MyUCF Grades

Workshop

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Sections:

I. Handouts from the Registrar
   a. Final Grade Roster Procedures
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   c. FERPA Reference Sheet for UCF Faculty

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IV. Handout from the Faculty Center
    a. The "myUCF Grades" Pagelet

myUCF Grades Introduction:

myUCF Grades is a program to post grades electronically. Think of myUCF Grades as an electronic version of posting grades to the wall of the lecture hall, except that it would be secure, FERPA-compliant, and students can only see their own records. It is a module (commonly called a "pagelet") that you can add to myUCF. You may use it at the same time as WebCT, but the two systems do not update each other. Note: myUCF Grades is fully optional; you are not compelled to use it.

Important Features:

- myUCF Grades was built off the gradebook functions of WebCT. You don’t need to know WebCT to use myUCF Grades, but if you have WebCT experience, you will find the interface and functionality very similar.
- Scantron results from Test Scoring will be automatically uploaded to your courses in myUCF Grades – all you need to do is "release" this information so that students can see their grades.
- You can upload either grading events yourself, or edit and adjust individual grades online within the myUCF Grades interface. You may also selectively release information publicly.
- Official rosters auto-populate myUCF Grades; you will not be able to add or delete students in this course using this module. It is advisable to use myUCF Grades to generate the roster you keep at home, if you will also use that roster to record grades.
- It is possible to upload and download grades and grading events to and from myUCF Grades using comma-delimited (.csv) files.

This tutorial was designed for instructors. If you need to send students for online help, refer them to https://mygrades.ucf.edu/help/.
FINAL GRADE ROSTER PROCEDURES – Fall 2007

To all Faculty and Staff involved in Final Grade Processing:

Registrar’s Office Final Grade Roster Deadline: on or before Thursday, December 13, 2007 at 12:00 noon. Individual departments may have earlier deadlines.

We encourage turning Final Grade Rosters in early. Final Grade Rosters received after the 12:00 noon deadline may not be processed in time to post in a timely manner.

Please follow the instructions below to expedite the processing of the Final Grade Rosters:

✓ Use No. 2 pencil, black or blue ink. The scanner will not read other colors.
✓ Only mark within the “bubble” for each grade. Other marks in this area will cause errors.
✓ Please carefully check the order of the names on your roster.
✓ NC and S/U grades are only permitted with certain courses. If there is any doubt, please confirm these grades are acceptable prior to assigning them.
✓ For Grades of “F”, “I” or “U”:
  o In the “F, I or U Grades Only” area, please fill in the appropriate “bubble” noting the date during the Term that the student stopped attending.
✓ Erase or “white out” any stray marks within the grading area.
✓ Please ensure all students on the roster have grades marked. No Missing grades will be accepted. If cases where the student never attended or stopped attendance, an “F” should be assigned along with the appropriate Course Completion Record assigned (for all “F”, “I” and “U” grades) on the Final Grade Roster. “W” (withdrawal) and “X” (audit) grades are pre-printed on the roster – no additional action needed.
✓ Students, who have attended your class, were on an earlier roster and are not on the Final Grade Roster may be written at the bottom of the roster. These are students who may have been reinstated for Late Fee Payment. Please include student ID (PID) and grade.
✓ If multiple instructors are assigned to the course, please ensure all grades from all instructors have been entered prior to turning in the roster.
✓ Please ensure Final Grade Rosters are signed. Rosters will not be processed without instructor signature.
✓ Please do not staple, fold or tear the Final Grade Roster.
✓ Please turn in the original Final Grade Roster. Copies cannot be scanned.
✓ If you realize a Final Grade Roster is missing, please contact your department to verify accurate delivery. If the roster remains missing, print the roster from Faculty/Advisor Self Service, enter the grades next the student name, enter the appropriate attendance information for “F”, “I” or “U” grades, then sign and date the roster.

If any of the above instructions are not observed, the Final Grade Rosters may require manual processing which will delay the process. It may even result in the student not receiving the grade earned.

On behalf of the Registrar’s Office, thank you for following these procedures. We appreciate your help and consideration. If you have any questions, please contact Tina Sutherland, 407-823-3013. Thank you!

Rev 8-9-07
New Final Grade Roster

Mark this column if you cannot confirm when a student stopped completing course activities.

