

STUDENT RECORDS

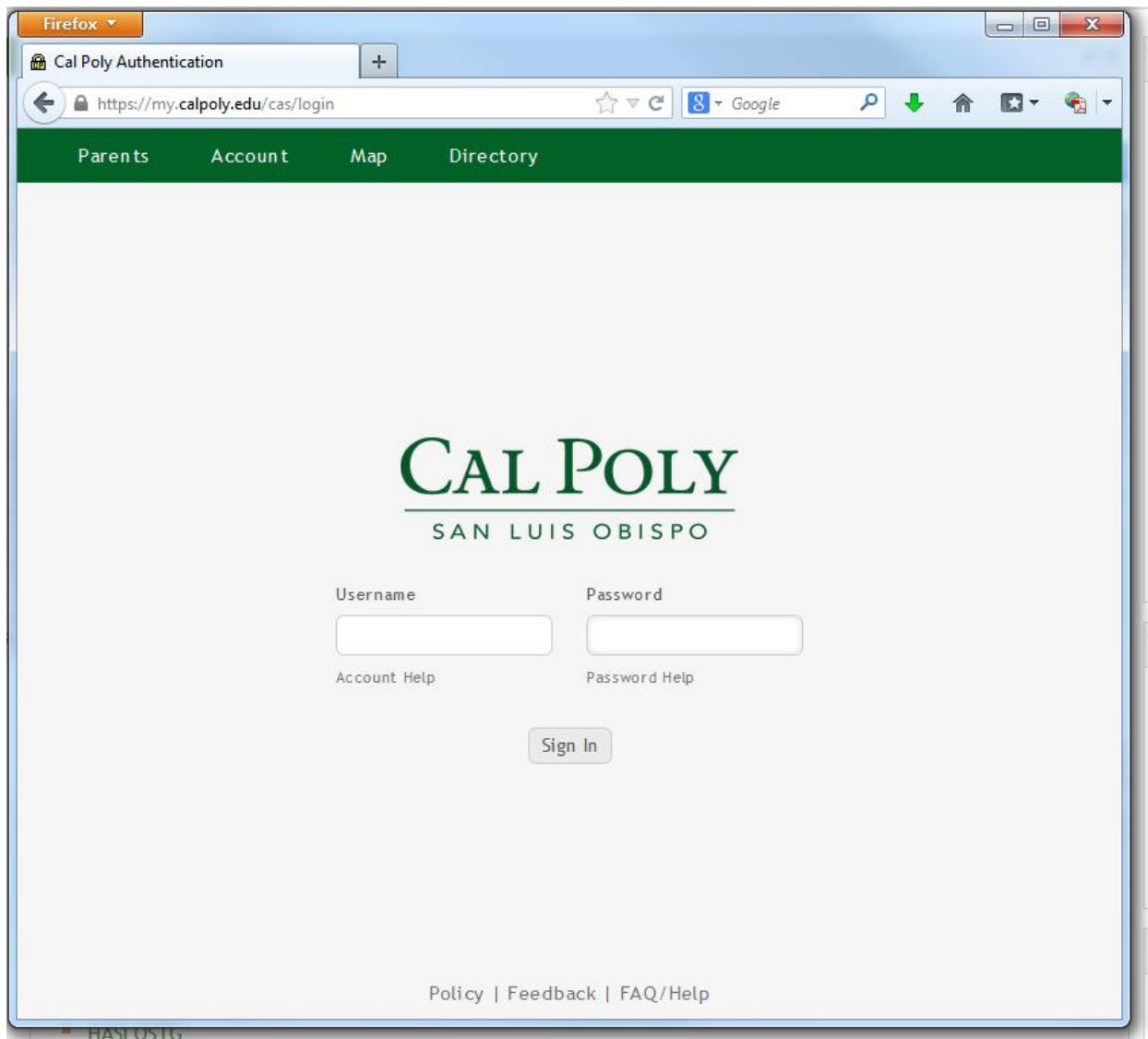
FACULTY ON-LINE GRADING INSTRUCTIONS Importing Grades from PolyLearn

Login to the Cal Poly Portal:

Launch Internet Explorer (IE) or Mozilla Firefox for PC users or Safari for Mac users. For full access pop-up blockers must be disabled.

