

Student Information System

www.virginia.edu/sis



Navigating the SIS

Grading in UVaCollab & the SIS

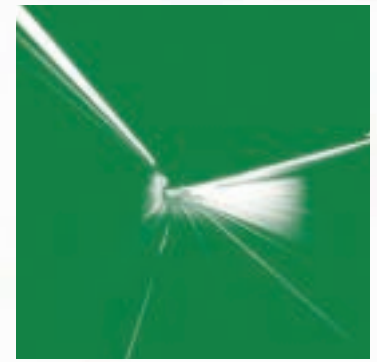


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Process Overview



Process Overview

- 1 Use the UVaCollab [Gradebook](#) tool to review, override (if necessary), and export final grades to the SIS.
- 2 After you export final grades from UVaCollab, you must log into the SIS to import the grades for a particular class.
- 3 From within the SIS, you will update the approval status of the grade roster to the [Approved](#) status for final processing by the Office of the University Registrar (UREG).



Tip Instructors who are accustomed to grading in a spreadsheet may wish to create a course site in UVaCollab for the express purpose of being able to export final course grades directly from UVaCollab into SIS. For additional steps to complete this process, see UVaCollab's guides for [Creating a Course Site](#) and [Importing Grades](#), then return to this guide to complete the final course grade export process that follows.



Export Final Grades from UVaCollab

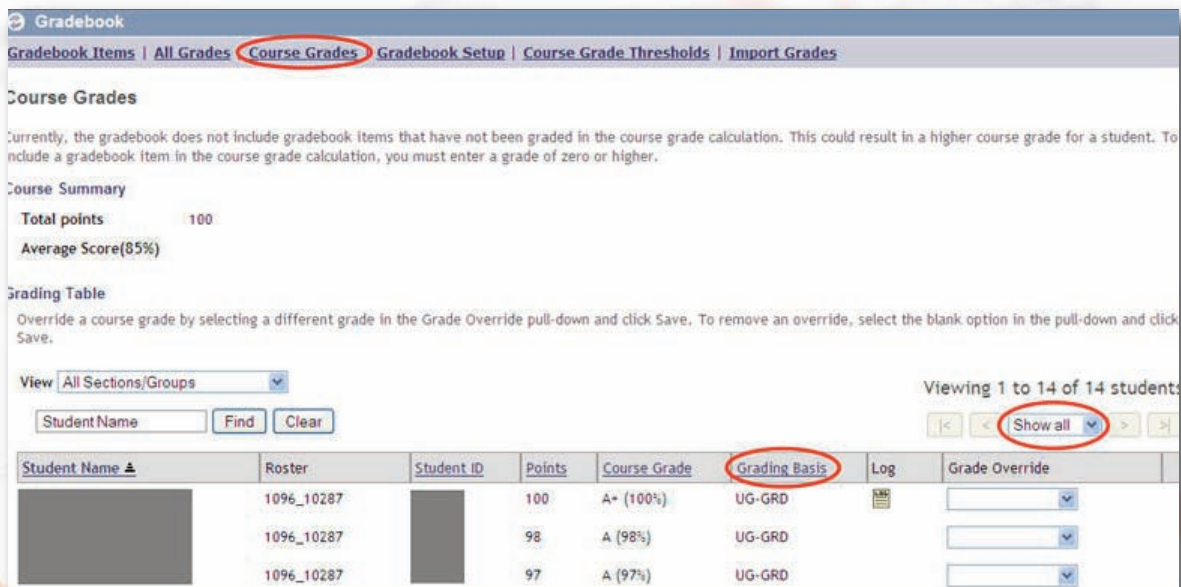
Start in UVaCollab

- 1 Log into UVaCollab at <http://collab.virginia.edu> and access your course site.
- 2 Select the [Gradebook](#) tool in the left menubar.

Determine the Grading Basis Selected by Each of Your Students

 **Tip** Skip to the section to [Review and/or Override Calculated Course Grades \(page 5\)](#) if you don't need to modify the default grading basis thresholds ([Appendix, page 9](#)) for your course grades.

