

Faculty Center Guide for University of Ottawa Professors

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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.

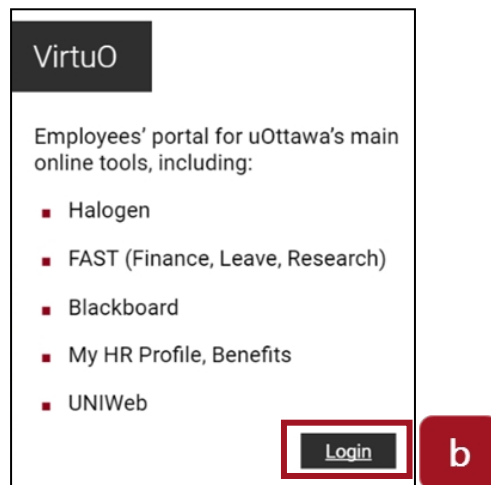
Overview of your Faculty Center

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 grades

1. Accessing your Faculty Center

- a. From your Internet browser, access **VirtuO**. (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** box.
 - Type your password in the **Password** field.
 - Click **Login**.

Login

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

jsmith @uOttawa.ca

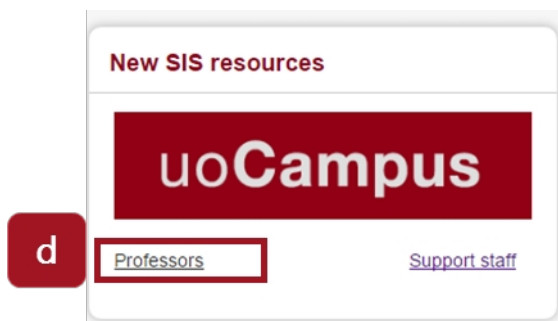
Password [\(Forgot password?\)](#)

.....|

Login

C

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



- e. In the **Faculty Center** section, click **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.
- Class Roster:** The list of all the students enrolled in your class. You can communicate with some or all students using this page.
- Grade Roster:** Where you can view or enter final grades for your students.

The screenshot shows the Faculty Center interface. At the top, there are three navigation buttons: 'my schedule' (labeled 'a'), 'class roster' (labeled 'b'), and 'grade roster' (labeled 'c'). Below these is the 'Faculty Center' header and a 'My Schedule' section. The 'My Schedule' section includes a dropdown for '2016 Winter Term | University of Ottawa' with a 'change term' button, and a 'My Exam Schedule' link. Below this is a 'Select display option:' section with radio buttons for 'Show All Classes' (selected) and 'Show Enrolled Classes Only'. An 'Icon Legend:' section shows icons for 'Class Roster', 'Grade Roster', 'Gradebook', 'Assignments', and 'Learning Management'. The main content is a table titled 'My Teaching Schedule > 2016 Winter Term > University of Ottawa'. The table has columns for Class, Class Title, Enrolled, Days & Times, Room, and Class Dates. It lists two classes: FRA 1720-C04 (6049) and FRA 1720-D04 (6054).

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

Working with My Schedule

3. To view your class schedule for another term:

- a. On the **My Schedule** page with your schedule for the current term, 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 this, 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 with a red 'a'. To the right of this button are links for 'View Personal Data Summary' and 'My Exam Schedule'. Below the header, there are radio buttons for 'Show All Classes' (selected) and 'Show Enrolled Classes Only'. An 'Icon Legend' bar contains icons for Class Roster, Grade Roster, Gradebook, Assignments, and Learning Management. The main section is titled 'My Teaching Schedule > 2016 Winter Term > University of Ottawa' and contains a table of classes.

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

At the bottom of the table, there are links for 'View Weekly Teaching Schedule' and 'Go to top'.

- b. Select another term.

- c. Click **continue**

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

C

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).

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
FRA 1720-C04 (6049)	ANALYSE, ÉCRITURE, ARGUMENT II (Discussion Group)	25	Th 4:00PM - 5:30PM	55 Laurier (DMS) 8161	Jan 11, 2016- Apr 12, 2016
FRA 1720-D04 (6054)	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
FRA 1720-C04 (6049)	ANALYSE, ÉCRITURE, ARGUMENT II (Discussion Group)	25	Th 4:00PM - 5:30PM	55 Laurier (DMS) 8161	Jan 11, 2016- Apr 12, 2016
FRA 1720-D04 (6054)	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			
Status	<input type="checkbox"/> Closed	Course ID	013511
Class Number	6049	Offer Nbr	1
Session	Full Session	Career	Undergraduate
Units	0 units	Dates	1/1/2016 - 4/30/2016
Instruction Mode	In Person	Grading	
		Location	CA Ottawa uOttawa Campus
		Campus	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	
Class Attributes	Auditors are permitted Course offered in French First year course

Class Availability			
Class Capacity	25	Wait List Capacity	1000
Enrollment Total	25	Wait List Total	0
Available Seats	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