Enter **my.calpoly.edu** in the address line and select **Enter**.

Enter your **Cal Poly User Name** and **Password** and select **Login**.



The screenshot shows a Firefox browser window with the address bar containing <https://my.calpoly.edu/cas/login>. The page features a green navigation bar with links for [Parents](#), [Account](#), [Map](#), and [Directory](#). The main content area displays the Cal Poly logo and the text "SAN LUIS OBISPO". Below the logo are two input fields: "Username" and "Password". Under the "Username" field is a link for "Account Help", and under the "Password" field is a link for "Password Help". A "Sign In" button is positioned below the input fields. At the bottom of the page, there are links for "Policy | Feedback | FAQ/Help".

This brings you to the **Home** page or tab.

Select the **Academics** tab.

Note: All Faculty, Staff and Students have access to this tab. The content within the tab (channel) varies depending on an individual's role within the University community (e.g., faculty, staff, new student, continuing student, etc.)

The screenshot displays the 'My Cal Poly Portal' interface. At the top left is the 'CAL POLY SAN LUIS OBISPO' logo. The main header area includes the text 'My Cal Poly Portal' and a user profile section with a dropdown menu showing '0', the name 'Welcome', and a 'Sign Out' link. A search bar is located on the right side of the header.

The navigation menu below the header contains several tabs: 'Home', 'Academics' (which is circled in red), 'Money Matters', 'Personal Info', 'Housing', 'Library', 'ASI', 'My Tab', 'Add Tab', and 'Customize'. Below the navigation menu is a 'Single Click Links' sidebar with various utility links such as 'PASS (Plan A Student Schedule)', 'Student Center', 'Email & Calendar', 'Student & HR Administration', 'PolyData Dashboards', 'MustangJOBS: Job Listings for Students', 'Electronic Workflow', 'Technical Service Request', 'Facilities Requests', and 'PolyCard Services'. An 'Edit Links' button is at the bottom of this sidebar.

The main content area is divided into several sections:

- My Classes:** Displays 'Summer Quarter 2013' with a 'View Other Quarters' button and '2 other PolyLearn Access' options. A blue notification bar states 'You have no classes this term.'
- Weather:** Shows weather for 'San Luis Obispo, CA' and 'Paso Robles, CA'. For San Luis Obispo, the current temperature is 69° F, and the 5-day forecast shows temperatures ranging from 75° to 83° F. For Paso Robles, the current temperature is 73° F, and the 5-day forecast shows temperatures ranging from 96° to 104° F.
- Campus Announcements:** Includes 'Information Services' with notices about 'PolyData (Data Warehouse) Finance Will Not Be Refreshed 8/17/2013' and 'Zimbra Email/Calendar Unavailable Sat 8/17 5pm - 11pm'. It also features a 'Campuswide' section with a 'Survey for New Students' announcement dated July 18, 2013.
- Directory Information:** A section for searching the directory for student, faculty, and staff information.

At the bottom of the page, there is a 'CMS PeopleSoft Alternate Login' link.

These channels are available: **Printable Course Info** and **Faculty Course Info**.