- 1 In the *Gradebook*, click [Course Grades](#).
- 2 If needed, change the option to [Show All](#) students on one screen (the default is to *Show 50* students at a time).
- 3 In the *Grading Basis* column, scan the list and [note which grading bases are in use](#) in your site.



The screenshot shows the 'Gradebook' interface with the 'Course Grades' tab selected. The 'Grading Basis' column in the table below is circled in red. The 'Show all' button in the pagination area is also circled in red.

Student Name	Roster	Student ID	Points	Course Grade	Grading Basis	Log	Grade Override
	1096_10287		100	A+ (100%)	UG-GRD		
	1096_10287		98	A (98%)	UG-GRD		
	1096_10287		97	A (97%)	UG-GRD		

Review and Modify Grading Basis Thresholds

Grading basis thresholds are used in the *Gradebook* to correctly calculate the final course grades for items created in Gradebook or added from *Assignments* or *Tests & Quizzes*. Default minimum threshold values have been established for each grading basis, e.g., the minimum grade threshold for an A- is a 90 for the Undergraduate graded (UG-GRD) grading basis and the Graduate graded (GRA-GRD) grading basis. See [Appendix: Default Grading Basis Thresholds in UVaCollab](#) (page 9) to review the minimum default threshold values for each grading basis associated with students in your course.

Review and modify minimum thresholds for a grading basis from the [Course Grade Thresholds](#) screen in Gradebook.

- 1 In your *Gradebook*, click [Course Grade Thresholds](#).
- 2 In the *Grading Type* drop-down menu, select a [grading basis](#) and click [Change grade type](#) to view the default minimum grade threshold.
- 3 To modify a minimum grade threshold, highlight the value in the text box and [enter a new value](#).
- 4 Click [Save](#) at the bottom of the screen to save your changes.

Since more than one grading basis may be in use in your site, repeat these steps for each grading basis you wish to modify.

Gradebook

[Gradebook Items](#) | [All Grades](#) | [Course Grades](#) | [Gradebook Setup](#) | **Course Grade Thresholds** | [Import Grades](#)

Course Grade Thresholds

Select a grading basis from the Grading Basis drop-down menu, then click the "Change grading basis" button to review and modify the grading basis. Click "Save" to save your changes. Repeat this process for each grading basis in use by students in your site.

Grade Conversion

Grading Basis: UG-GRD 2

[Reset to default values](#)

Grade	Minimum %
A+ UG-GRD/A+	<input type="text" value="100.0"/>
A UG-GRD/A	<input type="text" value="95.0"/>
A- UG-GRD/A-	<input type="text" value="90.0"/>

Review and/or Override Calculated Course Grades

Gradebook item point/percentage values are calculated automatically to generate a final grade for each student in your course. You may review and/or override calculated final course grades. Note that if you select an override grade, this grade will be exported to the SIS rather than the calculated grade.

- 1 From your site's *Gradebook*, click the [Course Grades](#) link at the top of the screen to view final course grades.
- 2 To override a student's calculated course grade, use the *Override* drop-down menu to [select a different grade](#) for the student. Note that the available override grades correspond to the grading basis for each student.
- 3 Click [Save](#) at the bottom of the screen to save grade override change(s). A log is generated for each saved override.
- 4 To remove a grade override, choose the [blank](#) option at the top of the *Override* drop-down menu and [Save](#) the change.

Points	Course Grade	Grading Basis	Log	Grade Override
		UG-GRD		<input type="text"/>
		UG-GRD		<input type="text"/>
91	A+ (91%)	UG-GRD		<input type="text"/>
89	B+ (89%)	UG-GRD		<input type="text"/>
85	B (85%)	UG-GRD		<input type="text"/>
81	B- (81%)	UG-GRD		<input type="text"/>
80	B- (80%)	UG-GRD		<input type="text"/>
89	B+ (89%)	UG-GRD		<input type="text"/>
92	A- (92%)	UG-GRD		<input type="text"/>
63	D (63%)	UG-GRD		<input type="text"/>
84	B (84%)	UG-GRD		<input type="text"/>
84	B (84%)	UG-GRD		<input type="text"/>
84	B (84%)	UG-GRD		<input type="text"/>
88	B+ (88%)	UG-GRD		<input type="text"/>