My Teaching Schedule > 2016 Winter Term > University of Ottawa

View All | | First 1-2 of 2 Last

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
FRA 1720-C04 [6049]	ANALYSE, ÉCRITURE, ARGUMENT II (Discussion Group)	25	Th 4:00PM - 5:30PM	55 Laurier (DMS) 8161	Jan 11, 2016- Apr 12, 2016
FRA 1720-D04 [6054]	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](#)

- Click **View Weekly Teaching Schedule**.
- Your weekly teaching schedule is displayed in a new page.
- (optional) Print your schedule by clicking **Printer Friendly Page**.
- 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 tabs: 'my schedule' (highlighted with a red box), 'class roster', and 'grade roster'. Below this is the 'My Schedule' section for the 2017 Winter Term at the 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 radio buttons for 'Show All Classes' (selected) and 'Show Enrolled Classes Only'. An 'Icon Legend' bar includes icons for Class Roster, Grade Roster, Gradebook, Assignments, and Learning Management. The main content area is titled 'My Teaching Schedule > 2017 Winter Term > University of Ottawa'. It contains a table with columns: Class, Class Title, Enrolled, Days & Times, Room, and Class Dates. The first row is for class FRA 2790-A00 (LES GENRES AUTOBIOGRAPHIQUES (Lecture)) with 12 enrolled students. The second row is for FRA 6704-A00 (LITTÉRATURE DU XVIII^e SIÈCLE (Seminar)) with 0 enrolled students. A red dashed box highlights the 'Class Roster' icon in the first row, with a red arrow pointing to it and a red box containing the 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 2790-A00 (5514)	LES GENRES AUTOBIOGRAPHIQUES (Lecture)	12	Mo 2:30PM - 5:30PM	550 Cumberland (TBT) 327	Jan 9, 2017-Apr 8, 2017
FRA 6704-A00 (5524)	LITTÉRATURE DU XVIII ^e 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 this class
 - **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

- 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

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

11. To print a Class Roster

- From the **Class Roster**, after selecting the class to display, click **Printer Friendly Version** at the bottom right of the **Class Roster** page.

- 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 course selected, click the **Download** icon to the left of the word **First**.



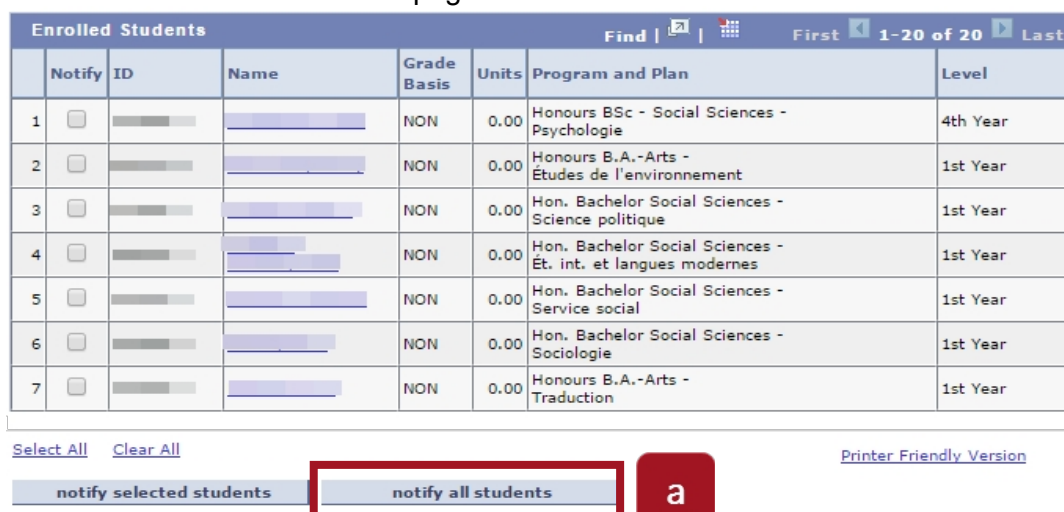
The screenshot shows a table titled "Enrolled Students" with columns: Notify, ID, Name, Grade Basis, Units, Program and Plan, and Level. The table contains two rows of student data. A red box highlights the download icon (a grid of dots) located to the left of the "First" label. A red circle with the letter "a" is positioned above the download icon.

	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.

13. To notify all students in a class

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



The screenshot shows a table titled "Enrolled Students" with columns: Notify, ID, Name, Grade Basis, Units, Program and Plan, and Level. The table contains seven rows of student data. Below the table, there are buttons for "Select All", "Clear All", "notify selected students", and "notify all students". A red box highlights the "notify all students" button. A red circle with the letter "a" is positioned above the "notify all students" button.

	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 - Etudes 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 - Ét. 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

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

notify selected students **notify all students**

- 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.