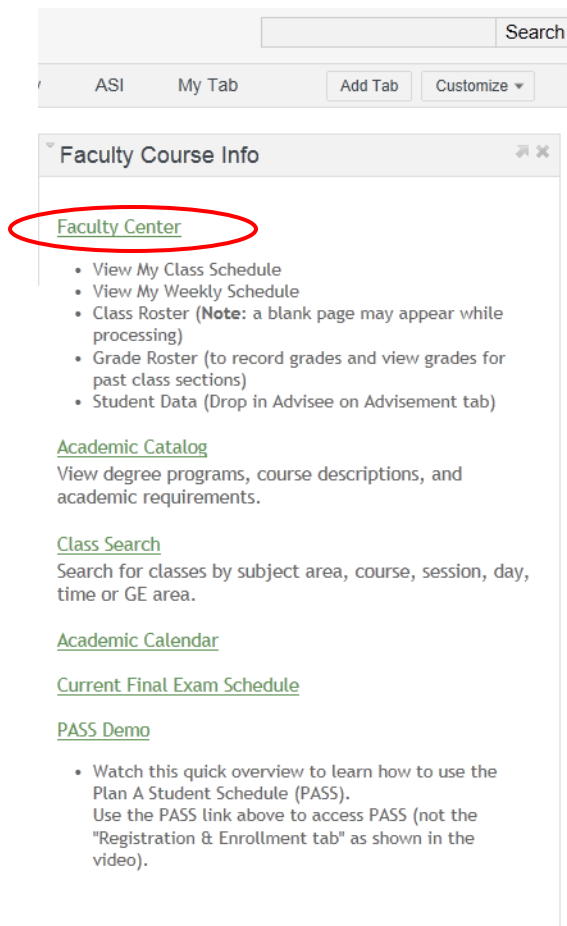
The screenshot displays the 'My Cal Poly Portal' interface. At the top left is the 'CAL POLY SAN LUIS OBISPO' logo. The main header area includes the text 'My Cal Poly Portal', a user profile section with '0' and 'Welcome', and a 'Sign Out' link. Below the header is a navigation bar with tabs for 'Home', 'Academics', 'Money Matters', 'Personal Info', 'Housing', 'Library', 'ASI', and 'My Tab'. A search bar is located on the right side of the navigation bar.

On the left side, there is a 'Single Click Links' sidebar with various service icons and labels, including 'PASS (Plan A Student Schedule)', 'Student Center', 'Email & Calendar', 'Student & HR Administration', 'PolyData Dashboards', 'MustangJOBS: Job Listings for Students', 'Electronic Workflow', 'Technical Service Request', 'Facilities Requests', and 'PolyCard Services'. An 'Edit Links' button is at the bottom of this sidebar.

Two tabs are open in the main content area, both circled in red:

- Printable Course Info**: This tab contains a 'Username:' input field and two buttons: 'Change Identity' and 'View My Info'.
- Faculty Course Info**: This tab contains several sections of links and text:
 - Faculty Center**: A list of links including 'View My Class Schedule', 'View My Weekly Schedule', 'Class Roster (Note: a blank page may appear while processing)', 'Grade Roster (to record grades and view grades for past class sections)', and 'Student Data (Drop in Advisee on Advisement tab)'.
 - Academic Catalog**: Text stating 'View degree programs, course descriptions, and academic requirements.'
 - Class Search**: Text stating 'Search for classes by subject area, course, session, day, time or GE area.'
 - Academic Calendar**: A link to the academic calendar.
 - Current Final Exam Schedule**: A link to the exam schedule.
 - PASS Demo**: A list of instructions: 'Watch this quick overview to learn how to use the Plan A Student Schedule (PASS). Use the PASS link above to access PASS (not the "Registration & Enrollment tab" as shown in the video).'

The **Faculty Course Info** Channel includes a link to the **Faculty Center**:



The **Faculty Center** link takes you directly into PeopleSoft and to **My Teaching Schedule**.

Note: You must **Save** your entries before exiting the **Grade Roster**. If not, your entries will not be saved and will need to be re-entered when returning to the Grade Roster. When closing out of your session in the **Faculty Center**, please do not use the **X** in the upper, right-hand corner as this does not save your data; instead use the **Sign out** button.

Select **Show all classes** to view your courses:

- For future terms: the **Grade Roster** icon is not presented.
- For the current term: the **Grade Roster** icon is present when grading begins. Each quarter, an email is sent from the Registrar notifying you that grading is available.
- For previous terms, the **Grade Roster** icon is present and you have access to graded classes in prior terms.

Faculty Center my schedule	Advisor Center class roster	Search for Classes grade roster
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Faculty Center

My Schedule




Spring Quarter 2017 | Cal Poly

[change term](#)

Select display option: Show All Classes Show Enrolled Classes Only

Icon Legend:  Class Roster  **Grade Roster**  Learning Management  Class Permissions

My Teaching Schedule > Spring Quarter 2017 > Cal Poly

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
 PHIL 230-04 (2421)	Phil Classic: Knowlg & Reality (Lecture)	115	MoWe 8:10AM - 10:00AM	AG Engineering 123	Apr 3, 2017- Jun 9, 2017
 PHIL 400-04 (4086)	Special Problems for Adv Ugrds (Independent Study)	0	TBA	TBA	Apr 3, 2017- Jun 9, 2017
 PHIL 421-02 (6879)	Philosophy: Space, Time & Matt (Lecture)	13	MoWe 10:10AM - 12:00PM	Constr Innovations Center C303	Apr 3, 2017- Jun 9, 2017

