



# UNIVERSITY OF SASKATCHEWAN

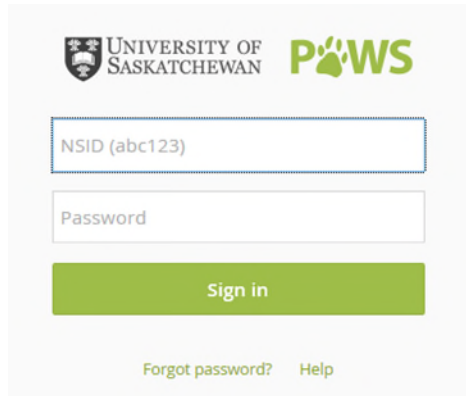
## Online Grade Entry, Grade Change and Grade Approval

This document provides assistance to Department Heads, Instructors, and administrative support staff in entering grades, approving/rejecting grades, and completing grade changes online.

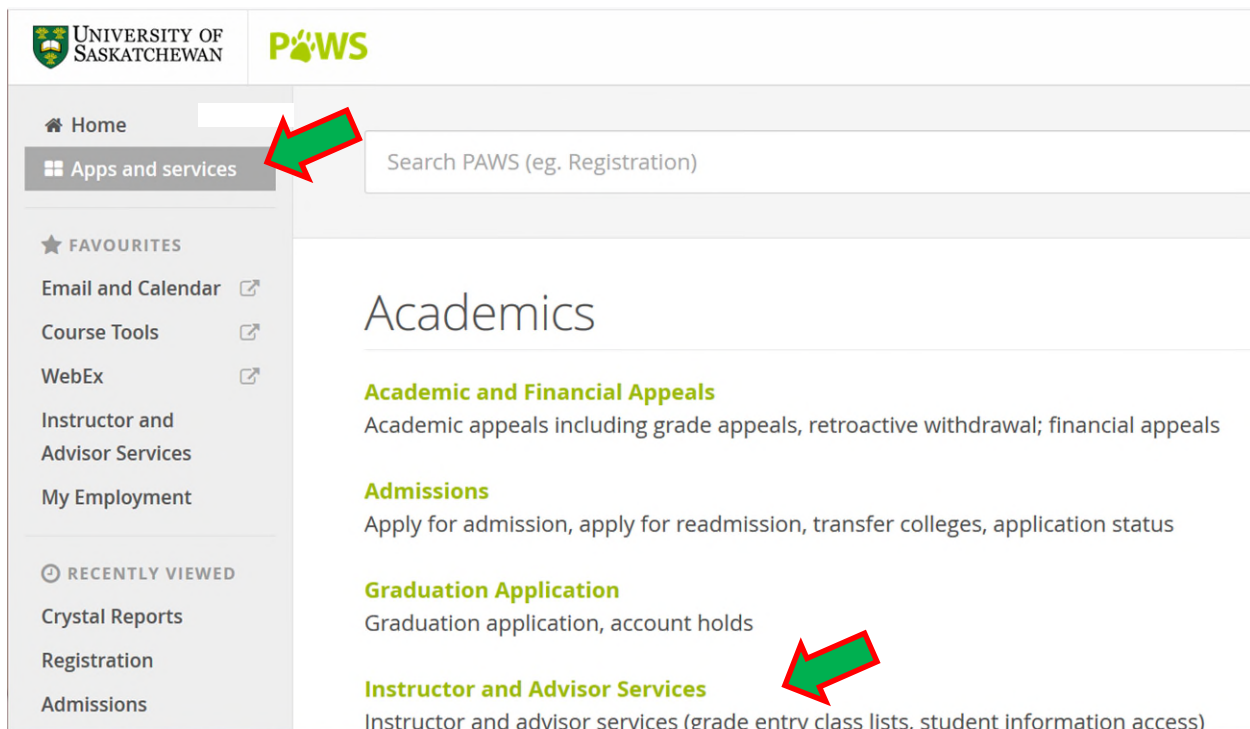
1. Accessing PAWS for Grade Entry, Grade Changes and Grade Approval .....	2
2. Midterm and Final Grade Entry .....	4
Direct Entry of Grades	
Copy and Paste Grades from a Spreadsheet	
Submitting Grades for Approval	
Class Statistics	
3. Final Grade Entry .....	10
Single Grade Change Entry	
Multiple Grade Change Entry	
4. Final Grade Approval .....	18
5. Query Tools for Grade Entry and Grade Changes.....	23
Grade Entry Query	
Grade Change Query	
6. Frequently Asked Questions .....	35
7. Contact Information .....	38

## 1. Accessing PAWS for Grade Entry, Grade Changes and Grade Approval

- Go to <https://paws.usask.ca>.
- Enter your NSID (format = abc123) and your password. Click the **Sign in** button.



- Click on **Apps and services** and locate the Instructor and Advisor Services channel. You may add this as a Favourite.
- Click on the appropriate link on the webpage.
  - Instructors will select the **Information for Instructors** link.
  - Administrative staff members will select the **Grade Entry** link.
  - Department Heads, or their designate, will select the **Grade Approval** link.



UNIVERSITY OF SASKATCHEWAN PAWS

Home

Apps and services

FAVOURITES

- Email and Calendar
- Course Tools
- WebEx
- Instructor and Advisor Services
- My Employment

RECENTLY VIEWED

- Crystal Reports
- Registration
- Admissions

Search PAWS (eg. Registration)

## Academics

**Academic and Financial Appeals**  
Academic appeals including grade appeals, retroactive withdrawal; financial appeals

**Admissions**  
Apply for admission, apply for readmission, transfer colleges, application status

**Graduation Application**  
Graduation application, account holds

**Instructor and Advisor Services**  
Instructor and advisor services (grade entry class lists, student information access)

## Information for Instructors

How to enter, change, and approve midterm and final grades.

## Advisor Services

View student information, student academic transcripts and class lists.

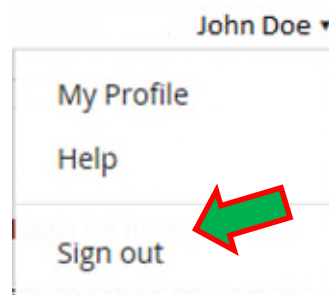
## Grade Entry

Enter grades, change final grades, and view class lists.

## Grade Approval

Approve final and changed grades.

- To log out of PAWS when you have completed your tasks, click on the arrow next to your name in the upper right of the page and select Sign out from the list



- The logout page is displayed and the browser window may be closed. **Note:** the login page will automatically display again after a few seconds if the browser window is not closed.

*<<See next page for Midterm and Final Grade Entry>>*

## 2. Midterm and Final Grade Entry

### Midterm Grades

Enter midterm grades.

### Final Grades

Enter final grades to be submitted for approval or obtain a class list.

- From the displayed menu, click on the **Midterm Grades** or **Final Grades** link.
- You will be prompted to select a term. Select the term by clicking the arrow on the drop down box to show the list of available terms. Highlight the term for which you wish to enter grades - for example: 2017 Spring Term. Click on the **Submit** button.
- You will be prompted to select a class. Select the class section by clicking the arrow on the drop down box to show the list of available class sections. Highlight the class section for which you wish to enter grades - for example: CLAS 103 01: Medical Terminology, 80117 (153). Click on the Submit CRN button.

*Note: As you use grade entry the system will remember the term/class section you viewed previously if you have not logged out. You can change the term/class section using the directions below.*

- To change a term or class section:
  - Instructors can change the term and/or the class section by clicking the Instructor Services button and then clicking the Term Selection and/or Select Class links.
  - Grade approvers can change the term by clicking on Change Term button.
  - Administrative staff can change the term or the class section by clicking on the Select Another CRN or Change Term buttons.

*Note: Midterm grades do not go through an approval process. Once saved, midterm grades are visible to students immediately through the Midterm Grades link in Student Services. Final grades will not display to the student until they are approved and have been rolled to history by Student and Enrolment Services Division.*

*Note: Grades only need to be entered on one part of a multi term class. The grade for the second part will automatically be updated.*

### Direct Entry of Grades

- When you select a class section a list of **students** will display.

