Workshop

MYUCF Grades
This tutorial was designed for instructors. If you need to send students for online help, refer them to:

www.purplebooks.net/edhelp

When completing homework (C.H.E.),

• It is possible to access and complete grades and grading events and from myUC grades.
• Read the form. If you miss a test, see your instructor to correct grades.
• The course using this module is accessible to use myUC grades. If you use this module, you will not be able to add or delete students in Official tools: Access other myUC unless you have already been informed.

You can access other resources such as, but not limited, to the following:
• You can access other resources and check grades on your own or with other individual Moodle courses.
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Exercise materials from this course will be automatically included in your course in myUC.

Instructor Notes:

1. In the myUC grades, you need to know which myUC grades are included in this module.
2. The myUC grades is fully optional. You are not required to use it.
3. You can add to myUC, but you may not be able to access these tool.
4. The course uses myUC unless you have already been informed.

moodle Grades Introduction

IV. Handout from the Faculty Center

III. Handouts from Test Scoring Services

II. Brochure from Information Security Office

I. Enrollment Sheet for UC Faculty

Section:
Please follow the instructions below to complete the processing of the Final Grade Report:

1. To all Faculty and Staff Involved in Final Grade Processing:

   - If you have any questions, please contact the Registration Office. Thank you for your cooperation.

   - Please ensure that all grades are accurate and complete.

   - In the event of any discrepancies, please contact the Registration Office.

   - For Grades of "F" or "N":

     - If the grade is incorrect, please contact the appropriate department.

     - If there is any doubt, please consult the instructor.

   - Please ensure that all grades are recorded accurately.

   - Only marks within the required range will be accepted.

   - The registration will be completed if necessary.

   - No grades will be added.

   - The document will not be corrected.

   - Please follow the instructions below to complete the processing of the Final Grade Report:

   - Grades may not be processed in time if not submitted by the deadline.

   - We encourage you to submit your grades promptly to ensure that the final grades are recorded.

   - The deadline for submitting grades is 2:00 p.m. on December 12, 2007.
FOR MORE INFORMATION, please visit our website at:

http://www.campus至尊.com

Students who are added to the campus至尊.com system, Electronic Enrollment and Records (EER), will receive the following information in their off-campus至尊.com accounts:

- Access to the专区至尊.com system
- Access to off-campus至尊.com services
- Access to the Electronic Enrollment and Records (EER) system
- Access to the专区至尊.com library services
- Access to the专区至尊.com financial aid services
- Access to the专区至尊.com student life services
- Access to the专区至尊.com sports services
- Access to the专区至尊.com academic services
- Access to the专区至尊.com parking services
- Access to the专区至尊.com travel services
- Access to the专区至尊.com community services
- Access to the专区至尊.com career services

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- Access to the专区至尊.com travel services
- Access to the专区至尊.com community services
- Access to the专区至尊.com career services

Requests for access must be made through the appropriate campus至尊.com authorities. The campus至尊.com system is available during regular business hours and is accessible from various locations on campus至尊.com.

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Protecting your UCF computer

If you don’t take proper precautions, hackers can break into your computer and steal sensitive information. Such a breach can mean that FERPA, HIPAA, PCI DSS, and GLBA protected data are exposed.

Hackers could wipe out information such as your class rosters, grades, projects, lectures, etc. This brochure lists ways you can secure your computer. You’re responsible, under UCF Policies, for ensuring that your UCF computers and work areas are secure.

Password Security

• If it’s in any dictionary or someone’s name – it’s a bad password, don’t use it!
• Use a mnemonic, such as the first letter of a song verse or a phrase, while adding in numbers, symbols (%!,?), and UPPER/lower case letters.
• Select a password that is a minimum of 6 characters.
• Change your password often (UCF standard is 60 days).
• Never write down a password and never share accounts.
• Do not give your password to anyone, not even the Helpdesk.
• Never use your UCF PIF or password for non-UCF systems.
• Avoid “I save my password / I remember my password” option on web site.

UCF ITI/Computer Acceptable Use Policy (AUP)

Responsibilities of Faculty and Staff:

UCF Information Technology Resources (ITR) shall not be used to:

• Impersonate another individual or misrepresented authorization to act on behalf of another individual or the university.
• make unauthorized or illegal use of the intellectual property of others.
• attempt to read or duplicate electronic information belonging to others, or to decrypt or translate encrypted information
• send telecommunications messages the content of which is defamatory, or which constitutes a breach of telecommunications security, or is in violation of Federal, State, or local laws or university rules or policies
• intentionally damage or disable computing or telecommunications equipment or software
• undermine the security or the integrity of computing systems or telecommunications networks and shall not attempt to gain unauthorized access to these resources.
• A user must report any misuse of computer resources or violations of this policy to their department head, to the Information Security Office, to the Vice Provost, or to the Chief Technology Officer.