[View Weekly Teaching Schedule](#)

[Go to top](#)

[Faculty Center](#) [Advisor Center](#) [Search For Classes](#)

[My Schedule](#) [Class Roster](#) [Grade Roster](#)

Select the **Grade Roster** icon to open a roster. This is where you will grade, verify and approve your class grades. The icon legend is located in the upper, left-hand corner directly above the **My Teaching Schedule** heading.

To begin entering your grades, select one course. Enter grades using the drop-down menu. This presents you with the possible grades available to you. The class in the example uses regular grading. If this class had a Credit/No Credit grading type the selection would include CR and NC.

Importing grades from PolyLearn Gradebook

Grade Roster

Spring Quarter 2017 | Regular Academic Session | Cal Poly | Undergraduate

▼ **PHIL 421 - 02 (6879)** [change class](#)

Philosophy of Space, Time and Matter (Lecture)

Days and Times	Room	Instructor	Dates
MoWe 10:10AM-12:00PM	Constr Innovations Center C303	Francisco Hernandez	04/03/2017 - 06/09/2017

Display Options:

*Grade Roster Type ▼

Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status ▼ [save](#)

Student Grade

	ID	Name	Roster Grade	Official Grade	Academic Career
<input type="checkbox"/>	1	Alfonso, Alex	▼		Undergraduate
<input type="checkbox"/>	2	Alfonso, Alex	▼		Undergraduate
<input type="checkbox"/>	3	Alfonso, Alex	▼		Postbaccalaureate
<input type="checkbox"/>	4	Alfonso, Alex	▼		Undergraduate
<input type="checkbox"/>	5	Alfonso, Alex	▼		Undergraduate
<input type="checkbox"/>	6	Alfonso, Alex	▼		Undergraduate
<input type="checkbox"/>	7	Alfonso, Alex	▼		Undergraduate
<input type="checkbox"/>	8	Alfonso, Alex	▼		Postbaccalaureate
<input type="checkbox"/>	9	Alfonso, Alex	▼		Undergraduate
<input type="checkbox"/>	10	Alfonso, Alex	▼		Undergraduate
<input type="checkbox"/>	11	Alfonso, Alex	▼		Undergraduate
<input type="checkbox"/>	12	Alfonso, Alex	▼		Undergraduate
<input type="checkbox"/>	13	Alfonso, Alex	▼		Undergraduate

View All | | [Download](#) | Rows 1 - 13 of 13

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

<- add this grade to selected students

[SAVE](#)

[Faculty Center](#) [Advisor Center](#) [Search For Classes](#)
[My Schedule](#) [Class Roster](#) [Grade Roster](#)

Click the **IMPORT GRADES** button found at the bottom of the grade roster.

The following Acknowledgment page appears:

Load Student Grades From PolyLearn

Acknowledgment

By clicking on the button below, you are taking responsibility for the transfer of grades from PolyLearn to PeopleSoft.

After verifying import results, proceed with normal grading process.
NOTE: Administrative grades (I, RP, WU) must be manually entered on the grade roster in your Faculty Center.

Please contact Office of the Registrar @ 805-756-2532, if you have any questions.

Import Grades

Cancel

Click the **Import Grades** button to continue to Grade Roster.

Faculty CenterAdvisor CenterSearch for Classes

my scheduleclass rostergrade roster

Grade Roster

Spring Quarter 2017 | Regular Academic Session | Cal Poly | Undergraduate

PHIL 421 - 02 (6879) change class

Philosophy of Space, Time and Matter (Lecture)

Days and Times	Room	Instructor	Dates
MoWe 10:10AM-12:00PM	Constr Innovations Center C303	Professor Hernandez	04/03/2017 - 06/09/2017

Display Options:

*Grade Roster Type: Final Grade

Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status: Not Reviewed save

Student Grade	ID	Name	Roster Grade	Official Grade	Academic Career	Incomplete Contract
<input type="checkbox"/>	1	...				
<input type="checkbox"/>	2	...				
<input type="checkbox"/>	3	...				
<input type="checkbox"/>	4	...				
<input type="checkbox"/>	5	...				
<input type="checkbox"/>	6	...				
<input type="checkbox"/>	7	...	A		Undergraduate	
<input type="checkbox"/>	8	...			Postbaccalaureate	
<input type="checkbox"/>	9	...	A		Undergraduate	
<input type="checkbox"/>	10	...	A		Undergraduate	
<input type="checkbox"/>	11	...	A		Undergraduate	
<input type="checkbox"/>	12	...	A		Undergraduate	
<input type="checkbox"/>	13	...			Undergraduate	

View All | Download | Rows 1 - 13 of 13

Select All | Clear All | IMPORT GRADES | [Printer Friendly Version](#)

<- add this grade to selected students

SAVE

Message

This Grade Roster is not complete (30500,2)

When all grades have been assigned please remember to set the Approval Status field to Approved for your grades to be submitted to the Registrar's Office.

OK

The message states:

This grade Roster is not complete.

When all grades have been assigned please remember to set the Approval Status field to Approved for your grades to be submitted to the Registrar's Office.

Click **OK** to clear the message and continue with normal grading process.

Reminder, Administrative grades such as I, RP, or WU must be manually entered on the grade roster.

Messages that may be appear and what they mean

If a student has a grade in PolyLearn Gradebook but is not on the Grade Roster the following message will appear. This could be if both a regular class section and an Open University class section are combined in PolyLearn Gradebook. Each roster needs to be graded independently in the Faculty Center.

Click Load to continue to the grade roster.

Load Student Grades From PolyLearn

Rows from PolyLearn that did NOT load:

Student ID not Found in Grade Roster: ██████████

Click [Load] to load new or changing rows into the Grade Roster
Click [Cancel] to not load grades into the Grade Roster

If needed, use the <Print> functionality in the browser to print this page

Verify that all grades imported and continue with normal grading process.

If a rosters grades had already been imported and the Import Grades button was selected again. This message will indicate if any grades had been changed and if so, for which students.

Load Student Grades From PolyLearn

Rows from PolyLearn that did NOT load:

Grade already exists on Roster for: ██████████ No change.
Grade already exists on Roster for: ██████████ No change.
Grade already exists on Roster for: ██████████ No change.
Grade already exists on Roster for: ██████████ No change.
Grade already exists on Roster for: ██████████ No change.
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Grade already exists on Roster for: ██████████ No change.
Grade already exists on Roster for: ██████████ No change.
Student ID not Found in Grade Roster: ██████████ 4

Click [Load] to load new or changing rows into the Grade Roster
Click [Cancel] to not load grades into the Grade Roster

If needed, use the <Print> functionality in the browser to print this page

Click **Load** to load new or changing rows into the grade roster.
Click **Cancel** to not load grades into the grade roster.

Additional Messages and what they mean:

Error: No grades in PolyLearn for this Class Section.

There are no grades in the PolyLearn Gradebook for this class. Click **Cancel** to return to the grade roster and manually enter your grades.

Invalid Grade for Student: <student id>

A grade was trying to be imported that doesn't match the grades available on the grade roster. Either change the grade in the PolyLearn Gradebook and try importing again, or manually enter the student's valid grade on the grade roster. Continue on with normal grading process.

Student Grade not available on Grade Roster: <student id>

The student has withdrawn from the course or term and a 'W' grade is on the grade roster. Continue on with normal grading process.

If any of the following messages appear, contact the Office of the Registrar for assistance:

Error: Bad Parse.

Error: Can not connect to PolyLearn Server.

In all cases when closing out of your sessions in the Faculty Center and the Portal, please do not use the **X** in the upper, right-hand corner, instead use the **Sign out** or **Logout** functions.

Close this window by clicking on **Sign out** in the upper, right-hand corner.

To exit the Faculty Center, select **Logout**, in the top, right-hand corner.

To leave the Portal, select **Logout**, in the top, right-hand corner.

If you have questions or need additional assistance, please contact the Office of the Registrar, by telephone (805) 756-2532 or via email at records@calpoly.edu.