Download Final Grades Clicking this button will also generate a class list

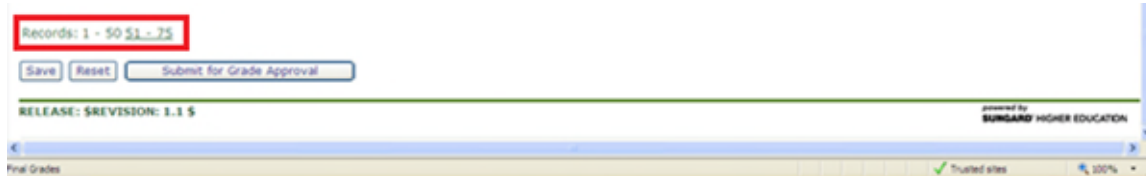
**81739 MATH 110 Sec 01 Calculus 1**

Copy and Paste grades from a spreadsheet.

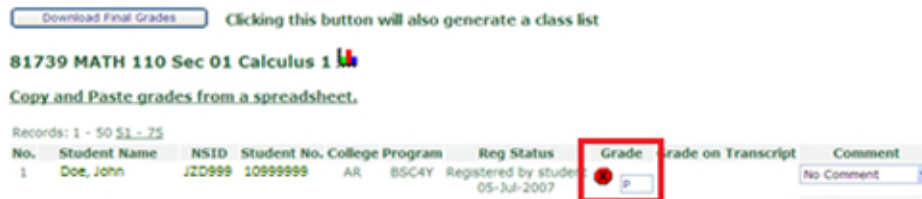
Records: 1 - 50 51 - 75

No.	Student Name	NSID	Student No.	College Program	Reg Status	Grade	Grade on Transcript	Comment
1	Doe, John	JZD999	10999999	AR BSC4Y	Registered by student 05-Jul-2007		<input type="checkbox"/>	No Comment
2	Doe, Jane	JZD098	10999997	KI BSK1	Registered by student 04-Jul-2007		<input type="checkbox"/>	No Comment

- Enter a student's final grade in the grade box for that student. You may enter grades for all students at once, or enter some grades and return later to complete grade entry for that class.
- Click on the **Save** button frequently to avoid losing your entries (after a period of inactivity, PAWS will automatically log you off - any unsaved entries will be lost).
- Clicking on the **Reset** button will clear any changes made since your last save.
- If there are more than 50 students in the class section, save the current page, then click on the links, (51-100, 101-150, etc.) to view the next page of students.



- If a grade is not entered in the correct format for the class, saving will cause an error warning (red stop sign) to be displayed beside that grade.

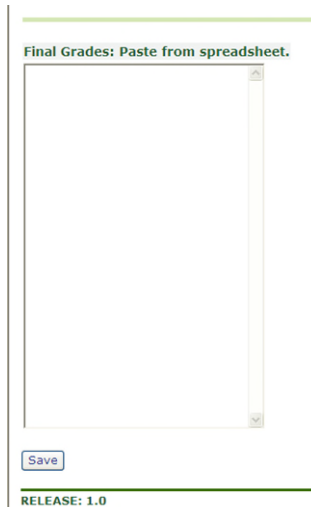


- After entering and saving all grades scroll through all pages to ensure there are no errors. Grades will not be able to be submitted until a grade has been entered for all students and there are no errors.

*Note: Ensure you save your entered grades before going to another page, submitting grades for approval or exiting grade entry.*

### Copy and Paste Grades from a Spreadsheet

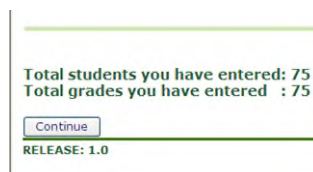
- You can use the Download function to create a list for recording marks throughout the term.
- Click on the **Download Final Grades** button to open the class list in spreadsheet format. You can save the downloaded file if you change the file type from CSV - Comma Delimited to Excel Workbook or you can copy and paste the information into a spreadsheet program, and save it. You may now add columns to create a mark sheet for the class, calculate a final grade, and copy this mark into the Grade Entry page.
- Using the mark sheet you can copy and paste the grades to grade entry. Click on the **Copy and Paste grades from a spreadsheet** link. This opens a window for copying.



- In your mark sheet spreadsheet hide (or remove) any intervening columns so that the Student Number and Grade columns are adjacent (ensuring that if there are multiple grade columns in your spreadsheet for exams, assignments, etc. you are using the grade column that represents the final grade).
- Copy the student numbers and final grades from the spreadsheet (only include the student numbers and final grades - not the column headings).
- Click in the **Final Grades: Paste from spreadsheet** window and paste the grades. Each student number will be listed on a separate line, followed by a space and then the grade.
- Click **Save** to add the grades to the class list page.



- A confirmation window will display the number of students and number of grades entered.



- If you have entered a grade for a student that is not registered in the class section you will receive a message that indicates this and the grade will not be entered.

**10999999 86 is not a registered student in this section.**

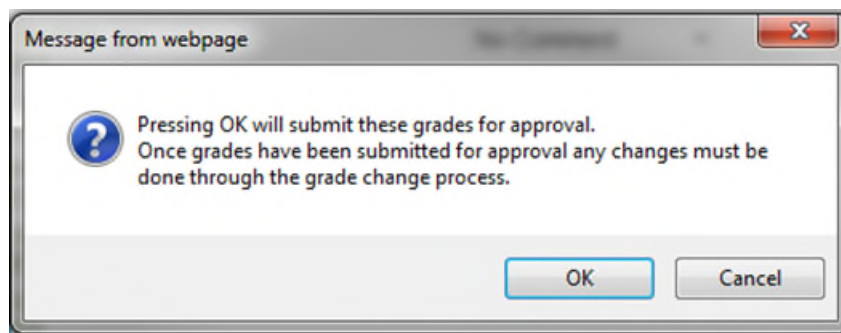
- Click **Continue** to return to the Grade Entry page. Click **Save**.
- You can repeat this Paste from Spreadsheet process as many times as required. Any new grade or changed grade will be recorded on the Grade Entry page. Save the entered grades each time.
- If more than one section of a class is being taught together and grades are being gathered in one spreadsheet, you can copy and paste from the one spreadsheet to each section of the class. Only grades for student IDs in each section will be pasted in.

### Submitting Grades for Approval

- University regulations require that all final grades be approved. Once all grades have been entered and successfully saved, click on the **Submit for Grade Approval** button.

*Note: The Submit for Grade Approval button will also save any unsaved changes before grades are submitted. We recommend that you save all grades and review for errors before clicking the Submit for Grade Approval button.*

- A dialogue box appears. Choose **OK** to submit the grades, or **Cancel** to return to the Grade Entry page.



- If you click **OK**, an e-mail is automatically sent to the designated approver for the class, indicating that the grades for that section are awaiting approval. Sample text of that e-mail would be:

*Grades for EDST 321 Field Exp Learning in Context section 89 for 2017 Spring Term has been submitted for your approval by user ABC123 (User, Test).*

*You can access Grade Approval as follows:*

1. Log in to PAWS (<https://paws.usask.ca>) using your NSID and password
2. Select the Academics tab
3. Click on Grade Approval in the Instructor & Advisor Services channel

If you have any questions or require assistance please email [sis\\_support@usask.ca](mailto:sis_support@usask.ca)

- Your Grade Entry page for the class will display a message indicating that the grades are awaiting approval. The grade entry boxes are replaced with the grade entered. Changes to grades can no longer be made on this page.



- If the Approver refuses to approve the grades, the grade submitter will receive an e-mail indicating this. Sample text of that e-mail would be:

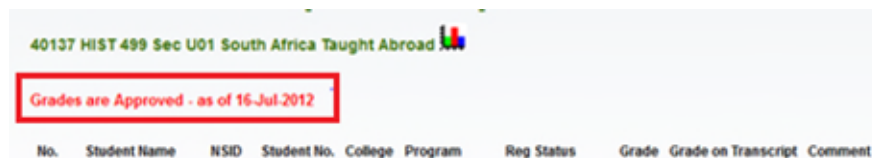
*Grades for ACB 994 Research section 01 for 20170 Spring Term have been rejected by your approver.*

*Please re-submit them*

- The Grade Entry page of the class will display a message indicating that the grades have been refused. The class then becomes available to edit the grades as required.



- After editing of the grades has been completed the grades then need to be saved and submitted for approval again.
- When the approver approves the grades the grade entry page will display a message indicating that the grades have been approved.