Misuses of Computing Resources include:

• Criminal and Illegal acts.
• Failure to comply with laws, policies, procedures, license agreements, and contracts.
• Abuse of computer resources.
• Use of UCF computer resources for personal financial gain.
• Failure to protect a password / account from unauthorized use.
• Permitting someone to use another’s computer account, or using someone else’s computer account.
• Unauthorized duplication and distribution of commercial software and other copyrighted digital materials.
• Attempting to circumvent, assisting someone else or requesting that someone else circumvent any security measure or administrative access controls
• Unauthorized duplication or distribution of copyrighted material such as audio, video, pictures or text using peer-to-peer application or with any other means.

Complete policy may be found here: http://policies.ucf.edu/aup.html

Information Security at UCF

Cyber Knight insists that you safeguard your information and identity, and UCF’s information and systems. Watch my video at http://video.ust.ucf.edu

Physical Security

Physically protect sensitive information and computing resources from thieves by following these simple tips:
• Always shut down or log off of any system when not in use.
• Protect your computer from power surges with surge protectors.
• Use password-protected screen savers.
• Make sure no one is looking over your shoulder when you enter your password.
• Lock your doors when you leave your office.
• Know who has access to your work area and computer.
• Properly dispose of (shred, etc.) all documents that contain sensitive information when they are no longer needed.
• Never leave sensitive information (employees or student information, passwords, etc.) in plain view.
• Never leave confidential or sensitive information in plain view on your computer monitor.
• Store backup copies of important files in a safe location.
• Store confidential or sensitive paper documents, data, and media in a safe location, such as a locked file cabinet or drawer.
• Never leave valuables unattended (Laptops, PDA’s, books, etc.).
**Access to Sensitive Information**

(Student, employee, financial, medical, etc.)

- Sensitive information includes SSN, EMPID, passwords, credit or debit card numbers, driver's license numbers, biometric data, medical records, student's non-directory information (PID, NID, grades, email address, photographs, etc.) and other information protected by law or policy.
- In general, social security numbers are no longer needed to uniquely identify faculty, staff or students. The Employee ID or PID is the designated University ID Number. Replace social security numbers with the EMPID or PID in your databases and spreadsheets and delete any records that are no longer needed containing social security numbers.
- Do not copy or download sensitive data from the University's administrative systems to your PC, Web server, PDA, Laptop, or any other portable device.
- Know the protection requirements for each type of data that you come into contact with. For more information consult with the Information's Custodians (i.e. Registrar, Human Resources, etc.)
- Some student directory information may be flagged at the request of the student as confidential and must not be disclosed. You may find more information at http://register.ucf.edu.
- Avoid sharing information with unauthorized or untrained staff.
- Avoid non-work related disclosure of sensitive or confidential information. This includes student and employee information.
- Never store sensitive or confidential information on your office computer, laptop, and portable media. Instead, store it on a secured network drive. However, if you must store sensitive or confidential information on your computer for official business purposes, encrypt it. More information may be found at http://www.infscc.ucf.edu.
- Never send sensitive or confidential information by email or instant messenger. These methods of delivery can be intercepted and are not secure.
- Always secure sensitive documents. Never leave them in the open (i.e. on desks, etc.).
- Properly dispose of any sensitive documents or media that are no longer needed or being used. (e.g., shred papers, CD's, floppy)
- If there is sensitive information on your computer and you believe the computer may be compromised do not make any changes to the computer or information. Contact your IT manager immediately!

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**Spies Amongst Us?**

When you install certain programs (such as sharing programs or shareware software) on your computer, you may unknowingly be installing spyware or adware programs as well. Spyware is a program that gathers information about you and what you do on your computer without your knowledge, sending the information to different sources. Along with revealing many privacy concerns, spyware can also be a big nuisance to your computer, severely slowing it down and possibly causing frequent crashes. Adware may also be installed on your computer coming multiple pop-up advertisements.

**Patches and Updates**

- Keeping your computer up-to-date with the latest patches is one of the best defenses against viruses and the spread of viruses and worms.
- Contact your network manager to find out if all of the software running on your UCF computer is up-to-date with the latest updates. To ensure compatibility and security, contact your IT manager before installing or downloading any software.

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**Email Tips**

(Are you going Phishing?)

- If you receive an e-mail from a stranger, an in-some-cases from someone you know, never open email attachments or click on links embedded in the message without verification.
- Never respond to spam (unsolicited email) or click "remove me from sending list" links—often that adds you to a list for more spam.
- Never respond to email solicitations requesting "verification" or requesting personal information; this is likely a fraud or an identity theft scheme. This is phishing!