Grade Log: Student name ✕

7/24/09 Grade Set to C- UG-GRD by Grader name

7/24/09 Grade Set to Blank by Grader name

A+

A

A-

B+

B

B-

C+

C

C-

D+

D

D-

F

IN - Incomplete

1098_10883	91	A- (91%)
1098_10883	80	B- (80%)
1098_10883	93	A- (93%)
1098_10883	70	C- (70%)
1098_10883	95	A- (95%)
1098_10883	88	B+ (88%)

Save Changes Clear Changes **Export Final Grades To SIS** 1

Export Final Grades to SIS

When your final grades are complete, you can import and approve these grades in the SIS. If you choose not to export final grades from UVaCollab, you will need to enter them directly into SIS (www.virginia.edu/sis - for instructions, see <http://www.sis.virginia.edu/CenterHelp/GradingGuideSIS.pdf>).

1098_

1098_

1098_

1098_

Please wait - this may take time

Export Final Grades To SIS 2

Gradbook Items | All Grades | Course Grades | Gradebook Setup | Course Grade Options | Import Grades

Course Grades

Currently, the gradebook does not include gradebook items that have not been graded in the course grade calculation. This could result in a higher course grade for a student. Include a gradebook item in the course grade calculation, you must enter a grade of zero or higher.

Course Summary

Total points 100
Average Course Grade B-
Average Score(82%)

Grading Table

Grade overrides saved
 Relay produced error (1)
 Final grades have been exported to SIS

Override a course grade by entering a different grade.

View: All Sections/Groups

Viewing 1 to 50 of 164 students

Final grades were successfully exported.

You must go to SIS to Import and Approve these grades.

[Go to SIS Now](#) [Close](#)

- 1 To export grades to the SIS, on the *Course Grades* screen, click the [Export Final Grades to SIS](#) button at the bottom of the screen.
- 2 While the export is in progress, a red screen overlays the *Course Grades* screen with a message indicating that the transfer is in progress. *Please wait*.
- 3 When the transfer is complete, a green screen will appear with a message confirming the success of the export. Click the [Go to SIS Now](#) button to continue the process to import and approve grades or click [Close](#) to return to the *Course Grades* screen.

Tip If any errors are encountered during the export process, you will not see the red and green screens, but rather an error alert will be displayed at the top of the Course Grades screen. Please contact collab-support@virginia.edu for assistance if you encounter any errors of this nature.

Course Grades

Currently, the gradebook does not include gradebook items that have not been graded in the course grade calculation, you must enter a grade of zero or higher.

Course Summary

Total points 100
Average Course Grade B-
Average Score(82%)

Grading Table

Relay produced error (1)



Import and Approve Grades in the SIS

Tip You must log into the SIS to import final course grades from UVaCollab and move your grade roster into Approved status. Grades are not posted to the students' records until this step is complete.

If you have combined multiple course sections into one UVaCollab course site, you must import each section separately into the SIS.

- 1 Log into the SIS Faculty Center at www.virginia.edu/sis.
- 2 Verify that you are viewing the desired term—use the “change term” button if necessary—and click on the grade roster icon for the class for which you wish to import grades.

There are two grade roster icons — one for which grades have been submitted, and one for rosters that are not yet complete.

- 3 On the Grade Roster page, click on the **Import Grades** button.

If the **Import Grades** button does not appear, be sure the roster has not accidentally been changed to “Reviewed”. The status must be “Not Reviewed” to allow for an import.