### Class Statistics

- Click on the Statistics icon (bar graph) beside the class name.



- The window which opens shows the statistics and grade distribution for the class section.



Statistics for MATH 110 section 01

Grade Statistics:

# of Numeric Grades: 73  
Average: 67.2602  
Standard Deviation: 11.9806  
Median: 68

Grade Distribution:

Frequency		
Grade Range	Original Grade from Grade Entry	SiRIUS Grade
90 - 100	0	0
80 - 89	12	0
70 - 79	21	0
60 - 69	19	0
50 - 59	12	0
40 - 49	9	0
0 - 39	0	0
W	2	0
WU	0	0
AU	0	0
NA	0	0
# without Grades:	0	75
<b>Total:</b>	<b>75</b>	<b>75</b>

- This information may be printed.
  - Some browsers will allow you to right-click on the statistics window and select Print from the menu.
  - Copy the information from the window, paste it into a Word document or a spreadsheet, and print the document.
  - Take a screenshot, copy it into a Word document, and print the document.

**<<See next page for Final Grade Change Entry>>**

### 3. Final Grade Change Entry

#### Single Grade Change Entry

##### Change Final Grade

Change a final grade after it has been approved & rolled to history.

- From the displayed menu, click on the **Change Final Grade** link.
- You will be prompted to select a term. Select the term by clicking the arrow on the drop down box to show the list of available terms. Highlight the term for which you wish to change a final grade - for example: 2017 Spring Term. Click on the **Submit** button.
- You will be prompted to select a class. Select the class section by clicking the arrow on the drop down box to show the list of available class sections. Highlight the class section for which you wish to change a final grade - for example: CLAS 103 01: Medical Terminology, 80117 (153). Click on the Submit CRN button.

*Note: You can change a term or class by clicking on the **Select Another Term** or **Select Another CRN** button.*

- If the grades for this class section have not been entered, saved, submitted for approval and rolled to academic history for the student you will not be able to enter a grade change.

The screenshot shows a web interface with two buttons at the top: "Select Another Term" and "Select Another CRN". Below the buttons, the following information is displayed: Term: 2017 Fall Term, Class: HIST 121 Sec 03 (89164) Europe to Mod Age 1348 to 1789, Primary Instructor: Smith, Lisa. A red warning icon is followed by the text: "Final grades have not been entered and submitted for approval. Final grades can still be entered through Final Grade Entry." At the bottom, there is a note: "If you cannot find the student you are looking for in the class list please contact [grades@usask.ca](mailto:grades@usask.ca) for assistance."

*Note: Grade changes only need to be entered on one part of a multi-term class. The grade will automatically be updated on the other part.*

- Select the student ID from the drop down list by clicking on the appropriate ID to highlight it.

The screenshot shows the same web interface as the previous one, but with a dropdown menu open for "Student ID". The dropdown list contains the following options: "Select Student ID", "Doe, Jane (10999997)", and "Doe, John (10999999)". A "Submit" button is visible to the right of the dropdown. Below the dropdown, there is a note: "If you are entering a grade change for ONE student, select the Student ID below and click on the Submit button." At the bottom, there is a "Multiple Grade Changes" button and a note: "If you cannot find the student you are looking for in the class list please contact [grades@usask.ca](mailto:grades@usask.ca) for assistance."

- Click the **Submit** button.

- Ensure you have the correct student, class section and term for the grade change. If you do not then use the **Select Another Term**, **Select Another CRN** or **Select Another Student** button to change the term, class section or student.

**Term:** 2017 Fall Term  
**Class:** ARBC 114 Sec 01 (85367) Beginning Arabic I  
**Primary Instructor:** Test, Instructor  
**Student Name:** Doe, John  
**Student ID** 10999999      **NSID:** jzd099  
**College:** AR                      **Program:** BSCHON

**Grade currently on transcript:** 81 **Grade Comment:**

\* - indicates a required field.

**New Grade:** \*       **New Grade Comment:**  ▾

**Reason for Grade Change:** \*  ▾

Please provide message to student(s) if you selected Grade Change (memo) as your reason for the grade change.

**Message to Student(s):** Remember when entering Grade Change (Memo) as the reason for grade change, additional information should be entered. THIS INFORMATION WILL BE SEEN BY THE STUDENT AS WELL AS THE GRADE APPROVER!

(Maximum characters: 500) You have  characters left.

Please note that all of the information provided above will be sent to the student once the grade change request has been approved.

- Enter the new grade in the **New Grade** field. This is a required field
- Enter a grade comment in the **New Grade Comment** field if appropriate.
  - The only grade comment available for selection is Incomplete Failure. This grade comment can only be used in conjunction with a failing grade.
- Select a grade change reason in the **Reason for Grade Change** field by clicking on the drop down arrow and highlighting the appropriate reason. This is a required field.
  - If you select Grade Change (memo) as the reason please provide additional information.
- Enter any additional information required for this grade change request in the **Message to Student(s)** box.

*Note: All information entered on this form will be sent to the student once the grade change request has been approved including any text added to Message to Student(s).*

- Click the **Submit for Grade Approval** button.
- The grade submitter will receive a confirmation e-mail indicating that the grade change has been submitted for approval for their records. Sample text for that e-mail would be:

The following grade change request has been submitted for approval:

**Term:** 2017 Fall Term  
**Class:** ARBC 114 Sec 01 (85367) Beginning Arabic I  
**Primary Instructor:** Test, Instructor

**Reason for Grade Change:** Grade Change (Memo)  
**Message to student(s):** Re-evaluation of course work

Student name	Student ID	Current Grade	Current Grade Comment	New Grade	New Grade Comment
Doe, John	10999999	81		72	

- If the submitted grade change is refused the grade submitter will receive notification by e-mail. Sample text for that e-mail would be:

The following grade change request has been refused:

Approver NSID: abc123  
 Approver Email: [abc123@mail.usask.ca](mailto:abc123@mail.usask.ca)

Refusal Date: 03-Jan-2018  
 Reason for Refusal: Reread was not warranted in this situation

Term: 2017 Fall Term

Class: ARBC 114 Sec 01 (85367) Beginning Arabic I  
 Primary Instructor: Test, Instructor

Reason for Grade Change: Reread  
 Message to student(s): Reread of term paper

Student name	Student ID	Current Grade	Current Grade Comment	New Grade	New Grade Comment
Doe, Jane	10999997	85		90	

- If the submitted grade change is approved the grade submitter will receive notification by e-mail. Sample text for that e-mail would be:

The following grade change request is now complete:

Term: 2017 Spring Term  
 Class: FABS 210 Sec 01 (48361) Dimensions of Food Science  
 Primary Instructor: Instructor, Test

Reason for Grade Change: Reread  
 Message to student(s): Reread of term paper resulted in adjustment of this grade

Student Name	Student ID	Previous Grade	Previous Grade Comment	Current Grade	Current Grade Comment
Student, One	10111111	84		85	

- Please note that the student will also receive notification by e-mail of the grade change. Any grade change comment entered will display in this e-mail. This notification will be blind carbon copied (bcc) to the student's college where appropriate. Sample text for that e-mail would be:

One Student (10111111),

Please be advised that the following grade change has been applied to your student record:

Term: 2017 Spring Term

Class: FABS 210 Sec 01 (48361) Dimensions of Food Science

Primary Instructor: Instructor, Test

New Grade: 90

New Grade Comment:

Previous Grade: 85

Previous Grade Comment:

Reason for Grade Change: Reread

Message to student(s): Reread of term paper resulted in adjustment of this grade

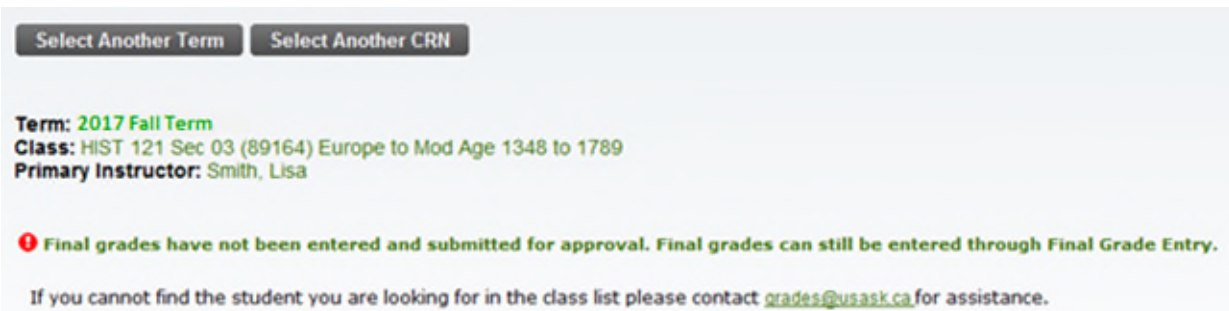
Please contact the department associated with the course or [Student Central](#) if you have any questions regarding this grade change notification.

