

1. Start on the Faculty Information Landing Page

This page displays your semester course-sections. Select the **Semester** from the drop-down near the top of the page to look at available prior and future semesters.

Faculty Information for John Papinchak for **Fall 2014**

Welcome to S3 Faculty Information

S3 Faculty Information allows instructors to see the course-sections that they are assigned for each semester, and to retrieve information about their course-sections, such as course roster, photo roster, waitlist roster, and a list of students who have dropped their course. In addition, this page allows instructors to electronically enter (hold for later, or process) their mid-semester and/or final grades for the current semester. The E-Grades Manual provides detailed information on grade submission grading scales for students.

[Final Exam Schedule](#)
[Missing/Change of Grade Form \(printable version\)](#)
[Missing/Change of Grade Form \(editable version\)](#)

✓ **1 course section found**

COURSE	DEPT	TITLE	SEC	ACT	MAX	DAYS	BEGIN TIME	END TIME	BLDG/ROOM	TEACH LOC	GRADE DUE DATE	INSTRUCTORS/ PROXIES
01999	MIS	Dissertation Complete	A	1	200	TBA			TBA TBA	PIT	12 Nov 2014	[i] [gear]

2. View Your Course Roster

Select either the course number or title to take you to the Course Roster page. Use the “**Back to Faculty Information**” link to return to the landing page.

2014 [i] [gear]

- Enter Grades
- Add Proxy
- Delete Proxy
- Download Photo Roster
- Download Roster CSV

3. Gear Wheel—use this to do the following:

Enter grades (during grading period only)

Assign a grading proxy for your course-section. All you need is the person’s Andrew user ID (see below):

Add Proxy for 01999 - M, Summer 1/All 2014

User ID:
 Name:
 If you do not know the User ID, please use the [CMU Directory](#)

Next Cancel

4. Download a photo or CSV formatted roster

From the gear tool on either the Faculty Information landing page or the course roster page, you can download your course photo roster or a roster in CSV (Comma-Separated) format.

Dissertation Complete

COURSE # COLLEGE DEPARTMENT DEPARTMENT URL
 01999 Miscellaneous Miscellaneous <http://www.cmu.edu/hub>

Summary Sections

Section Info Summary

Roster for semester: **Summer 1/All 2014** and section: **M** [Back to Faculty Information](#)

INSTRUCTORS	UNITS	TYPE	STUDENT(S)	CROSS LISTED
John Papinchak	0	L	5	None

MINI	ACTIVITY SINCE	REQUIRED SECTION	DAY	BEGIN	END	BLDG/ ROOM	MAX	CAP	ALLOCATE SEATS	SPECIAL PERMISSION
No	F13		TBA			TBA TBA	100	999	Yes	Yes

LAST_NAME	PREFERRED/FIRST NAME	MI	COL	DEPT	CLASS	UNITS	GRADE	OPA	MID-SEM GRADE	FINAL GRADE	DEFAULT GRADE
Cavaliero	Joy	A	HC	ITM	10	0.0	P	4+			
Nevel	Jarrin	F	MIS	SPC	0	0.0	P	4			
Papinchak	John	R	MIS	SPC	0	0.0	P	4			
Samuels	Jon	D	HSS	ENG	5	0.0	P	4			
Sloan	Kathleen	J	MIS	SPC	0	0.0	P	4			

1 of 1 Pages 5 of 5 matches found.

5. Questions?

If you need any assistance or have any other questions regarding Faculty Course & Grade Information, please e-mail us at egrades@andrew.cmu.edu or call Kathy Sloan (x8-1949) or MaryAnn Moyer (x8-1941).

1. Download a photo or CSV formatted roster

From the gear tool on either the Faculty Information landing page or the course roster page, you can download your course photo roster or a roster in CSV (Comma-Separated) format.

Click the browse/Choose File button, locate the csv roster on your computer, and click 'Open.'

Depending on the browser, sometimes the file picker button is 'Choose File' [Chrome, Safari], and other times it's 'Browse' [IE, Firefox]

Dissertation Complete

COURSE # 01999 COLLEGE Miscellaneous DEPARTMENT Miscellaneous DEPARTMENT URL http://www.cmu.edu/hub