Mark this column if the student's last course activity was ON or BEFORE the date indicated.

Mark this column if the student's last course activity was AFTER the date indicated.

Mark this column if the student completed the course and earned an "F," "I," or "U.

Additional Notes:
- Course Completion Records will be used to determine the student or instructor's obligations in fulfilling Title IV Financial Aid and SFA requirements.
- If you have any questions or concerns, please contact the Dean's Office or Student Services.
- Students who do not complete all course requirements for a term must be listed as "F," "I," or "U.
- Check that all students have a grade marked and Enter, with Course Completion indicated for students with an "F," "I," or "U.

UCF
FERPA, the Family Educational Rights and Privacy Act of 1974, as Amended, protects the privacy of student education records. It gives students the right to review their educational records, the right to request amendment to records they believe to be inaccurate, and the right to limit disclosure from those records. An institution’s failure to comply with FERPA could result in the withdrawal of federal funds by the Department of Education.

As a Faculty Member, you need to know the difference between Directory Information and Personally Identifiable Information or Education Records:

**DIRECTORY INFORMATION**
(May be disclosed, unless the student requests otherwise. Please refer such requests to your department office or to the Registrar’s Office):
- Name
- Current Mailing Address
- Telephone Number
- Date of Birth
- Major
- Dates of Attendance
- Enrollment Status
(Full/Part-time)
- Degrees/Awards Received
- Participation in Officially Recognized Activities and Sports
- Athletes’ Height/Weight

**PERSONALLY IDENTIFIABLE INFORMATION** (any data other than “Directory Information”)

Including, but not limited to:
- Social Security Number
- Student ID - PID (PeopleSoft)
- Residency Status
- Gender
- Religious Preference
- Race/Ethnicity
- Email Address

**EDUCATION RECORDS**
Including, but not limited to:
- Student’s Class Schedule
- Grades/GPA
- Test Scores
- Academic Standing
- Academic Transcripts

Personally Identifiable Information or Education Records *may not* be released to *anyone* but the student and only then with the proper identification.

*Parents and spouses must present the student’s written and signed consent before the University may release to them Personally Identifiable Information or Education Records.*
(Please refer callers to the Registrar’s Office 407-823-3100, 161 Millican Hall.)

**General Practices to Keep in Mind:**
- Please do not leave exams, papers, or any documents containing any portion of a student’s Personal Identification Number (PID) or Social Security Number, grade or grade point average outside your office door or in any area that is open-access.
- Please do not record attendance by passing around the UCF Class Roster, which may contain the student’s PID or Social Security Number.
- Please do not provide grades or other Personally Identifiable Information/Education Records to your students via telephone or email.
POSTING GRADES:
According to FERPA, student grades must not be released or made available to third parties. UCF policy restricts instructors from posting grades in classrooms (except as follows), or on websites unless the student’s identity is concealed by a secure password-entry interface (i.e., my.ucf.edu). Please refrain from posting grades by Name or any portion of the PID or SSN.

How to Post Grades (other than my UCF Grades)
1) Ask the student to supply you with a self-chosen code identifier. This identifier may be known only to you or your teaching assistant; or,
2) You may create and assign a list of randomly generated numbers/characters known and available only to you (or you teaching assistant) and the student; or,
3) Ask each student to supply you with written, signed and dated authorization to use his/her PID to post grades. Then, post the grades using the PID numerals only. You must store and maintain each student’s written consent.
   ➢ For each option above, arrange the grade list so students are NOT in alphabetical order.

RECORDS ACCESS BY UNIVERSITY PERSONNEL:
As a faculty member, you may be allowed access to a student’s Educational Records if you can establish legitimate educational interest for the request, meaning that you need the information to fulfill a specific professional responsibility.

The following is a list of information items that are not considered Educational Records and not subject to a student’s request for review:
• Law-enforcement records and medical treatment records;
• Records maintained exclusively for individuals in their capacity as employees. Records of those who are employed as a result of their status as students (work-study, student workers, graduate assistants, etc.) are considered Educational Records.
• Alumni records; and,
• Sole-source/Sole-possession documents: these are notes (memory joggers—not grade or GPA related) created and maintained by you, meant for your personal use exclusively. So long as no one else ever sees these notes, they remain private and are not subject to FERPA. If you share them with someone, these notes no longer are considered “sole source.” They become part of the student’s Educational Record and are subject to disclosure under FERPA.