### Multiple Grade Change Entry

- This functionality will be used if you need to change grades for multiple students in the same term and class. The grade change reason must be the same for all students in a single request.
- From the displayed menu, click on the **Change Final Grade** link.
- You will be prompted to select a term. Select the term by clicking the arrow on the drop down box to show the list of available terms. Highlight the term for which you wish to change a final grade - for example: 2012-2013 Term 1. Click on the **Submit** button.
- You will be prompted to select a class. Select the class section by clicking the arrow on the drop down box to show the list of available class sections. Highlight the class section for which you wish to change a final grade - for example: CLAS 103 01: Medical Terminology, 80117 (153). Click on the Submit CRN button.

*Note: You can change a term or class by clicking on the Select Another Term or Select Another CRN button.*

- If the grades for this class section have not been entered, saved, submitted for approval and rolled to academic history for the student you will not be able to enter a grade change.



The screenshot shows a web interface with two buttons at the top: "Select Another Term" and "Select Another CRN". Below the buttons, the following information is displayed:

Term: 2017 Fall Term  
Class: HIST 121 Sec 03 (89164) Europe to Mod Age 1348 to 1789  
Primary Instructor: Smith, Lisa

A red information icon is followed by the text: "Final grades have not been entered and submitted for approval. Final grades can still be entered through Final Grade Entry."

At the bottom, it says: "If you cannot find the student you are looking for in the class list please contact [grades@usask.ca](mailto:grades@usask.ca) for assistance."

- Click on the **Multiple Grade Changes** button.

Select Another Term    Select Another CRN

**Term:** 2018 Winter Term  
**Class:** FABS 210 Sec 01 (28361) Dimensions of Food Science  
**Primary Instructor:** Shand, Phyllis

If entering a grade change for ONE student, select the **Student ID** below and click on the **Submit** button.

Student ID:

If you are entering grade changes for MULTIPLE students then click on the **Multiple Grade Changes** button below.


If you cannot find the student you are looking for in the class list please contact [grades@susask.ca](mailto:grades@susask.ca) for assistance.

- You will see a list of students in the class section. To select students click the box in the Select column next to the student name. If a grade cannot be changed for this student you will see N/A in the select column and a reason will be displayed to the right.

Select Another Term    Select Another CRN    Select Another Student

**Term:** 2018 Winter Term  
**Class:** FABS 210 Sec 01 (28361) Dimensions of Food Science  
**Primary Instructor:** Rogers, Michael

Select student from the list:

Select	Student Name	Student ID	NSID	College	Program	Current Grade	Current Grade Comment
<input type="checkbox"/>	Doe, Jane	10999997	jzo098	PH	NANDO	86	
<input type="checkbox"/>	Doe, John	10999999	jzo999	PH	NANDO	73	
<input type="checkbox"/>	Student One	99999999	oes123	ED	EDSE	73	
N/A	Student Two	99999998	tes123	SB	BCOM-SB	55N	 Current grade of 55N cannot be changed through this form. Contact <a href="mailto:grades@susask.ca">grades@susask.ca</a> for assistance or select another student.
<input type="checkbox"/>	Student Three	99999997	tes456	PH	NANDO	80	

- Once you have selected the appropriate students, click the **Continue** button at the bottom of the list. Only the students you have selected will appear on the grade change request page for you to enter new grades.

*Note: You can select all students in a class section by clicking the **Check All** box at the bottom of the list of students. Similarly you can deselect all students by clicking the **Check All** box again.*

- Choose a grade change reason from the **Reason for Grade Change** drop down list. You can only select one reason for all students. If one or more students require a different grade change reason you will have to enter them as a separate grade change request.

*Note: If you have selected a student for whom you do not wish to enter a grade change click on the box in the **Select** column next to the student name to deselect this student. No grade change will be submitted for this student. If you need to add additional students to the list, click on the **Select Another Student** button to begin the request again.*

- Enter any additional information in the **Message to Student(s)** box.

*Note: All information entered on this form will be sent to the student once the grade change request has been approved including any text added to **Message to Student(s)**.*

- Enter the new grade and new grade comment (as appropriate) in the **New Grade** and **New Grade Comment** columns.

**Term:** 2017 Fall Term  
**Class:** ARBC 114 Sec 01 (85367) Beginning Arabic I  
**Primary Instructor:** Test, Instructor

**Reason for Grade Change:** \* Grade Change (Memo) ▼  
 Please provide message to student(s) if you selected Grade Change (memo) as your reason for the grade change.

**Message to Student(s):** Grades were entered incorrectly.

(Maximum characters: 500) You have 468 characters left.

Please note that all information provided above will be sent to **all students** once the grade change request has been approved. If information needs to be sent to one student only, please use the **single grade change form** and add the information in the Message to Student(s) field.

Select	Student Name	Student ID	NSID	College	Program	Current Grade	Current Grade Comment	New Grade	NewGrade Comment
<input checked="" type="checkbox"/>	Student, One	10111111	abc123	AR	BSC	0		91	No Comment ▼
<input checked="" type="checkbox"/>	Student, Two	10222222	def456	AR	BASC4Y	67		82	No Comment ▼

- Click the **Submit for Grade Approval** button.
- Your grade change submission will be displayed.

The following grade change request has been submitted for approval.

**Term:** 2017 Fall Term  
**Class:** ARBC 114 Sec 01 (85367) Beginning Arabic I  
**Primary Instructor:** Test, Instructor

**Reason for grade change:** Grade Change (Memo)  
**Message to Student(s):** Grades were entered incorrectly.

Student Name	Student ID	Current Grade	Current Grade Comment	New Grade	NewGrade Comment
Student, One	10111111	0		91	
Student, Two	10222222	67		82	

- If you need to enter additional grade changes you can click on the **Select Another Term**, **Select Another CRN** or **Select Another Student** button.
- The grade submitter will receive a confirmation e-mail indicating that the grade change has been submitted for approval for their records. Sample text for that e-mail would be:

The following grade change request has been submitted for approval:

Term: 2017 Fall Term  
 Class: ARBC 114 Sec 01 (85367) Beginning Arabic

Primary Instructor: Instructor, Test

Reason for Grade Change: Grade Change (Memo)

Message to student(s): Grades were entered incorrectly.

Student Name	Student ID	Current Grade	Current Grade Comment	New Grade	New Grade Comment
Student, One	10111111	67		82	
Student, Two	10222222	0		91	

- If the submitted grade change is refused the grade submitter will receive notification by e-mail. Sample text for that e-mail would be:

The following grade change request has been refused:

Approver NSID: abc123

Approver Email: [abc123@mail.usask.ca](mailto:abc123@mail.usask.ca)

Refusal Date: 5-Jan-2018

Reason for Refusal:

Term: 2017 Fall Term

Class: ARBC 114 Sec 01 (85367) Beginning Arabic I

Primary Instructor: Instructor, Test

Reason for Grade Change: Grade Change (Memo)

Message to student(s): Grades were entered incorrectly.

Student Name	Student ID	Current Grade	Current Grade Comment	New Grade	New Grade Comment
Student, One	10111111	67		82	
Student, Two	10222222	0		91	

- If the submitted grade change is approved the grade submitter will receive notification by e-mail. Sample text for that e-mail would be:

The following grade change request is now complete:

Term: 2017 Fall Term

Class: ARBC 114 Sec 01 (85367) Beginning Arabic I

Primary Instructor: Instructor, Test

Reason for Grade Change: Grade Change (Memo)

Message to student(s): Grades were entered incorrectly.