Summary Sections

Roster for semester: Summer 1/All 2014 and section: H

INSTRUCTORS: John Papinchak UNITS: 0 TYPE: L STUDENT(S): 5 CROSS LISTED: None

MINI No	ACTIVITY	SINCE	REQUIRED	SECTION	DAY	BEGIN	END	BLDG	ROOM	MAX. CAP.	ALLOCATE SEATS	SPECIAL PERMISSION
F13	TBA	TBA	TBA	TBA	TBA	TBA	TBA	TBA	TBA	100	999	Yes
LAST_NAME	PREFERRED/FIRST NAME	MI	COL	DEPT	CLASS	UNITS	GRADE	OPA	MID-SEM	GRADE	FINAL	DEFAULT
Cavaliero	Joy	A	HC	ITH	10	0.0	P	4+				
Nevel	Jarvin	F	MIS	SPC	0	0.0	P	4				
Papinchak	John	R	MIS	SPC	0	0.0	P	4				
Samuels	Jon	D	HSS	ENG	5	0.0	P	4				
Sloan	Kathleen	J	MIS	SPC	0	0.0	P	4				

2014

- Enter Grades
- Add Proxy
- Delete Proxy
- Download Photo Roster
- Download Roster CSV

2. Upload your grades via 1 of 2 formats

Format 1 - S3 CSV Roster
Format 2 - CSV File

Click the Browse/Choose File button, locate the csv roster on your computer, and click Open.

*Depending on the browser, sometimes the file picker button is 'Choose File' (Chrome, Safari), and other times it's 'Browse' (IE, Firefox)

Select Grade File for 33100 - 2, Fall 2017

CSV File: Browse... CourseRoster_F17....09

Next Cancel

you will be directed to the course roster page on which you can also perform the same functions by

This is the format that needs to be used on the column headers:

- Last Name
- Preferred/First Name
- Andrew ID
- Course
- Mid-Semester Grade
- Final Grade
- Default Grade

3. Resolve any file errors

Upload Grades for 06100 - 1, Fall 2017

Missing required column header name(s) in the selected CSV file.

Back Email Errors Upload Grades Cancel

4. Resolve date errors

- Email Errors
- Upload Grades to Proceed

Upload Grades for 88365 - A, Fall 2017

An email with the error information will be sent to you within 2-5 minutes.

7 out of 14 grades will be uploaded from the selected CSV file.

1 record is missing an Andrew ID.

Last Name	Preferred/First Name	Andrew ID
Jackson	Maury	

2 rows have duplicate Andrew IDs.

Last Name	Preferred/First Name	Andrew ID
Yoder	Caleb	cby
Yoder	Caleb	cby

4 records have validation errors.

Last Name	Preferred/First Name	Andrew ID	Error
Chen	test	sandyc	Name does not match the Andrew ID
Cheng	Mike	zhengruc	Course Number mismatch
James	Michael	test	Andrew ID does not match a student in this section
test	Orchi	obanerge	Name does not match the Andrew ID

Do you want to upload grades for 7 students for 88365 - A, Fall 2017?

Back Email Errors Upload Grades Cancel

5. Confirm Grades

Grade Entry for 06100 - 1, Fall 2017

⚠ Mid-Semester Grades are due by 12 Oct 2017 12:00 AM Pittsburgh EST.

59 students selected for Grade Entry.

Note: Grades are automatically held (not processed) as they are entered. Held grades will be AUTO-PROCESSED on 12 Oct 2017 12:00 AM Pittsburgh EST.

NAME	USER ID	SECTION	EXPECTED GRAD SEM	GRADE OPTION	GRADE	DEFAULT	STATUS
Abe, Hiroko	habe	A	S21	L	A		Submitted
Allen, Jordan A	jaallen	A	S21	L	A		Submitted

Process Grades Now

Hold for Later Reset All

"Process Grades Now" will submit your grades into the student system, calculate student QPAs and make the grades available to your students in SIO within 15 minutes

Process Grades

You have chosen to process grades for 3 students. Are you sure you want to continue?

Yes No

Hold Grades For Later Processing

If you have entered any grades, all of the entered grades are held for later processing. If not processed later, all held grades will be AUTO-PROCESSED on 12 Oct 2017 12:00 AM Pittsburgh EST.

Confirm Cancel

STOP! StuCo Instructors - Do NOT Hold Grades! Process ALL Grades Now!
Please contact StuCo Course Administrator for questions.

"Hold for Later" will store your grades until the grades due date for your course-section. After that date and time, the grades will be automatically processed into the student system, student QPAs will be calculated and grades will then be made available to your students in Student Information Online (SIO).

Note: You can go back into S3 faculty Information and submit your "Hold for Later" grades at any time during the grading period, up to the deadline.

6. Questions?

If you need any assistance or have any other questions regarding Faculty Course & Grade Information, please e-mail us at egrades@andrew.cmu.edu or call Kathy Sloan (x8-1949) or MaryAnn Moyer (x8-1941).