**Viruses and Suspicious Activities**

- If you suspect your UCF computer has a virus notify your IT manager immediately.
- Never turn off your anti-virus program.
- Scan removable media for viruses (e.g., floppy, CD's) before using.
- Notify your IT manager if you notice suspicious activity such as the inability to log in to your computer, constant computer crashes, abnormally slow programs, new files you did not create, deleted or missing files, or unauthorized persons in your work area.
- If you notice suspicious computer related activity do not turn off the computer or disconnect it from the network or make any changes before consulting with your network manager.
- Forensic analysis may be necessary to determine the nature of the incident and what information may have been compromised.

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**Appropriate Use and Privacy**

- The University of Central Florida provides computing resources for the purpose of accomplishing tasks related to the UCF mission.
- Use of UCF computing resources is subject to review and disclosure in accordance with the University Information Technology Act and Policies.
- You have no reasonable expectation of privacy in regard to any communication or information stored on a UCF computer system.
- Use of UCF computing resources constitutes your consent to security monitoring and auditing and administrative review.
- Use of UCF computing resources must be limited to justifiable computing support of UCF activities in accordance with UCF ITT Policy 2016.

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**File Sharing and Copyright**

What you need to know

- File-sharing itself is not illegal; it's the files that are traded that cause problems. When you trade copyright protected material, you are breaking the law.
- University security incident response staff regularly investigates reports from copyright owners of file sharing and copyright violations. As a university we understand the philosophy of open communication and sharing of ideas and articles. However, we do not support sharing of articles or ideas that belong to private individuals or organizations.
- Since current peer-to-peer applications are predominantly used for trading copyrighted material, such applications are not permitted anywhere on the UCF network.
- For more information, please check the UCF Golden Rule and ITT policies, and the information security website:
  - http://www.goldenrule.ufl.edu
  - http://gpolitics.ufl.edu
  - http://wwwecurity.ufl.edu

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**Identity Protection Information**

- Before purchasing resources on the Internet or providing any personal information (bank account number, credit card number, etc.), always make sure that the webpage is secure. Look for https in the web address (before the ".") This shows the website is encrypted.
- Email is not appropriate for sending sensitive or confidential information, as most email providers do not provide encryption.
- Never call credit card or bank account information via email. This violates UCF policy on appropriate methods for accepting credit card information. Look for cardholder information security procedures at http://policiess.ucf.edu
Completing the test form (student):
- The NAME/SUBJECT/DATE block must be completed by students as required by the instructor.
- In the ID NUMBER block, students must write in their PeopleSoft student ID (PIDs). The first column is alphabetic (A to Z) followed by seven columns of numbers (0 through 9). Then, fill in the appropriate bubble below each letter or number (one bubble per number). Staff members who are also students are to use their PeopleSoft EmpID. The EmpID is located on the top portion of their Time Sheet or “Leave and Pay Exceptions Report.” Staff members are to place the letter “X” in the first column of the ID NUMBER block.
- If applicable, students should fill in TEST FORM block with the test version of the test they are taking. The instructor should tell students if they are to fill this in. Test Scoring will not grade exam forms for multiple version exams that have no version indicated in the “Test Form” block.

Do not fold, staple, tape, clip, or attach anything to the forms; otherwise, they can not be scanned.

myUCF Grades
Test Scoring will upload all raw scores into myUCF Grades. myUCF Grades is a program to post grades electronically. For more information go to:
http://www.fctl.ucf.edu/resources/myUCFgrades/

Policies
Tests are processed on a first-come, first-served basis. There are no rush jobs.
Tests will be graded and ready for pickup within two business days. Illegible or incomplete portions of the request form may delay processing. Be accurate and clear. If there is a technical difficulty that delays the processing of your tests, you will be notified at the phone number you indicated on the request form.

The Test Scoring staff will make every effort to ensure the accuracy of test scores; however, the instructor should double check the correctness of the test results.

Special Projects and Surveys
If you have a research project or survey that will use a standardized “bubble-in” form, Test Scoring may be able to scan it and produce an ASCII text file containing the responses. You may use this file to aid in your statistical analysis of the data.

You will need to make arrangements with the Test Scoring staff in advance of conducting the project or survey. The staff will need to check any form that is to be used; most Pearson NCS developed and printed forms (ink readable or ink compatible forms) are compatible with Test Scoring’s equipment. The Pearson NCS scanner can not read pencil only forms.

Time (about one month) should be allotted for the staff to set up your form in our computers. Also, the staff will give you any special instructions on how to prepare your forms for processing.

Notify Test Scoring when you are ready to deliver the forms. Your forms will be processed and the results ready for pickup within a week of delivery.
Processing may take longer during peak times of the academic year.
Test Scoring Services

Test Scoring is a division of Computer Services & Telecommunications. Test Scoring's major service is to provide computerized grading of test answers marked on a standard, fill-in-the-bubble test form. The Test Scoring staff can also aid in the process of data collection for surveys or special research projects.