Student Name	Student ID	Previous Grade	Previous Grade Comment	Current Grade	Current Grade Comment
Student, One	10111111	73		75	
Student, Two	10222222	66		70	

- Please note that the student will also receive notification by e-mail of the grade change. This notification will be blind carbon copied (bcc) to the student's college where appropriate. Sample text for that e-mail would be:

Student, One (10111111),

Please be advised that the following grade change has been applied to your student record:

Term: 2017 Fall Term

Class: ARBC 114 Sec 01 (85367) Beginning Arabic I

Primary Instructor: Instructor, Test

New Grade: 90

New Grade Comment:

Previous Grade: 93

Previous Grade Comment

Reason for Grade Change: Grade Change (Memo)

Message to student(s): Grades were entered incorrectly.

Please contact the department associated with the course or [Student Central](#) if you have any questions regarding this grade change notification.

**<<See next page for Final Grade Approval>>**

#### 4. Final Grade Approval

- University regulations require that all final grades and grade changes be approved. Once grades and grade changes have been entered they will be submitted for approval by the instructor or grade entry person.
- When final grades are submitted for approval, the grade approver will receive an e-mail indicating there are grades waiting for approval.
- Any person who submits final grades will not be able to approve the grades they submitted even if they have grade approval privileges for those classes. A second level of grade approval has been created for this situation. The second level grade approver will be responsible for approving these grades.
- Sample text for that e-mail would be:

Grades for HIST 214 History in Film section 02 for 2017 Spring Term has been submitted for your approval by user JZD999 (Doe, John).

You can access Grade Approval as follows;

1. Log into PAWS (<https://paws.usask.ca>) using your NSID and password
2. Select the Academics tab
3. Click on Grade Approval in the Instructor and Advisor Services channel

If you have any questions or require assistance please email [sis\\_support@usask.ca](mailto:sis_support@usask.ca).

- Similarly, when final grade changes are submitted for approval, the grade approver will receive an e-mail indicating there are grade changes waiting for approval. Sample text for that e-mail would be:

A grade change request was submitted for your approval by user JZD999 (Doe, John).

Term: 2017 Spring Term

Class: HIST 499 Special Topics section U01 (40137)

Primary Instructor: Instructor, Test

You can access Grade Approval as follows;

1. Log into PAWS (<https://paws.usask.ca>) using your NSID and password
2. Select the Academics tab
3. Click on Grade Approval in the Instructor and Advisor Services channel

If you have any questions or require assistance please email [sis\\_support@usask.ca](mailto:sis_support@usask.ca).

- Follow the directions in Part 1 of this document to access Grade Approval through PAWS.
- Click on the **Grade Approval** link.

**Grade Approval**  
Approve final grades and changed grades.

- You will be prompted to select a term. Select the term by clicking the arrow on the drop down box to show the list of available terms. Highlight the term for which you wish to approve grades - for example: 2012-2013 Term 1. Click on the **Submit** button.

*Note: As you use grade approval the system will remember the term you viewed previously if you have not logged out. You can change the term by selecting the Change Term button.*

- You will be prompted to select a class. Select the class section by clicking the arrow on the drop down box to show the list of available class sections. Highlight the class section for which you wish to approve grades - for example: CLAS 103 01: Medical Terminology, 80117 (153). Click on the Submit CRN button.
- A window will open showing the grades entered and grade changes that are waiting for approval.

**Change Term**

**Grades Entered:**

CRN	Subj	Crs	Sec	Course Title	Grades Entered	Approval
<a href="#">41625</a>	HIST	492	01	Ethnohist Fieldsch.Tlaamin BC	3/3	Waiting for Approval ▾

Total of 1 class(es) with grade entry waiting for approval.

**Submit** **Download**

**Grades Changed:**

CRN	Subj	Crs	Sec	Course Title	Grades Changed	Approval	Refusal Reason
<a href="#">41059</a>	HIST	151	01	Canadian History to 1867	1/42	Waiting for Approval ▾	

Total of 1 grade change(s) waiting for approval.

**Submit**

**Back to Top**

- If you click on the CRN link it will show you the grades entered for a class or the grade change details.


**Grades Entered:**

CRN	Subj	Crs	Sec
<a href="#">61018</a>	HIST	214	02

Grades Entered View:

Reminder: Remember to save grades before submitting your grades for approval.  
For additional information please see the [Grade Entry Manual](#)

**Download Final Grades** Clicking this button will also generate a class list

61018 HIST 214 Sec 02 Twentieth-Cent. Hist. in Film 

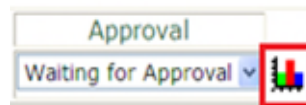
No.	Student Name	NSID	Student No.	College	Program	Reg Status	Grade	Grade on Transcript	Comment
1	Doe, Jane	jo098	10999997	AR	BAAY	Registered by student 15-Apr-2012	88		
2	Doe, John	jo098	10999999	AR	BACH-UN	Registered by student 01-Apr-2012	88		
3	Student, One	oes123	99999999	AR	BACH-UN	Registered by student 14-May-2012	88		
4	Student, Two	tes123	99999998	AR	BAAY	Registered by student 05-Mar-2012	88		
5	Student, Three	tes456	99999997	AR	BAHON	Registered by student 05-Apr-2012	88		

Grades Changed View:

**Term:** 2017 Fall Term  
**Class:** SOC 111 Sec 01 (82374) Fdns in Soc: Society Structure  
**Primary Instructor:** Ehrlich, Leslie  
**Reason for Change:** Grade Change (Memo)  
**Message to student(s):** Single Grade Change

Student Name	Student ID	NSID	College	Program	Current Grade	Current Grade Comment	New Grade	New Grade Comment
Student, One	10111111	abc123	AR	BA	66		80	

- If you click on the statistics icon (beside the Approval column) for grades entered you can view the statistics and grade distribution for the class section.



Statistics for MATH 110 section 01

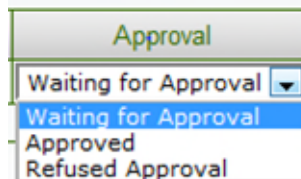
Grade Statistics:

# of Numeric Grades: 73  
 Average: 67.2602  
 Standard Deviation: 11.9806  
 Median: 68

Grade Distribution:

Grade Range	Frequency	
	Original Grade from Grade Entry	SiRIUS Grade
90 - 100	0	0
80 - 89	12	0
70 - 79	21	0
60 - 69	19	0
50 - 59	12	0
40 - 49	9	0
0 - 39	0	0
W	2	0
WAO	0	0
AU	0	0
NA	0	0
# without Grades:	0	75
<b>Total:</b>	<b>75</b>	<b>75</b>

- The Approval field has three drop down items you can select - Waiting for Approval, Approved, or Refused Approval. Use this drop down list to approve or refuse the grades and grade changes.



- For grade changes if you select Refused Approval please enter a comment in the Refusal Reason field. The refusal reason will be included in the notification to the grade change submitter.

Approval	Refusal Reason
Refused Approval	Reread of additional classwork is requested
Waiting for Approval	
Approved	
Refused Approval	


- A grade approver can enter Approval decisions for one, some, or all of the CRNs and grade changes displayed. Decisions can be a combination of approved and refused.

*Note: A multi-term class only needs to be approved or refused on one term although it will show in both terms. The other term will automatically be updated to the same status.*

*Note: A grade change for a multi-term class can only be approved or refused in the term for which it was submitted. The grade change will automatically be made in the other term.*

**Change Term**



**Grades Entered:**

CRN	Subj	Crs	Sec	Course Title	Grades Entered	Approval
41825	HIST	492	01	Ethnohist Fieldsch.Tlaamin BC	3/3	Refused Approval 

Total of 1 class(es) with grade entry waiting for approval.

**Submit** **Download**

**Grades Changed:**

CRN	Subj	Crs	Sec	Course Title	Grades Changed	Approval	Refusal Reason
41059	HIST	151	01	Canadian History to 1867	1/42	Approved 	
40137	HIST	499	U01	South Africa Taught Abroad	1/3	Waiting for Approval 	

Total of 2 grade change(s) waiting for approval.

**Submit**

**Back to Top**

- After choosing the appropriate Approval status you can click either the **Submit** button under Grades Entered or Grades Changed to submit all the decisions entered.

