-punitive	0
AU	Audit	0

"Any grade with an X after it is non-degree credit and any grade with a Y after it is non-punitive

""Grade no longer used as of Fall 2014

A passing grade for a graduate level course is a C, and a passing grade for a doctoral level course is a B. For more information view <u>academic grading policies</u> for the Graduate College.

# Difference between the Failing Grades of "U" and "F"

#### <u>"U" GRADE – UNEARNED FAILING</u>

- Grade is awarded to students who:
  - Did not officially withdraw from the course but failed to complete the course and to achieve the course objectives (i.e., did not take a final exam, stopped attending, etc.).
  - Did officially withdraw from a course but after the Auto W deadline.
- A Last Date of Academic Engagement <u>IS</u> required.

#### <u>"F" GRADE – FAILING</u>

- Grade is awarded to students who completed the course but failed to achieve the course objectives.
- A Last Date of Academic Engagement <u>IS NOT</u> required.

# **Grades Requiring a Last Date of Academic Engagement**

- "U" Grades (Unearned Failing)
- "I" Grades (Incomplete)

Both of these grades require that a last date of academic engagement be provided.

For "I" grades, the system will inform you of the extension date that will roll the "I" into an "F". You will have until the extension date to change the grade via the online change of grade application.

# **Examples of Academic Engagement**

- Physically attending a class
- Submitting an academic assignment
- Taking an exam
- Completing an interactive tutorial
- Participating in computer-assisted learning
- Attending a study group assigned by the instructor
- Participating in an online discussion about academic matters
- Initiating a conversation with an instructor to ask a question about the academic subject studied in the course

# "I" grades: What are they? When should they be issued?

- An "I" grade is a temporary grade used when students fail to complete a small portion (final examination, paper, etc.) of the course due to conditions beyond their control.
- For an "I" grade the instructor will enter the date the student last participated in an academically-related activity, which typically will be after the withdrawal deadline.
- The "I" grade is treated as a non-punitive grade for one calendar year (which is the default extension date).
- For "I" grades, the system will inform you of the extension date that will roll the "I" into an "F". You will have until the extension date to change the grade via the online change of grade application.
- Thesis and Dissertation courses may not be issued an "I" grade. Contact the Graduate College at gradcollege@txstate.edu or 512.245.2581 for a list of other grade options.

# "W" grades: When are they given and why?

- If a student DROPS a course <u>BEFORE</u> the 60% point of the term (i.e. known as the "Auto W" Deadline), the student automatically receives a grade of "W".
- If a student DROPS a course <u>AFTER</u> the 60% point of the term (i.e. known as the "Auto W" Deadline), the student may receive either a grade of "W" or "U" as determined by the instructor of record.
- Instructors may NOT issue a grade of "W" if the student <u>did</u> <u>not drop the course</u>.

# **Grade Submission: Self-Service Banner**

## **Step #1: Select Faculty Services Tab, click Final Grades**

Search Go	RETURN TO MENU SITE MAP HELP EXI
Faculty and Adviso	rs
Student Information Menu Term Selection CRN Selection Faculty Detail Schedule Week at a Glance Detail Class List Summary Class List Certify Rosters Final Grades Incomplete Grades Summary Look Up Classes Advisor Menu View & student's transcript: View & stud Active Assignments Assignment History Class Schedule Course Catalog Syllabus Information Office Hours Advisee Grade Summary Faculty Grade Summary	Note: The "Final Grades" link will not be active until the appropriate time to post grades for your classes. Until such time, clicking on this link will display an error message that reads: "The Final Grade Worksheet is unavailable."
Review a student's academic progress	

RELEASE: 8.3

## Step #2: Select a Term from the drop down Menu and Click Submit

Personal Information Student Faculty Services	
Search Go	RETURN TO MENU SITE MAP HELP EXIT
Select Term	Liza R. Apostolo Aug 12, 2011 01:02 pm
Select a Term: Fall 2011 -	
Submit	
RELEASE: 8.1	

## Step #3: Choose a course to view from the drop down menu and Click Submit

Personal Informati	ion Student Faculty Services				
Search	Go	RETURN TO MENU	SITE MAP	HELP	EXIT
Select a CF	RN		Liz Aug 12, 20	a R. Apo Fall 011 01:0	2011 2011 24 pm
CRN: BIO 113	1 013: ORGANISMAL BIO LAB, 18514	4 (14)			
Submit					
RELEASE: 8.3	[ Enter	CRN Directly ]			

Note: You may enter the CRN directly by clicking [Enter CRN Directly] below.