Faculty Center | Advisor Center | Search
my schedule | class roster | grade roster

Faculty Center

My Schedule

2010 Spring | University of Virginia | **change term** 2 | My Exam Schedule

Select display option: Show All Classes Show Enrolled Classes Only

Icon Legend: Class Roster Grade Roster Grades Approved Class Permissions Pending Requests

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
CHEM 7120-001 (11791)	Organic Chemistry IV 8 (Laboratory)		MoWeFr 11:00AM - 11:50AM	Chemistry Bldg 290	Jan 20, 2010 - May 4, 2010
CS 1112-001 (10277)	Introduction to Programming (Lecture)	79	MoWeFr 2:00PM - 3:15PM	Thornton Hall E316	Jan 20, 2010 - May 4, 2010
ECON 2020-001 (12159)	Principles of Econ: Macroecon (Lecture)	529	TuTh 11:00AM - 12:15PM	Chemistry Bldg 402	Jan 20, 2010 - May 4, 2010
ECON 2010-100 (12261)	Intermediate Microeconomics (Lecture)	97	TuTh 3:30PM - 4:45PM	Clark Hall 107	Jan 20, 2010 - May 4, 2010
ECON 2010-101 (12263)	Intermediate Microeconomics (Discussion)	20	Fr 1:00PM - 1:50PM	Monroe Hall 118	Jan 20, 2010 - May 4, 2010

View Weekly Teaching Schedule | Go to top

Faculty Center | Advisor Center | Search
my schedule | class roster | grade roster

Grade Roster

View FERPA Statement

2010 Spring | Regular Academic Session | University of Virginia | Graduate

CHEM 7120 - 001 (11791) | **change class**

Organic Chemistry IV (Laboratory)

Days and Times	Room	Instructor	Dates
MoWeFr 11:00AM-11:50AM	Chemistry Bldg 290	Mary Stinson	01/20/2010 - 05/04/2010

Display Options: *Grade Roster Type: Final Grade Display Unassigned Roster Grade Only

Grade Roster Action: *Approval Status: Not Reviewed | **save**

Import Grades

ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
1 2079548	Adkins,Denise Jennifer	IN		GRD	Arts & Sciences Undergraduate - Arts & Sciences Undeclared	Level Two
2 2006560	Alexander,Paul	B		GRD	Arts & Sciences Undergraduate - Arts & Sciences Undeclared	Level One
3 2007855	Allan,Robert David	A-		GRD	Arts & Sciences Undergraduate - Arts & Sciences Undeclared	Level Two
4 1135720	Allsworth,Alicia Marie	B+		GRD	Arts & Sciences Undergraduate - Arts & Sciences Undeclared	Level One
5 2062563	Allsworth,Annamarie	A		GRD	Arts & Sciences Undergraduate - Arts & Sciences Undeclared	Level One
6 2087013	Alpharetta Jr.,Bruce Leroy	A-		GRD	Arts & Sciences Undergraduate - Arts & Sciences Undeclared	Level One
7 2003431	Amanpour,Michael Rene	B-		GRD	Arts & Sciences Undergraduate - Arts & Sciences Undeclared	Level Two
8 1383330	Andersen,Michael Porter	C+		GRD	Arts & Sciences Undergraduate - Economics (BA)/Spanish (BA-2m)	Level Four
9 2079566	Anderson,Christine Rene	D+		GRD	Arts & Sciences Undergraduate - Arts & Sciences Undeclared	Level One
10 2051730	Andrade,Eduard	IN		GRD	Arts & Sciences Undergraduate - Arts & Sciences Undeclared	Level One

- 4 Grades cannot be submitted for anyone not officially enrolled in your class; an exception list will show any students on your UVaCollab roster who are not enrolled in the SIS. The students who are matched will appear with the imported grade in the **Roster Grade** column.

- 5 Using the drop-downs, you can make any final changes to the imported grades. If an invalid grade was imported, or if a student is missing a grade, you can assign the correct grade in this manner.