*Note: Clicking either Submit button on the grade approval page will submit all decisions entered.*

- Once you have submitted your decision you will see a success message. To go back to grade approval please use the **Back to Grade Approval** button rather than the back button on your browser to ensure that the grade approval page is refreshed.

Changes have been successfully saved!

**Back to Grade Approval**

<<See next page for Query Tools for Grade Entry and Grade Changes>>

## 5. Query Tools for Grade Entry and Grade Changes

- Query tools are currently available to view the status of grade entry and the status of grade changes.
- These tools are provided based on your role (e.g. Instructor, Grade Submitter, Grade Approver, Advisor) and persons in different roles will be able to view different grades and grade changes.

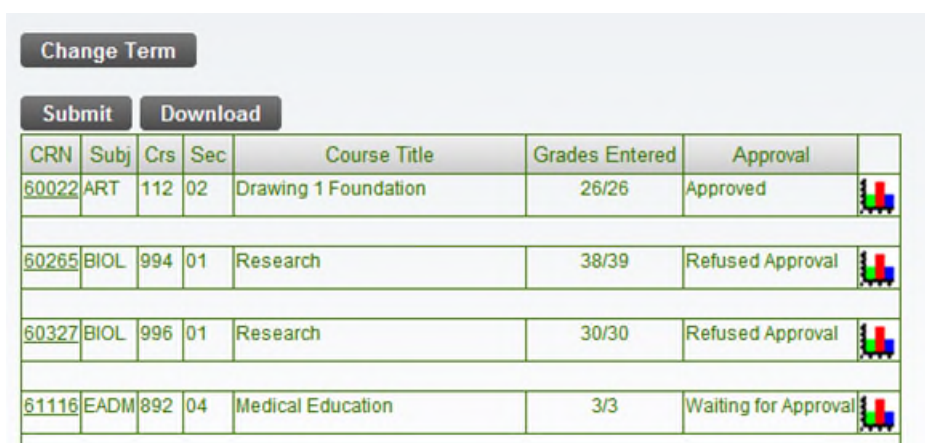
### Grade Entry Query





- The grade entry query is only available to administrative grade submitters.
- To access the grade entry query click on the **Status of Grade Approval** link.

#### Status of Grade Approval

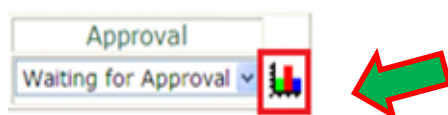
Will show the status of grade approval for all courses

- A list of all classes available for grade submission in your subject area will be displayed. Each class will indicate the status of approval - Approved, Refused Approval, or Waiting for Approval.



CRN	Subj	Crs	Sec	Course Title	Grades Entered	Approval	
60022	ART	112	02	Drawing 1 Foundation	26/26	Approved	
60265	BIOL	994	01	Research	38/39	Refused Approval	
60327	BIOL	996	01	Research	30/30	Refused Approval	
61116	EADM	892	04	Medical Education	3/3	Waiting for Approval	

- If you click on the statistics icon (beside the Approval column) for grades entered you can view the statistics and grade distribution for the class section.



**Statistics for MATH 110 section 01**

**Grade Statistics:**

# of Numeric Grades: 73  
Average: 67.2602  
Standard Deviation: 11.9806  
Median: 68

**Grade Distribution:**

Grade Range	Frequency	
	Original Grade from Grade Entry	SiRIUS Grade
90 - 100	0	0
80 - 89	12	0
70 - 79	21	0
60 - 69	19	0
50 - 59	12	0
40 - 49	9	0
0 - 39	0	0
W	2	0
WAO	0	0
AU	0	0
NA	0	0
# without Grades:	0	75
<b>Total:</b>	<b>75</b>	<b>75</b>

- If you click on the CRN link it will show you the grades entered for a class.

**Grades Entered:**

CRN	Subj	Crs	Sec
61018	HIST	214	02

### Grade Change Query

- The three groups that will be able to access the on-line grade change query will include Advisors, Grade Submitters and Instructors.
- Members of each of these groups will have access to different query functionality based on their role. Advisors will be able to query all grade changes. Instructors will only be able to query grade changes for classes for which they are the assigned instructor. Grade submitters will only be able to query grade changes for subject areas for which they are responsible for entering grades.

*Note: The grade change query will only display grade changes that were entered through the on-line grade change functionality.*

### Advisor Grade Change Query

- Access to the Grade Change Query will be from the Advisor Services menu.



- Term Selection
  - ID Selection
  - Classlist Download
  - Student Academic Transcript
  - Class Search
  - Student Menu
  - Grade Change Query**
  - Faculty Action Upload
  - Aboriginal Declaration
  - Add Co-curricular Activity
- For authorized SESD staff members only.

- Advisors will be able to choose if they want to query based on a specific college for a specific range of dates or if they want to query based on some combination of other selection criteria including term, student ID, CRN, subject code, submitter or approver. The advisor will need to select one of the Primary Selection Criteria and click on **Submit** to continue.

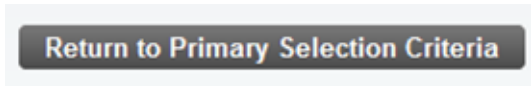
**Primary Selection Criteria**

College with date range

Other selection criteria

**Submit**

- You can return to this Primary Selection Criteria page by clicking on the Return to Primary Selection Criteria button on either the Query by College or Query Selection Criteria pages.



### **College with Date Range Query**

- To run a query with college and date range select the **College with Date Range** radio button and click **Submit**.
- In the College Selection Criteria area you will need to select a college from the drop down list. This is a required field but you can select all colleges.
- Enter a start date in the format DD-Mon-YYYY. The start date refers to the on-line grade change submission date. Using the calendar icon to select a date will ensure that the date is entered in the correct format.
- Enter an end date in the format DD-Mon-YYYY if required. This date will be defaulted to the current date unless a date is entered. The end date refers to the on-line grade change submission date.

- You can select an approval status of Approved, Refused Approval, Waiting for Approval or leave the Approval Status field set at the default value of All.
- You have the option of selecting whether to view only students who have applied to Graduate. If you select this criterion your query will only display grade changes for students who have a pending degree record for the college you selected.

[Return to Primary Selection Criteria](#)

College Selection Criteria

College(of student):\*

Start Date:\*

End Date:

Approval Status:

Display only students who have applied to graduate

▲ Note: If you select 'Display only students who have applied to graduate' your query will only display grade changes for students with a pending degree record for the college you selected regardless of the college recorded on their most recent General Student record. If this criteria is not selected the query will display students whose most recent General Student record is for the college selected. The query results will always show the college of the student recorded on their most recent General Student record.

[Submit](#)

- Once you have entered your selection criteria click on **Submit** to display the grade changes that meet your criteria.
- The criteria you have chosen for the query will display at the top of the Grade Change Query Results page for reference.

**Selection Criteria for this Query**

<b>College:</b>	AR
<b>Start Date:</b>	01-NOV-2017
<b>End Date:</b>	28-DEC-2017
<b>Approval Status:</b>	All
<b>Students applied to Graduate:</b>	Yes

- Below the selection criteria your results will display with class details followed by the student grade changes in that class section for that grade change submission. Note: A single class can have multiple grade change records in the query depending on when and how they were entered in the on-line grade change.

Class Detail											
Status	Term	CRN	Subject	Course	Section	Reason for change	Submitter	Request date	Approver	Approval date	Message to student(s)
Approved	201709	85367	ARBC	114	01	Grade Change (Memo)	RLH131	18-DEC-2017	LGH843	18-DEC-2017	Grades were entered incorrectly.


Student Name	Student ID	College	Old Grade	Old Grade Comment	New Grade	New Grade Comment	Applied to Graduate
Student, One	10111111	SB	93		90		Y

- If the selection criteria you chose does not result in any grade changes being found you will see a message of “No data found for specified selection criteria” on the Grade Change Query Results page under the Selection Criteria for this Query section.

*Note: Where a grade change has been made for a multi term class section you will see both terms in the Term column and both CRNs in the CRN column. The grade change will be effective for both class sections.*

*Note: A New Grade followed by an asterisk (\*) indicates that the new grade required additional review. The new grade may/may not have been updated on the student's record based on the results of the review. A reminder of this will follow the grade changes for any class section where one or more new grades with an appended asterisk appear.*

- The number of student grade changes displayed for your query will be capped to ensure quick query performance. If the number of records returned by your query exceeds this maximum a note will be displayed indicating this. The latest records meeting your query criteria will be displayed and you can return to the selection criteria to narrow the parameters of your query to display fewer results to ensure that you are seeing all results in a date range for the college selected.