Grade Books are not considered “sole source” documents under FERPA and so must be made available to written student requests for record disclosure. If a student requests Grade Book disclosure, all notations pertaining to other students would be stripped out of the copy provided for review.

FOR MORE INFORMATION: http://www.registrar.ucf.edu/ferpact.htm
Dennis Dulniak, Ed.D.
University Registrar
Phone: 407-823-5454
E-mail: ddulniak@mail.ucf.edu
Completing the test form correctly:

- The NAME/STUDENT DATE block must be completed by students as requested by the instructor.
- In the ID NUMBER block, students must write in the appropriate number. The first digit is the unit number assigned to the student.
- The second digit is the course number.
- The third digit is the section number.
- The fourth digit is the test number.

Special Projects and Surveys:

- Special Projects may only be completed by the authorized personnel.
- Surveys must be completed by all students.

TIME LIMIT:

- The test must be completed within the specified time limit.

PENalties:

- Late tests will not be accepted.
- Incomplete test forms will not be accepted.
- Incorrect test forms will not be accepted.

INFORMATION:

- Tests are processed on a first-come, first-served basis.
- The test must be completed within the specified time limit.
- The test must be completed within the specified time limit.
Enrollment forms can be downloaded from the school's website. Please fill out these forms and return them to the school office. If you have any questions or need assistance, please contact the school administration.

Submittion a Test for Scoring

A professional rater will score your test and return the results to you. The results will be sent to you via email or postal mail. Please ensure that your contact information is up to date. If you have any questions about your test results, please contact the school administration.

Test Scoring Services

If you require a deeper analysis of your test results, you can use our test scoring services. These services are available for a fee and can provide you with detailed feedback on your performance. Please contact us for more information.

Test Scoring Reform to Use:

The new test scoring reform is designed to provide a more accurate and fair evaluation of students' abilities. The reform includes a new scoring system and a more comprehensive assessment of skills. If you have questions about the new reform, please contact the school administration.
# Test Scoring Request (myUCF Grades)

Please fill in all information. Incomplete requests will be returned to the requestor.

## General Information:

- **Instructor's Name:**
  - Last
  - First
  - Title (Dr., Mr., Ms.)
- **Email (required):**
- **Phone (office/home/cell):**
- **Department/College:**

## Class Information:

<table>
<thead>
<tr>
<th>Course Prefix</th>
<th>Number</th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ex: MAN or ENC</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Note:** Use U, V, C, L, or H in the course number or section number when needed.

## Test Information:

- **Number of Test Questions:**
- **Number of Test Versions:**
- **ReGrade Exam?**
  - Yes
  - No
  - Which Exam number is being regarded?
- **Pre-Test?**
  - Yes
  - No
- **Post-Test?**
  - Yes
  - No
- **Questions(s) to Omit:**
- **Multiple Answers Allowed?**
  - Yes
  - No
  - If you answered “No” to the above question, you can skip the next two questions.
- **Are the multiples ANDs or ORs?**
  - Yes
  - No
  - Note: There are special ways to indicate “AND” and “OR” answers on the answer key.
  - For “ORs”, bubble over only one question number. For “ANDs”, do not bubble over question number.
  - If you are unsure how to do this, please check with Test Scoring at (407) 823-5893.
- **Questions(s) that have multiple answers:**

## Work to be Performed:

**How do you want the exam graded?**

- Do you want individual student reports?  
  - Yes
  - No

- **Adjust class roll or raw test scores per attached sheet.** The class roll or raw scores adjusted by Test Scoring will only be adjusted within the Test Scoring system. Instructors will need to adjust the myUCF Grades scores as well for previously graded exams.

## Signature:

- **Test will be graded and ready for pickup within two working days.**
- **You will be notified if processing is delayed due to technical difficulties.**
- **Tests are processed on a first-come, first-serve basis. There are no rush jobs.**
- **Illegible or incomplete portions of this form may delay processing. Please be accurate and clear.**
- **The Test Scoring staff will make every effort to ensure the accuracy of the scores; however, the instructor should double-check the correctness of the test results.**
- **Any forms on “multiple version” exams that do not have a version indicated on them will not be graded.**
- **Test must be picked up by the instructor or the person submitting this request.**
- **All grades will be uploaded into myUCF Grades for your approval and release. You will be notified by email when they are ready.**

**Submitted by:**

**Picked up by:**

**Approval for department or authorized person to pick up?**
  - Yes
  - No

Effective August 13, 2007, prior versions of this form will not be accepted.
The "myUCF Grades" Pagelet

Introduction:
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Important Features:

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• You can upload other grading events yourself, or edit and adjust individual grades online within the myUCF Grades interface. You may also selectively release information publicly.