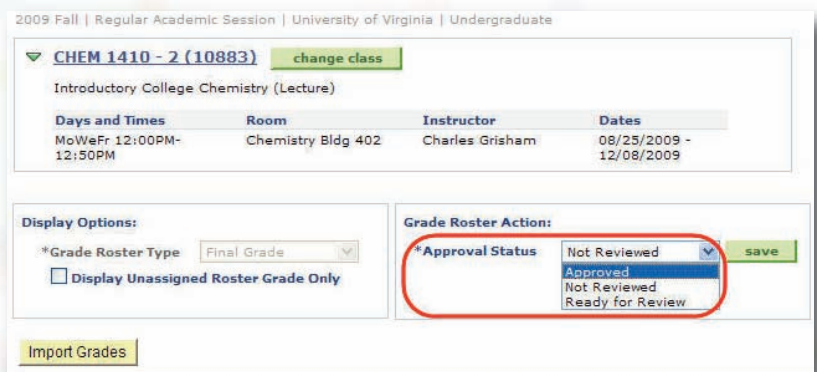
6 When all your grades are ready for submission, select “Approved” in the **Approval Status** box at the top of the screen.

You will be alerted if you have any remaining missing or invalid grades, which must be corrected before the roster can be approved. If so, change the status back to “Not Reviewed,” make the changes, and then select “Approved” again.

If you do not have the option to select “Approved”, either another instructor has access—if it is a class with multiple instructors—or there may be an error in how the class was scheduled. Contact your department or school for assistance. While all instructors for a course can import and enter grades, usually only one will have access to approve.

Tip Your grades must be put in Approved status before they will be processed further. Nightly, the UREG will post all grades that are in Approved status to the students’ records.

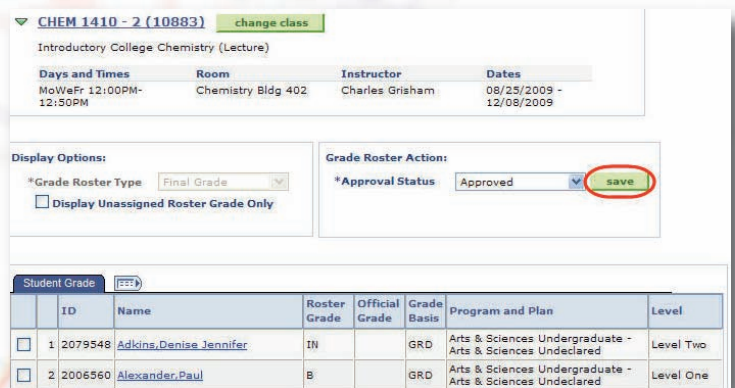
Prior to posting, you can change your roster back to “Not Reviewed” and make additional changes, but once your grades are posted they cannot be changed on-line. Further grade changes require a Grade Change.



7 Click on the **Save** button. A pop-up message will confirm that the grades have been successfully approved.

8 Grading is now complete. The grades will be posted overnight to the student’s record and be available for them to view in the Student Center the next morning.

You can review your grade roster at any time in the SIS Faculty Center. Historical grade rosters are available back to Fall 2000.



Appendix: Default Grading Basis Thresholds in UVaCollab

Scheme	Basis	Basis Description	Grade	Grade Description	Default Threshold
Darden					
BUS	AUD	Audit	AU	AU - Audit	-1
			W	W - Withdrew	-1
BUS	BMT	Year-Long	YR	YR - Year-Long	-1
BUS	CNC	Credit/No Credit	CR	CR - Credit	60
			NC	NC - No Credit	0
			IN	IN- Incomplete	-1
BUS	GRD	Graded	DP	DP - Distinguished Performance	100
			HP	HP - High Performance	90
			SP	SP - Standard Performance	80
			LP	LP - Low Performance	70
			UP	UP - Unsatisfactory Performance	60
			F	F	0
			IN	IN - Incomplete	-1
BUS	NOG	Non-Graded	N	Non-Graded	-1
BUS	SUS	Satisfactory/Unsatisfactory	S	S - Satisfactory	60
			U	U - Unsatisfactory	0
			IN	IN - Incomplete	-1
Non-Credit (CEU)					
CEU	GRD	Graded	EU	EU - Continuing Education Unit	60
			NU	NU - CEU Not Earned	0
			IN	IN - Incomplete	-1
CEU	NOG	Non-Graded	N	Non-Graded	-1
Graduate (GRA)					
GRA	AUD	Audit	AU	AU - Audit	-1
			W	W - Withdrew	-1
GRA	BMT	Year-Long	YR	YR - Year-Long	-1
GRA	CNC	Credit/No Credit	CR	CR - Credit	60
			NC	NC - No Credit	0
			IN	IN - Incomplete	-1
GRA	GRD	Graded	A+	A+	100
			A	A	95
			A-	A-	90
			B+	B+	87
			B	B	83
			B-	B-	80
			C+	C+	77
			C	C	73
			C-	C-	70
			D+	D+	67
			D	D	63
			D-	D-	60
			F	F	0