**Step #4: For each** student, choose the appropriate grade from the drop down menu.

**Final Grades** 

14

Submit

Valuphen, Lakes

leset

#### Click Submit.

Course Info	ormation									
ORGANISM	AL BIO LAB - BIO 1131	013								
CRN:	185	14								
Students R	egistered: 14									
🖞 Please su	bmit the grades often. Th	ere is a 15 mi	nute tir	me limit starting at 01:5	1 pm or	1 Aug	12, 2011	for this page.		
Final Grade	s				_	_				
Record Number	Student Name	ID (	Credits	Registration Status	Grad	te	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	100000
1	Bradford, Kylle C.	AND DESCRIPTION OF	.000	Registered Aug 14, 2011	A		N			A Party of
2	Darden, Catherine M.	ADDRESS TO 1	.000	Registered-Web Apr 26, 2011	C	٠	N			
3	Gorgales, Service	-	.000	Registered Aug 16, 2011	A	*	N			
4	Sufermon, Wally L.	ACCOMPANY 1	.000	Registered-Web Jun 14, 2011	A	*	N			
5	Jones, Amanda S.	AND TRACE I	.000	Registered-Web Jun 17, 2011	A	•	N			
6	Robus Lopers, Andres D.	Andread (research )	.000	Registered-Web Apr 20, 2011	8	*	N			
7	Lapanas-Genta, Propries	ADDR. ICARD 1	.000	Registered-Web Apr 14, 2011	с	٠	N			
8	Menena, Justin	NUMBER OF TAXABLE I	.000	Registered Aug 24, 2011	в	•	N			
9	Mond agon, Sensory	AND DESCRIPTION OF	.000	Registered-Web Jun 15, 2011	A		N			
10	Norwell, Victor M.	ADMINIST 1	.000	Registered Aug 24, 2011	Α	۲	N			
11	Robinson, Garrett D.		.000	Registered-Web	C	*	N			
**				Apr 25, 2011		100				

Liza R. Apostolo

Aug 12, 2011 01:51 pm

Fall 2011

0

0

0

000

0

0

0

14

Please submit the grades often. There is a 15 minute time limit starting at 01:51 pm on Aug 12, 2011 for this page.

1.000 Registered

Sep 19, 2011

Aug 14, 2011

[ Term Selection | CRN Selection | Class List | Faculty Detail Schedule | Incomplete Grades Summary | Student Menu | Summary Class List ]
DELEASE: 8.3

D

# **Step 5: Final Notes**

▶ If necessary, click Reset to clear your changes and begin again.

14     1.000     Registered Aug 14, 2011     D     N       Submit     Reset       Please submit the grades often. There is a 15 minute time limit starting at 01:51 pm on Aug 12, 2011 for this page.	14
Submit Reset	
Please submit the grades often. There is a 15 minute time limit starting at 01:51 pm on Aug 12, 2011 for this page.	

- The screen will refresh, then scroll to the top of the roster you will see the following confirmation : The changes you made were saved successfully.
- ► To post grades for another class, click CRN SELECTION from the menu across the bottom of the screen to return to the course selection screen.



Follow the same steps previously noted.

## **Entering Last Date of Academic Engagement for "U" and "I" grades**

If you do not enter a last date of academic engagement for a "U" or "I" grade when you hit the submit button, the system will give an error message.

To correct this, simply enter a date in the field and click Submit again.

Course In FUNCTIO CRN:	NAL BIO LAB	- <b>BIO 113</b> 0 543	0 L56 15								
• You hav	e errors on the	page. Correct	t the em	ors to submit all	grades fo	or the	e reco	ord set.			
Final Grad	des										+
Record Number	Student Name	ID	Credits	Registration Status	Grade	e R	olled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number	Errors
1	Dutrig, Lutr	ADDEDIGTS	1.000	Registered- Web Mar 29, 2013	0	• N				1	Last date of attendance environment of the state of the s
2	Nilari, Katolar N.	ADDECTOR	1.000	Registered- Web Apr 03, 2013	0	- N				4	Last date of attendance required for this grade.
Submit	Reset										

Note if you enter a date outside the start and end date of the term, the system will also give an error message.

Simply correct the date, and click submit again.

#### **Entering Last Date of Academic Engagement for "U" and "I" grades (CONTINUED)**

For an "I" grade, the system will inform you of the extension date that will roll the "I" into an "F". You have until the extension date to change the grade via the online change of grade application.