 The maximum number of records was exceeded for this query. The most recent student grade change records that meet your selection criteria are displayed. Use the Return to Selection Criteria button to narrow your search criteria if the query data displayed does not meet your requirements.

- You can return to the selection criteria to enter a new query at any time by selecting the Return to Selection Criteria button.

[Return to Selection Criteria](#)

### Other Selection Criteria Query

- To run a query with other selection criteria select the **Other Selection Criteria** radio button and click **Submit**.
- From the displayed Selection Criteria you can enter one or more criteria to define your query results
  - Select a term in the **Term** field to display results from that term only.
  - Enter a student ID in the **Student ID** field to display grade changes for a single student only. You can enter either the 8-digit student number or the NSID as the ID.
    - If you do not know the student ID you can use the Select a Student button to search for the student.
    - Click on the **Select a Student** button and enter the Last Name or Last Name and First Name of the student.
    - Click on the **Submit** button.
    - If only one student is found click on the **Submit** button. The student ID will be entered automatically in the **Student ID** field.
    - If multiple students are found click on the drop down arrow to display the results. Select the appropriate student and click the **Submit** button. The student ID will be entered automatically in the **Student ID** field.

- Select an approval status in the **Approval Status** field if you just want to see results that are Approved, Refused Approval or Waiting for Approval. The default will be to show all grade change stati.
- Enter a specific CRN in the **CRN** field to display grade changes for a specific class section only. **If you enter a CRN you must also enter the associated term.** If you do not you will receive an error message and you must correct this before you will be able to submit your query.
- Enter a subject code in the **Subject Code** field to see grade changes for that subject. **You cannot use Subject Code and CRN in the same query.**
- Enter the NSID of a specific grade submitter in the **Submitter** field to see grade changes submitted by that person only.
- Enter the NSID of a specific grade approver in the **Approver** field to see grade changes that are the responsibility of that approver only.

**Selection Criteria**

---

**Term:**

**Student ID:**

**Approval Status:**

**CRN:**

**Subject Code:**

**Submitter (NSID):**

**Approver (NSID):**

- Once you have entered your selection criteria click on **Submit** to display the grade changes that meet your criteria.
- The criteria you have chosen for the query will display at the top of the Grade Change Query Results page for reference.

**Selection Criteria for this Query**

---

<b>Term:</b>	2017 Spring Term
<b>Approval Status:</b>	All
<b>Submitter:</b>	LGH843

- Below the selection criteria your results will display with class details followed by the student grade changes in that class section.

**Class Detail**

Status	Term	CRN	Subject	Course	Section	Reason for change	Submitter	Request date	Approver	Approval date	Message to student(s)
Waiting for Approval	201709	85367	ARBC	114	01	Grade Change (Memo)	RLH131	04-MAR-2019			Grades were entered incorrectly.


Student Name	Student ID	College	Old Grade	Old Grade Comment	New Grade	New Grade Comment	Applied to Graduate
Student, One	10111111	SB	93		90		

- If the selection criteria you chose does not result in any grade changes being found you will see a message of “No data found for specified selection criteria.” on the Grade Change Query Results page under the Selection Criteria for this Query section.

*Note: Where a grade change has been made for a multi term class section you will see both terms in the term column and both CRNs in the CRN column. The grade change will be effective for both class sections.*

*Note: A New Grade followed by an asterisk (\*) indicates that the new grade required additional review. The new grade may/may not have been updated on the student’s record based on the results of the review. A reminder of this will follow the grade changes for any class section where one or more new grades with an appended asterisk appear.*

- The number of student grade changes displayed for your query will be capped to ensure quick query performance. If the number of records returned by your query exceeds this maximum a note will be displayed indicating this. The most recent records meeting your query criteria will be displayed and you can return to the selection criteria to narrow the parameters of your query to display fewer results to ensure that you are seeing all results in a date range for the college selected.

 The maximum number of records was exceeded for this query. The most recent student grade change records that meet your selection criteria are displayed. Use the Return to Selection Criteria button to narrow your search criteria if the query data displayed does not meet your requirements.

- You can return to the selection criteria to enter a new query at any time by selecting the Return to Selection Criteria button.

[Return to Selection Criteria](#)

<<See next page for Query Tools for Grade Submitter Grade Change Query>>

## Grade Submitter Grade Change Query

- Access to the Grade Change Query will be from the Grade Entry Menu.



- Grade submitters will be able to view only grade changes submitted on-line for departments for which they currently have grade entry access.
- You will first be prompted to select a term. Click the drop down arrow and select the appropriate term. Click the **Submit** button.

**Note:** As you use self-service functionality the system will remember the term you viewed previously if you have not logged out. You can change the term by selecting the Change Term button at any time. If a term has been previously selected you will not see the Select a Term page.

### Select Term

Select a Term:  ▼

- On the Selection Criteria page you can choose to query on an Approval Status by selecting one of Approved, Refused Approval or Waiting for Approval from the Approval Status drop down list. If you do not select an approval status it will remain defaulted to All.
- You can choose to query all Departments for which you are the grade submitter by leaving the Department drop down set to all or you can select a specific Department for your query by choosing it from the drop down list.
- You can choose to view only grade changes that you have submitted by clicking the check box next to Show only grade changes that I submitted.

**Change Term**

**Selection Criteria**

**Approval Status:** All

**Department:** All

Show only grade changes that I submitted

**Submit**

- If you leave all selected in the Department field when you click submit you will see your query results immediately. If you select a specific department in the Department field you will see another selection criteria screen that will allow you to select a specific CRN.

**Change Term**

**Return to Selection Criteria**

**Selection Criteria**

**Approval Status:** All

**Department:** Linguistics Religious Studies

**CRN:** All

Show only grade changes that I submitted

**Submit**

- To query on grade changes for a specific class section click on the drop down menu for the CRN field to display a full list of available sections. If you do not select a specific CRN grade changes for all CRNs in the department will be shown in the query results.
- Once you have entered your selection criteria click on **Submit** to display the grade changes that meet your criteria.
- The criteria you have chosen for the query will display at the top of the Grade Change Query Results page for reference.

**Selection Criteria for this Query**

<b>Term:</b>	2017 Fall Term
<b>Approval Status:</b>	All
<b>Department:</b>	Linguistics Religious Studies
<b>CRN:</b>	All
<b>Only those I submitted:</b>	No

- Below the selection criteria your query results will display with class details followed by the student grade changes in that class section for the grade change submission. Note: A single class may have multiple grade change records in the query depending on when and how they were entered in the on-line grade change.

*Note: Where a grade change has been made for a multi term class section you will see both terms in the Term column and both CRNs in the CRN column. The grade change will be effective for both class sections.*

*Note: A New Grade followed by an asterisk (\*) indicates that the new grade required additional review. The new grade may/may not have been updated on the student's record based on the results of the review. A reminder of this will follow the grade changes for any class section where one or more new grades with an appended asterisk appear.*

*Class Detail*

Status	Term	CRN	Subject	Course	Section	Reason for change	Submitter	Request date	Approver	Approval date	Message to student(s)
Waiting for Approval	201709	85367	ARBC	114	01	Grade Change (Memo)	RLH131	04-MAR-2019			Grades were entered incorrectly.

Student Name	Student ID	College	Old Grade	Old Grade Comment	New Grade	New Grade Comment	Applied to Graduate
Student, One	10111111	SB	93		90		

- If the selection criteria you chose does not result in any grade changes being found you will see a message of “No data found for specified selection criteria” on the Grade Change Query Results page under the Selection Criteria for this Query section.
- You can return to the selection criteria to enter a new query at any time by selecting the **Return to Selection Criteria** button.

**Return to Selection Criteria**

*<<See next page for Query Tools for Instructor Grade Change Query>>*



## Instructor Grade Change Query

- Access to the Grade Change Query will be from the Instructor Services Menu.

Term Selection

Select Class

Instructor Detail Schedule

Instructor Schedule by Day and Time

Detail Class List

Midterm Grades

Enter midterm grades.