Scheme	Basis	Basis Description	Grade	Grade Description	Default Threshold
Graduate (GRA) continued					
			IN	IN - Incomplete	-1
GRA	NOG	Non-Graded	N	Non-Graded	-1
GRA	SUS	Satisfactory/Unsatisfactory	S	S - Satisfactory	60
			U	U - Unsatisfactory	0
			IN	IN - Incomplete	-1
LAW	AUD	Audit	AU	AU - Audit	-1
			W	W - Withdrew	-1
LAW	BMT	Year-Long	IP	IP - In Progress	-1
Law (LAW)					
LAW	CNC	Credit/No Credit	CR	CR - Credit	60
			NC	NC - No Credit	0
LAW	GRD	Graded	A+	A+	100
			A	A	95
			A-	A-	90
			B+	B+	87
			B	B	83
			B-	B-	80
			C+	C+	77
			C	C	70
			D	D	60
			F	F	0
LAW	NOG	Non-Graded	N	Non-Graded	-1
LAW	SUS	Satisfactory/Unsatisfactory	S	S - Satisfactory	60
			U	U - Unsatisfactory	0
Medicine (MED)					
MED	AUD	Audit	AU	AU - Audit	-1
			W	W - Withdrew	-1
MED	BMT	Year-Long	YR	YR - Year-Long	-1
MED	GRD	Graded	A+	A+	100
			A	A	95
			A-	A-	90
			B+	B+	87
			B	B	83
			B-	B-	80
			C+	C+	77
			C	C	73
			C-	C-	70
			D+	D+	67
			D	D	63
			D-	D-	60
			F	F	0
			IN	IN - Incomplete	-1

Appendix: Default Grading Basis Thresholds in UVaCollab

Scheme	Basis	Basis Description	Grade	Grade Description	Default Threshold			
Medicine (MED) continued								
MED	NOG	Non-Graded	N	Non-Graded	-1			
MED	PNP	Pass/Fail	P	P - Pass	60			
			F	F - Fail	0			
			IN	IN - Incomplete	-1			
MED	SUS	Satisfactory/Unsatisfactory	S	S - Satisfactory	60			
			U	U - Unsatisfactory	0			
			IN	IN - Incomplete	-1			
Undergraduate (UG)								
UG	ANC	ENWR Grading	A+	A+	100			
			A	A	95			
			A-	A-	90			
			B+	B+	87			
			B	B	83			
			B-	B-	80			
			C+	C+	77			
			C	C	73			
			C-	C-	70			
			NC	NC - No Credit	0			
			IN	IN - Incomplete	-1			
			UG	AUD	Audit	AU	AU - Audit	-1
						W	W - Withdrew	-1
UG	BMT	Year-Long	YR	YR - Year-Long	-1			
UG	CNC	Credit/No Credit	CR	CR - Credit	60			
			NC	NC - No Credit	0			
			IN	IN - Incomplete	-1			
UG	GRD	Graded	A+	A+	100			
			A	A	95			
			A-	A-	90			
			B+	B+	87			
			B	B	83			
			B-	B-	80			
			C+	C+	77			
			C	C	73			
			C-	C-	70			
			D+	D+	67			
			D	D	63			
			D-	D-	60			
			F	F	0			
IN	IN - Incomplete	-1						
UG	NOG	Non-Graded	N	Non-Graded	-1			
UG	SUS	Satisfactory/Unsatisfactory	S	S - Satisfactory	60			
			U	U - Unsatisfactory	0			
			IN	IN - Incomplete	-1			