• Official rosters auto-populate myUCF Grades; you will not be able to add or delete students in this course using this module. It is advisable to use myUCF Grades to generate the roster you keep at home, if you will also use that roster to record grades.

• It is possible to upload and download grades and grading events to and from myUCF Grades using comma-delimited (.csv) files.

• It might be safest to consider myUCF Grades to be the "Master Gradebook," from which you can download backups at any time to your computer at home.

Additional assistance:
If you’re having difficulty locating the Grades pagelet or trouble accessing it, contact the UCF Help Desk (407-823-5117 or helpdesk@mail.ucf.edu). The Faculty Center (407-823-3544 or fctl@mail.ucf.edu) is happy to consult with you about further applications or complications using myUCF Grades. Additionally, the Faculty Center offers regular workshops and one-on-one consultations on creating and maintaining Excel gradebooks.
Enabling the pagelet:

1. Open your browser and type this URL: my.ucf.edu

2. The login at the top left asks for your PID (which you can look up just below if you don’t know it) and your password.

3. If you have never logged in before, your default password consists of an uppercase "P" followed by your birthdate in the form of YYMMDD (Example: using the YYMMDD format, enter P600413 for April 13, 1960). You may change your password after your first login.

4. myUCF is a “portal” that lets you access multiple programs with just that one login you have already completed. You need to “add” the programs you want. At the top left of the page, click CONTENT to personalize your choices.

5. Under "Academics," make sure that "myUCF Grades" is selected. (You may also freely add or remove other applications that will show up on your portal.) Click SAVE at the bottom.

6. Your revised homepage will load. The myUCF Grades pagelet should appear in the bottom of the left column. All the classes you have been assigned to teach will autopopulate in this field. If you don’t see your class, you aren’t listed as the “instructor of record” in the database—contact your department to ask them to change that and a grade book will be created automatically the next day.

Note: your students will also have to perform these steps so they have the pagelet as well.

Give a GTA access to your course:

To allow another person to access your course as an instructor, select “add shared faculty” under “Options: Advanced” and follow the instructions. You’ll need to know the person’s WebCT ID number (it should be identical to the NID; they can find this out on the myUCF portal login page). Once you’ve given them access to the course, they can log in to myUCF as themselves, as they will see the course listed as though they are the instructor of record.
The one thing you MUST remember to do:

**Release Columns.** When you first create a column, upload a column, or have a column imported that has Scantron results, the grades will not be visible to students until you “release” them (this default cannot be changed). To release a column, locate the field named “Organize.” Pull down the menu and select “manage columns,” then click GO. The row labeled “Released” will indicate if a particular column is currently visible to students or not. Place a checkmark atop each column you wish to release to students, then locate the box on the right side of the page labeled “Actions.” Halfway through the list of actions is “Release columns”; pull down the menu to YES and click GO. (Note: if desired, the “Hidden” command will hide the columns from you, the instructor, when in the normal view so that you don’t have to scroll so far to see the rightmost columns).

Remember - students will NOT see their grades until you "publish" them.

Other things you can do with myUCF Grades:

- Have Test Services automatically upload your results:
  [http://www.fctl.ucf.edu/resources/myUCFgrades/faq.htm](http://www.fctl.ucf.edu/resources/myUCFgrades/faq.htm)

- Download a copy: [http://www.fctl.ucf.edu/resources/myUCFgrades/grades2.htm](http://www.fctl.ucf.edu/resources/myUCFgrades/grades2.htm)

- Upload from Excel:

- Calculate grades (or running total) automatically:

- Generate letter grades automatically:
  [http://www.fctl.ucf.edu/resources/myUCFgrades/grades7.htm#lettergrades](http://www.fctl.ucf.edu/resources/myUCFgrades/grades7.htm#lettergrades)


- Grade statistics (mean, median, bar graph)
- Curve grade results automatically
- Search student records