

# **University of Oregon**

## **Online Grade Rosters**

### **Implemented Fall 2001**

The conversion from paper grade rosters to online grades was implemented fall term 2001. A team consisting of members of the Registrar's Office and Computing Center, with input from the university community, developed new web forms and additional supporting Banner tables; tested the system; developed and delivered 25 training sessions to over 500 faculty, GTFs, and staff; wrote web and paper instructions and help text; completed two faculty mailings; and remained at the ready to manage computer and user problems throughout the online grading period.

Rosters were released to faculty on November 29, 2001 (Thursday prior to finals week) and were due Tuesday noon following finals, giving faculty 12 and a half days of access to their rosters. Heaviest days of input were Monday and Tuesday following finals week. A total of 97.2% of the grades were entered and submitted by the deadline of Tuesday noon following finals week. Due to poor computer response times, the Registrar's Office extended that deadline until 3 p.m. After 3 p.m. Registrar's staff continued to work one-on-one with faculty to enter grades. By 5 p.m. Tuesday, 98.5% of the grades were submitted.

Following the grade processing period, a series of assessment activities and discussions, including gathering the input and suggestions from faculty members, were undertaken to evaluate the process and to make enhancements for winter term.

Two overriding areas of concern were 1) poor computer response times and 2) confusion with Individualized Study types of courses.

#### **Poor computer response time:**

**Issues:** Student traffic due to initial registration period, CEP registrations, viewing grades, ordering transcripts, etc. Faculty adviser traffic due to advising appointments. Faculty and GTF traffic due to online grade rosters.

**Corrective steps underway:** Installation of a more powerful server (January 27, 2002); changes to web pages to allow easier navigation (20 names per page, alphabet navigation bar on each page, entered grades will show on class lists immediately for proofing purposes); reconsider the timing of registration, online rosters, and grade availability to students.

#### **Confusion with Individualized Study courses (no submit button on the screen):**

**Issues:** These types of courses operated differently, and despite the training sessions and instructional materials, was a source of confusion.

**Corrective steps underway:** Add explanatory note to bottom of these rosters; entered grades show will on class lists immediately; explore (long term) the possibility of creating separate CRNs for each faculty member.

Overall, the Online Grade Team and the Registrar's Office are pleased with the results of the implementation and received many positive comments from faculty, staff, and administrators. The team is currently working to refine the online rosters for winter term.

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#### **Enhancements for Winter 2002**

Following implementation of online grades for Fall 2001, a number of modifications were made to the system based on suggestions and feedback from faculty and staff:

- The number of students listed on each page of the grade roster will increase from 10 to 20 names.
- An alphabet navigation bar will appear at the bottom of each grade roster page, allowing faculty to easily jump to any page on the roster.
- Faculty will be able to view all grades entered and saved (whether submitted or not) on their class lists in DuckWeb. Faculty who teach large classes may find this useful for proofing, as the class list appears as a single page (rather than 20 names per page) and can be printed at one time and/or downloaded to excel. Reminder messages on the class list will alert faculty if grades have not yet been submitted for that particular CRN.
- Courses for which there is no "Submit" button will be noted:
  - Individualized Study Courses (thesis, dissertation, practicum, internship, research, and reading & conference) are submitted by the Registrar at the end of the grading period.
  - Discussion and recitation sections are submitted by the Instructor of Record of the lecture section.
- The drop down menus for "Choose Term" and "Choose CRN" will be modified slightly to assist faculty in viewing all possible selections.

In addition, during February, the Computing Center made a number of changes to their computing services, including the installation of another server with twice the CPU and twice the memory. This should help improve response times on DuckWeb.

And finally, a number of Banner reports will be completed and released to department staff, allowing them to monitor various aspects of the grading process during and after the grading period for each term.

Grade deadlines for Winter 2001 term will be the same as past winter terms:

- Grade Rosters will be available at 8 a.m., Thursday, March 14.
- **Grades are due by noon, Monday, March 25.** Please remember that winter term grade deadline is MONDAY, not Tuesday following finals week, as there is only one week between winter and spring terms.

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