Incomplete Fin	al Grades			Α	00646730 Liza R. Apostol Summer 201 Oct 21, 2013 12:24 pr
Review and maintain, w	hen allowed, incomplete	final grades and extension da	ites for incomplete grades.		
Course Information FUNCTIONAL BIO LAB CRN:	- BIO 1130 L56 54315				
🔺 The extension date de	fault is Aug 09, 2014.	The extension date may ha	we constraints according to	level.	
Incomplete Final Grad	es		*	•	
Record Number Studer	nt Name ID 🛛 🤇	arade Rolled Incomplete F	inal Grade Extension Date MM/DD/YYYY	Extension Date Constraints	
1 Charge	Loan K. Addressing TE I	N F	08/09/2014	On or before default date.	
Submit Cancel Re	eset				

Note: You may change the extension date to any date that is within the grading deadline and the extension default date.

# **Grade Submission:**



### Step #1: In the TRACS Gradebook, select Tools from the drop-down menu

Reset Course Na	me & Term: Gradebook 2		
File • Edit • View •	Tools - Help		
Grade Items	Sownload New Item Template	<b>«</b>	Student Name
Gradebook Attribu	Export		Course Grade
Name	Import	Category	B (88.26%)
🔽 🔺 💋 Gradebo	Begin Final Grades Submission	-	B (86.00%)
🔽 🛛 🛯 🧔 Quizze	View Submission Receipt	<b>00</b> / 100	B (85.70%)
Quiz 1	Add Points	34	B (83.72%)
Quiz 2	<b>1</b> 9.8	33	B (81.36%)
Quiz 3	19.8	33	B (80.73%)
🔽 🛛 🧉 Daily	40	<b>100</b> / 100	C (73,71%)
Daily 1	8.4	21	B (86 54%)
Daily 2	10.4	26	C (79.88%)
Daily 3	3.2	8	A (01 60%)
Daily 4	18	45	D (00 25%)

# **Step #2: Select Begin Final Grade Submission**

2		nume a term oracebook		
	File 🔹 Edit 👻 View	Tools Help		
	Grade Items	Download New Item Template	•	Student Name
	Gradebook Att	ribu 🔒 Export		Course Grade
	Name	Import	Category	B (88.26%)
	🔽 🛛 🧔 Gradel	DO Begin Final Grades Submission	י –	B (86.00%)
	🔽 🛛 🖉 Quiz	ZE 🔒 View Submission Receipt	<b>00</b> / 100	B (85.70%)
	🔽 Quiz	. 1 🗳 Add Points	34	B (83.72%)
	🔽 Quiz	.2 19.8	33	B (81.36%)
	🛛 Quiz	.3 19.8	33	B (80.73%)
	🔽 🧉 🖉 Daily	40	<b>100</b> / 100	C (73.71%)
	Dail	y 1 8.4	21	B (86.54%)
	Dail	y 2 10.4	26	C (79.88%)
	Dail	y 3 3.2	8	A (91 69%)
	Daily Daily	y 4 18	45	B (90.25%)

Reset Course Name & Term: Gradebook 2

# **Step #3: Verify grades are correct and click Yes to continue**

File • Edit • View • Tools • Help									
Grade Items		<b>«</b>	Student Name	Search By Full N	lame 💌 Find	Clea			
Gradebook Attributes & Grades			Course Grade	Total Points	Grade Override	Qui			
Name	% Grade	% Category	B (88.26%)	627.0/700.0					
🔽 🛛 🃁 Gradebook	<b>100</b> / 100	-	B (86.00%)	608.0/700.0					
🔽 🛛 🧉 Quizzes	60	<b>100</b> / 100	B (85.70%)	600.0/700.0					
🗷 Quiz 1	20.4	34	B (83.72%)	593.0/700.0					
Quiz 2	19.8	33	B (81.36%)	553.0/700.0					
Quiz 3	19.8	33	B (80.73%)	580.0/700.0					
🔽 🔺 🧔 Daily	40	<b>100</b> / 100	C (73.71%)	508.0/700.0					
Daily 1	Begin Final	Grades Submissi	on Confirmation			×			
<ul> <li>Daily 2</li> <li>Daily 3</li> <li>Daily 4</li> </ul>	Please have b Final co course You wi Registr	<ul><li>Please verify that final grades are correct and any grade overrides have been performed.</li><li>Final course grades will be submitted to the Registrar for this course.</li><li>You will be able to change and resubmit grades until the Registrar's due date.</li></ul>							
				Yes	No				

## **Step #4: Select the checkbox of the roster to submit grades for and click the Submit Grades button**



## Step 5: Enter Last Date of Academic Engagement for "U" and "I" grades and click the Submit button

Additional info re	equired:	2						
Some of the grades submitted require that you specify dates associated with the grade. Please review the dates below and adjust them as necessary:								
Student Name Here (A	00000000 / NetID); <b>U</b>							
Last Date Attended:	09/11/2013 🛗							
Student Name Here (A	0000000 / NetID) : I							
Last Date Attended:	09/11/2013 💼							
Incomplete Extension:	12/12/2014							
	Su	ubmit						

# **Grades Are Submitted**

If a student's grade could not be submitted successfully a reason will be provided underneath the student's name.