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,
[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.

SEND NOTIFICATION

[Return to Class Roster](#)

14. To notify one or more students in a class

- 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 | [grid icon] | 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](#)

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.

[Class Roster](#) c

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

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 available at the end of each term, when you can enter final grades.

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 '2017 Winter Term | University of Ottawa' and a 'change term' button. There are also links for 'View Personal Data Summary' and 'My Exam Schedule'. Under 'Select display option:', 'Show All Classes' is selected. An 'Icon Legend' bar includes 'Class Roster', 'Grade Roster', 'Gradebook', 'Assignments', and 'Learning Management'. The main content area is titled 'My Teaching Schedule > 2017 Winter Term > University of Ottawa'. It contains a table with columns for Class, Class Title, Enrolled, Days & Times, Room, and Class Dates. Two classes are listed: 'LES GENRES AUTOBIOGRAPHIQUES (Lecture)' and 'LITTÉRATURE DU XVIII^e SIÈCLE (Seminar)'. A red dashed box highlights the 'Grade Roster' icon in the first column of the first row. Below the table is a 'My Exam Schedule' section with the message 'You have no final exams scheduled at this time.' and a 'Go to top' link.

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
ERA 3790-A00 (SS14)	LES GENRES AUTOBIOGRAPHIQUES (Lecture)	12	Mo 2:30PM - 5:30PM	550 Cumberland (TBT) 327	Jan 9, 2017- Apr 8, 2017
ERA 6704-A00 (SS24)	LITTÉRATURE DU XVIII ^e 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.), Sat, UNSAT, 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 class you want.

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

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

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

a

Enter grades

There are three ways to enter your final grades:

- Enter grades directly into the **Grade Roster** of your **Faculty Center**.
- Download grade rosters from the **Faculty Center** or **Blackboard Learn**, save them as Excel files, enter your grades in the Excel files and submit them to your faculty, department or school
- Upload an Excel file containing grades for a course to the **Grade Roster** in your **Faculty Center**.

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 class you want.



Class	Class Title	Enrolled	Days & Times	Room	Class Dates
FRA 3790-A00 [5514]	LES GENRES AUTOBIOGRAPHIQUES (Lecture)	12	Mo 2:30PM - 5:30PM	550 Cumberland (TBT) 327	Jan 9, 2017- Apr 8, 2017
FRA 6704-A00 [5524]	LITTÉRATURE DU XVIIIÈME 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. 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 selected class.)

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

Grade Roster Action:
 *Approval Status: Not Reviewed save d
[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				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
<input type="checkbox"/>		9				GRD	Honours B.A.-Arts - Lettres françaises	Fourth Year
<input type="checkbox"/>		10				GRD	Honours B.A.-Arts - Lettres françaises/Service social	Fourth Year
<input type="checkbox"/>		11				GRD	Honours B.A.-Arts - Lettres françaises/Rédaction prof. et édition	Fourth Year
<input type="checkbox"/>		12				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](#)

<- add this grade to selected students

- e. 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.)

18. Tip: Entering the same grade for multiple students

- In the class 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.
- If you are not entering all the grades for this class at this time, select **Not Reviewed** in the **Approval Status** field and click **Save**. (After selecting this option, you will 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+
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C+
CR
CTN
D
D+
DFR
DNW
DR
E
EIN
F
FF
H
INC
NC
NNR
NS
P

<- add this grade to selected students

Download Rows 1 - 11 of 11

Clear All
[Printer Friendly Version](#)

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**.

	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](#) | 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 course 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:

- Rename the Excel file with the extension **.xlsx**. For example, if your Excel filename is **class4000.xls**, rename it **class4000.xlsx**.
- 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)

- 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

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
FRA 3790-A00 (5514)	LES GENRES AUTOBIOGRAPHIQUES (Lecture)	12	Mo 2:30PM - 5:30PM	550 Cumberland (TBT) 327	Jan 9, 2017- Apr 8, 2017
FRA 6704-A00 (5524)	LITTÉRATURE DU XVIII ^e 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

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 x

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

Browse Attached File FRA2732.xlsx e

File Mapping

EMPLID column number:

GRADE column number:

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

f

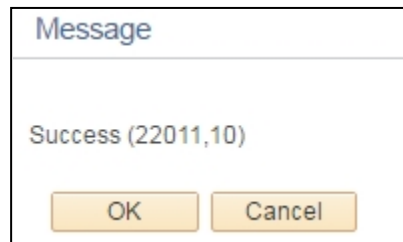
- g. Make sure that there is a grade entered for every student. If your Excel spreadsheet does not have a grade for a student, no grade will be uploaded for this student; however the status will still indicate **Success**. If necessary, select the grade from the list.

	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. Click **Submit to Grade Roster** at the bottom of the page. Click **OK**. If an error message is displayed, repeat step **g** or **h**.



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