Final Grades

Enter final grades to be submitted for approval or obtain a class list.

Change Final Grade

Change a final grade after it has been approved & rolled to history.

**Grade Change Query**

- Instructors will be able to view only grade changes submitted on-line for classes that they are assigned to in any given term.
- You will need to select a term for the query from the drop down list as this is a required field. If you do not select a term and you submit the query an error message of “A term must be selected.” will appear.
- You may select an approval status from the Approval Status drop down list. If one of Approved, Refused Approval, or Waiting for Approval are not selected the approval status of All will be used as the default.

\* - indicates a required field.

**Selection Criteria**

---

**Term:\***

**Approval Status:**

- Once you have entered your selection criteria click on **Submit** to display the grade changes that meet your criteria.
- The criteria you have chosen for the query will display at the top of the Grade Change Query Results page for reference.

**Selection Criteria for this Query**

<b>Term:</b>	2017 Fall Term
<b>Approval Status:</b>	All

- Below the selection criteria your query results will display with class details followed by the student grade changes in that class section for the grade change submission. Note: A single class may have multiple grade change records in the query depending on when and how they were entered in the on-line grade change

*Note: Where a grade change has been made for a multi term class section you will see both terms in the Term column and both CRNs in the CRN column. The grade change will be effective for both class sections.*

**Class Detail**

Status	Term	CRN	Subject	Course	Section	Reason for change	Submitter	Request date	Approver	Approval date	Message to student(s)
Waiting for Approval	201709	85367	ARBC	114	01	Grade Change (Memo)	RLH131	04-MAR-2019			Grades were entered incorrectly.

Student Name	Student ID	College	Old Grade	Old Grade Comment	New Grade	New Grade Comment	Applied to Graduate
Student, One	10111111	SB	93		90		

- If the selection criteria you chose does not result in any grade changes being found you will see a message of “No data found for specified selection criteria.” on the Grade Change Query Results page under the Selection Criteria for this Query section.

*Note: A New Grade followed by an asterisk (\*) indicates that the new grade required additional review. The new grade may/may not have been updated on the student’s record based on the results of the review. A reminder of this will follow the grade changes for any class section where one or more new grades with an appended asterisk appear.*

- You can return to the selection criteria to enter a new query at any time by selecting the **Return to Selection Criteria** button.

[Return to Selection Criteria](#)

<<See next page for Frequently Asked Questions>>

## 6. Frequently Asked Questions

- **Where do I find information about the University's grading policy?**  
The Policy on course delivery, examinations and assessment of student learning can be found at [http://www.usask.ca/university\\_secretary/council/academiccourses.php#issues](http://www.usask.ca/university_secretary/council/academiccourses.php#issues).
- **What is the deadline for entering final grades?**  
Final grades must be entered and approved within five (5) working days (not counting Saturday, Sunday or holidays) of the final exam for your class, or no later than the end of the examination period for those classes with no examination.
- **What happens if I do not input final grades into PAWS/Banner Student before the grade submission deadline?**  
It is the Instructor's and Department's responsibility to ensure that grades are submitted by the grade submission deadline. If for any reason the deadline will not be met, please advise Registrarial Services at 966-6740.
- **I am unable to log into PAWS to access Instructor Services / Grade Entry / Grade Approval. What should I do?**  
First, check to determine whether your browser version supports PAWS/Banner Student. The list of supported browsers can be found at <http://www.usask.ca/paws/channels/faqs/>.  
  
Another reason you may be getting an error message could be that your password and NSID need to be synchronized. You can synchronize your password through an on-line application available at <https://mits.usask.ca>. You can contact the ITS Service Desk for assistance at [service.desk@usask.ca](mailto:service.desk@usask.ca) or 1-800-966-4817 from off campus or 306-966-2222 from on campus.
- **I am ready to enter the final grades for a particular class I taught. However, when I select the correct term and click on Select Class, this class is not listed. What should I do?**  
This occurs when you have not been assigned as an Instructor of this particular class in PAWS/Banner Student. Once you have been properly assigned, the class sections will appear in the drop down list. Contact your Department/College class maintenance staff member or e-mail [classbuild@usask.ca](mailto:classbuild@usask.ca) to ensure your name has been submitted as the Instructor for your class(es).
- **I'm entering grades and receiving the red stop sign beside all of the grades. What should I do?**  
You are likely entering an incorrect grade type. There are 3 types of grades (C, N, P). Each of these grade types has associated appropriate grades.  
  
C = CR (completed requirements), F (fail), IP (in progress)  
  
N = numeric (0 - 100), **do not** enter numeric grades with a percent symbol (e.g. 79%)  
  
P = P (pass), F (fail), IP (in progress)  
  
If you are uncertain of the type of grade associated with your class, please contact the person responsible for class maintenance in your department/college. That person can look up the type of grade for your specific class.

- I entered grades on the first screen (example: records 1-50) and saved. I then clicked on 51-54 and the screen remained on records 1-50. Why?***

There is a format error in one or more of the grades entered. Scroll through the list of 1-50 students and find a box(es) that has a red stop sign beside it. This indicates that particular grade(s) entered is not correct. Correct the grade and then save before attempting to access the next page of grade entry.
- I entered my grades and submitted them for approval but the grade entry page is still on my screen and the grades are not showing as “waiting for approval. Why?***

You did not successfully enter grades for all students in the class. Correct all errors and save the grades. You can then submit them for approval again. ALL grades must be successfully saved before submitting for approval.
- A student who attended class and wrote the final examination is not on the grade entry list. What should I do?***

The student is not registered for the class. It is the instructor’s responsibility to ensure the unregistered student is not attending the class and to inform the student that s/he must register. Remember that no one can give permission for a student to attend a class in which s/he is not registered. The student must obtain and complete a Class Permit/Override and/or Late Enrollment in a Class form, have it signed by you and your Department Head / Assistant/Associate Dean, and pay a Late Add Fee, in order to register. Once the student has registered, the final grade can be submitted.
- How do I change a final grade that I have entered incorrectly?***

Check the Grade Entry page and see if the grade entry boxes are still there. If so, change the grade and click the **Save** icon.

If you have submitted the grades to the Department Head / Assistant/Associate Dean to approve and s/he has not yet done so, ask them to reject the grades. The grades will be returned to you and can then be edited.

If grades have been approved then use the grade change directions in section 3 of this document to submit the grade change.
- When do final grades become available for students to view on their unofficial transcript?***

Final grades are not available for students to view on their unofficial transcript until they have been successfully entered, approved, and then rolled to academic history. Grades are rolled to academic history daily and are rolled twice daily during peak grade entry periods. Generally, grades appear for students to view on their unofficial transcript the next working day after they have been approved.
- I need to enter a grade change for a term prior to 2005 Spring and Summer Term 1 but I cannot find the term I need. What should I do?***

Contact [grades@usask.ca](mailto:grades@usask.ca) for assistance. Grades for terms prior to 2005 Spring and Summer Term 1 were entered in the old Student Information System and cannot be changed through the online grade change process.
- I need to enter a grade for a student that does not appear on the class list in grade entry. What should I do?***

If the student does not appear on the class list then they are not officially registered in the class. If this class is cross-listed (one of two classes taught together) check the other cross-

listed class to determine if the student was registered in the other class. If you are still unable to find the student in your class list then contact [grades@usask.ca](mailto:grades@usask.ca) for assistance.

- ***I received an e-mail notification for grade changes but the information does not look like the sample e-mail notifications in this document. Is there something wrong?***

The sample text for e-mail notifications used in this document show what information will be included in each e-mail message. Formatting of this text will differ based on your e-mail client and mail format (e.g. text, html).

***<<See next page for Contact Information>>***

## 7. Contact Information

### SIS Support

Please contact SIS Support at [SIS\\_Support@usask.ca](mailto:SIS_Support@usask.ca) if you have any questions regarding Instructor Services, Grade Entry or Grade Approval.

### Service Desk

If you have a technical issue accessing PAWS please contact the ITS Service Desk at [service.desk@usask.ca](mailto:service.desk@usask.ca).

### Student & Enrollment Services Division (SESD)

Please contact Registrarial Services at [grades@usask.ca](mailto:grades@usask.ca) if you have any questions concerning the University's policies and procedures regarding grade submission and approval.