#### After grades have been submitted you may click Return to Gradebook button to quit or make grade corrections for resubmission.



You may also click View Submission Receipt button to view all submitted grades.

#### To Override or change a course grade, enter the appropriate grade in the Grade Override field.

Student Name Search By Full Name		me Find	Clear All Sections	Show Weighted Show In				
Course Grade	Total Points	Grade Override	Test ch1 [100pts]	Attendance [100pts]	Final exam [100pts]			
B (86.56%)	2037.5/23		93.5	84	90			
A (override	1910.5/22	А	92	78	68			
A (92.20%)	2112.0/22		100	90	72			

You may also click View Submission Receipt button to view all submitted grades.

# **Entering a grade for a dropped student requiring a grade.**

Student Name	Search By Full N	lame 🔻 Find	Clear All Sections	Y Show V	Veighted	Show Inactiv	ive
Course Grade	Total Points	Grade Override	Test ch1 [100pts]	Attendance [100pts]	Final exan	n [100pts]	
B (86.56%)	2037.5/23		93.5	84		90	
A (93.34	1946.5/22		100	88		86	
A (92.20	2112.0/22		100	90		72	

Click the Show Inactive button to display the dropped students in your gradebook.

# Dropped students will appear in gray with a slash through their name.

Student Name	Search By Full Name V Find Clear All Sections					
Last Name, First	Course Grade	Total Points	Grade Override			
Perry, Katy	<del>U (override</del>	114.0/200.0	Ų			
Omenile Develo	D (00 E00()	0007 5/00				
Smalls, Derek	B (86.56%)	2037.5/23				
Smalls, Derek	B (86.56%) B (89.90%)	2037.5/23 1910.5/22				

Enter the appropriate grade in the Grade Override field and begin final grade submission once again.



# **Communication Schedule & Grading Deadlines**

## **Grading Communication Schedule**

Faculty, Department Chairs and Administrative Assistants receive the following email reminder notifications about grading deadlines:

- On the First Day of Classes for Fall, Spring & Summer
- <u>Two Weeks</u> prior to Grading Deadline
- ▶ <u>Two Days</u> prior to Grading Deadline
  - Email to Faculty/Department Chairs/Administrative Assistants
- One Day prior to Grading Deadline
  - Email to Faculty/Department Chairs/Administrative Assistants
- Day of Grading Deadline
  - Email to Faculty/Department Chairs/Administrative Assistants
  - Phone calls to Faculty/Department Chairs/Administrative Assistants

Once a faculty member submits their grades they automatically are removed from the email list (i.e. if you are still receiving emails, there is an issue – Contact our Office).

## **Grading Deadlines**

#### FALL & SPRING TERMS (LONG TERMS)

• Grades are due the Monday immediately following the last final exam day.

#### **SUMMER & OTHER PARTS OF TERM**

► Grades are due two business days after the last class day/final exam day.

Specific grading deadlines for each term are posted on the Office of the University Registrar's website under Faculty/Staff, Departmental Resources tab, then scroll to Grading Deadlines.

Enrollment Management and Marketing Office of the University Registrar					About	Our Services	Registration	Student Resources	Faculty & Staff Info	V
About	Our Services	Registration	Student Resources	Faculty & Staff Info Veter	ans Affairs	Athletic Certification	Gra			
Register for Classes with Bot		Departmental Resources Room Reservation		Texas State > Enrollmer	<u>Fall 2</u> Sprin	2 <u>016</u>				
		Degree Audit Information Banner: Student Records				<u>92017</u>				
		Information Answers@Texas State for Faculty	uild	er						/

# **Common Pitfalls**

# **Common Pitfalls**

#### NOT KNOWING THE GRADING DEADLINE FOR EACH COURSE

The grading deadline for each course for which you are the instructor of record may be different. Example: You could be teaching a 3-week, 5-week & 8-week courses at the same time and each would have a different grading deadline.

#### ASSIGNING A "W" GRADE FOR A STUDENT WHO DID NOT DROP COURSE

"W" grades can only be assigned if the student actually drops the course.

#### NOT ENTERING A LAST DATE OF ACADEMIC ENGAGEMENT FOR "I" & "U" GRADES

All "I" & "U" grades require a last date of attendance

#### ► MISSING A GRADE(S) ON A ROSTER

Check the inactive tab on TRACS for students who have dropped/withdrawn after the auto W deadline.

If you have submitted your grades but are still receiving email notifications from our office about grading, this typically means you have a missing grade on a roster.

# Questions