Standardized Forms to Use:

The only forms Test Scoring's equipment can process are those designed and printed by Pearson NCS. The forms must be on ink readable or ink compatible paper. Forms that say "Scantron" on them can not be processed.

For classroom tests, the answer forms to use are the customized raspberry colored UCF Test Scoring Test Forms. These forms accommodate 50 questions on each side and allow for up to 4 versions of a single test to be administered. The forms are sold at the Office Supply Store and the Bookstore on campus; they are not provided by Academic Computing Support.

Forms can be marked with a No. 2 pencil or black or blue ballpoint pen. Red ink can not be read by the scanner.

Please call the Test Scoring business office at (407) 823-5493 if you have any questions about appropriate or compatible forms. If your test will have more than 100 questions, please call to discuss how your results will be given to you.

Classroom Tests

To use Test Scoring's services, give the Test Scoring staff the following: your students' answer sheets; the test's answer key(s); and a completed Test Scoring Request form. Use the form to indicate which of the following choices you would like:

- Generate individual student reports? If you choose individual reports, you'll receive a separate report for each student who took the test. The report includes the student's answer and the correct answer for each question; a raw score and percentage for the current test and all previous tests; and the student's current test average. If you don't choose individual reports, you won't get a separate report for each student. Both options come with a printout that includes a listing of all the students who didn't take the test, an item analysis for every question, a frequency histogram of raw scores, and an alphabetical listing of all students showing their raw scores, percentages, z-scores, and t-scores.

- Adjust class rolls or raw test scores per attached sheet: The student's names can be adjusted from class rolls maintained by Test Scoring. In addition, raw test scores can be added to the file or changed upon request. The class roll or raw scores that are maintained by Test Scoring will only be adjusted within the Test Scoring system. Instructors will need to update the MyUCF Grades scores as well for previously graded exams.

Submitting a Test for Scoring

Each set of tests submitted for processing must be accompanied by a completed Test Scoring Request form. Forms are available in the College of Sciences Building (CSB) room 330. Information to be given on the form includes the instructor's name and phone number (a phone number that has voice mail); an email address; the full course prefix, number, and section number; the department name; and the number of questions and versions for this test.

Use this form to indicate the "Work to be Performed" on your set of tests. See the "Classroom Tests" section of this brochure for a description of the work that can be performed.

If you have questions about these services, or if you have special provisions or requests not listed on the form, please talk to the Test Scoring staff before you submit your tests.

When you're ready to submit your tests, give the student's test sheets, answer key(s), and a completed Test Scoring Request form to one of the Operations staff at the door in CSB 330. Test Scoring staff will provide the services you indicated on the test request form within two business days. When your scored tests are ready for pickup, return to CSB 330. The Operations staff will give you your test sheets and results.

Note: Tests are scanned and processed between 8 a.m. and 5 p.m. Monday through Friday. For instructors' convenience, tests can be dropped off and picked up 24 hours a day, 7 days a week, except from midnight Saturday to 7 a.m. Sunday. The College of Sciences Building will be open 24 hours a day to give you access to Computer Operations. You can call the Computer Operations staff to let them know you're coming: (407) 823-2908. This is a good idea on weekends or late at night when fewer Computer Operations staff are around to hear you knock. A campus courtesy phone is just a few yards from the door of CSB 330.

Completing the Test Forms

Use a No. 2 pencil or blue or black ballpoint pen on the forms. Red ink can not be read by the scanner.

Completing the answer key (instructor):

- In the NAME/SUBJECT/DATE block, print the full course name including the section number, instructor's name, and the word KEY.
- For the ID NUMBER, bubble in "K" plus seven zeros.
- If you are giving more than one version of the test, fill in the TEST FORM block to correspond to the appropriate answer key for each test version.
Search student records
- View grade reports (annual/semester)
- Grade submission (mean, median, plot graph)

Help with Excel spreadsheet: https://www.kells/ed-resources/tech-excel/spreadsheet/learn-land-night

Generic Excel spreadsheet:


Excel file download (comma spreadsheet):

Help with Excel spreadsheet: https://www.kells/ed-resources/tech-excel/spreadsheet/learn-land-night

Download a copy: https://www.kells/ed-resources/tech-excel/spreadsheet/learn-land

Help with Excel spreadsheet:

Have Test Scores automáticamente uploaded your results.

Other things you can do with MyTechGrades:

Remember: Students will NOT see their grades until you publish them.

When normal view so when you don’t have to scroll so far to see the leftmost column(s).

Click the “Normal” view on the leftmost column(s). Once deselected, it will close the normal view on the leftmost column(s). Once deselected, it will close the normal view on the leftmost column(s).

To deselect a column, click in the rightmost column you wish to deselect or select it. To select a column, click the rightmost column you wish to select or deselect.

Release Columns: When you first create a column, press a column or drag a column.

The one thing you MUST Remember to do:
