

# The Faculty Guide to **PeopleSher v.9**



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# Welcome to PeopleSoft at Sheridan

This booklet has been provided to you as a quick reference guide to some common functions in the Student Administration system. It will help you remember the lessons you may have learned during training, and provide the correct navigation at your fingertips. For more detailed information and procedures, refer to your training manual or online documentation.

If you have problems accessing the production database (i.e. logging in, viewing specific screens) or difficulty performing any PeopleSoft functions, please contact the Helpdesk at extension 2150 or by email: [helpdesk@sheridanc.on.ca](mailto:helpdesk@sheridanc.on.ca)

Remember: The more you use PeopleSoft, the better you will become on the system, and the more you will be able to take advantage of its functionality. Don't be afraid to use it: it's very hard to break!

## LOG IN

1. Go to AccessSheridan at <https://access.sheridaninstitute.ca>
2. Select *Access PeopleSher SA/HR*
3. Enter your username and password, then click **SIGN ON**.

## Understanding Term Codes

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PeopleSoft used a special format to represent the term code, which is used to indicate a particular term (year and semester). For example, the term code for Fall 2004 is 1049.

Each term code consists of 4 digits. The particular values are defined according to the table below.

Character 1	The first character represents the first two digits of the year (i.e. the century): 0 = 19 (e.g. use 0 for a term in 1998) 1 = 20 (e.g. use 1 for a term in 2003)
Characters 2 and 3	The middle two digits of the term represent the final two digits of a year. e.g. 98=1998 00=2000 08=2008 10=2010
Character 4	The final digit represents the month the term starts. i.e. 1 = January (i.e. winter term) 5 = May (i.e. summer term) 9 = September (i.e. fall term)
Examples	1085 = 2008 Summer term 1099 = 2009 Fall term 1101 = 2010 Winter term

## **Understanding Academic Groups, Careers, Programs and Plans**

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In PeopleSoft the Academic Structure has been defined as follows:

The **Academic Institution** is Sheridan (SHRDN).

Five **Academic Groups** represent the five schools:

- SAAD – School of Animation, Arts and Design
- CECT – School of Continuing Education and Corporate Training
- ACES – School of Applied Computing and Engineering Science
- SBUS – School of Business
- SCLS – School of Community and Liberal Studies

Two **Academic Careers** have been defined:

- **ACAD** (Academic): Used for all post-secondary approved programs and credit courses
- **TRDV** (Training and Development): Used for non-credit courses

The **Academic Program** defines the program within an academic career to which a student applies. The first letter indicates if the program is post-secondary (p) or ConEd (c) (e.g. PBUSS for post-secondary Business, PSYAC for Systems Analyst Co-op).

An **Academic Plan** defines a specialization within an academic program.

## Understanding Course Codes

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Courses are now identified by a combination of Subject Area and Catalogue Number. These two fields together form the course code. A **Course ID number** is a unique number identifying each combination of subject area and catalogue number. Some search panels allow one to search by Course ID. If you know an ID, it can be quicker to search on this number, than searching on subject area and catalogue number.

The **Subject Area** represents a family of courses, or a specific area of instruction within an academic organization or school. Examples are ACCG (accounting), THET (theatre).

The **Catalogue Number** is a number to identify the course within the subject area. Usually 4 or 5 characters, it may have additional characters added (e.g. the general education course Introduction to Addictions has the course code PSYC23019GD).

Multiple **classes** of a course may exist. Each class is assigned a **Section number** (e.g. P01, P02, C03). The first letter indicates if the class is Post-secondary (P) or ConEd (C), Apprenticeship (A), AutoCAD (U), Corporate training (R), or some other type of course not to display in eStore (N).

Each class (i.e. individual section of a course) is also assigned a **Class Number**. Class numbers are unique within a term, but are re-used from one term to the next, so when searching by class number the term must be specified.



To find a class number go to **Self Service > Class Search**. Enter at least 2 search criteria such as Subject and Catalogue number. Select Additional Search Criteria for more search options.

## Change Your User Defaults

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### Navigation: Set Up SACR > User Defaults

The values you enter in any field here will automatically fill in when you enter a new page or search dialogue box containing the same fields. Typically, you may wish to populate the following fields:

#### USER DEFAULTS 1:

- Academic Institution: SHRDN
- Career Group Set ID: SHRDN
- Facility Group Set ID: SHRDN
- Academic Career: ACAD
- Term: Current term

#### USER DEFAULTS 2:

- Set ID: SHRDN
- Business Unit: SHRDN
- Cashier Office: Your campus – To be used by staff performing cashier functions
- Campus: Your campus

#### USER DEFAULTS 4:

- Carry ID: checkbox should be ticked
- Remember to SAVE before leaving the page.

# Display and Print a Class Roster

## DISPLAY A CLASS ROSTER

Navigation: Self Service > Faculty Center

The screenshot shows the Oracle PeopleSoft Faculty Center interface. On the left is a navigation menu with 'Faculty Center' selected. The main content area displays 'Faculty Center' with links for 'Sheridan - View My Students', 'Sheridan - Class Roster Verification', and 'View Weekly Teaching Schedule'. Below these links, it shows 'Fall 2008 | Sheridan' with a 'change term' button. There are radio buttons for 'Show All Classes' (selected) and 'Show Enrolled Classes Only'. Below this, there are tabs for 'Class Roster' and 'Grade Roster'. The 'Class Roster' tab is active, showing a table titled 'My Teaching Schedule > Fall 2008 > Sheridan'.

Class	Class Title	Days & Times	Room	Class Dates	Enrolled		
<a href="#">MATH 10001-501 (36251)</a>	Mathematics for Computing (Lecture)	Fr 8:00AM - 11:00AM	Classroom - Mobile	9/2/2008-12/12/2008	36		

1. Click on the Class Roster hyperlink for the class you wish to view.
2. All the **enrolled** students are listed. To view students who have dropped this class, change the Enrollment Status from 'Enrolled' to 'Dropped' or 'All' and click the **change** button.

*continued on next page*



## Display and Print a Class Roster (continued)

Oracle

Faculty Center

Class Roster

PSYC 15095G - P02 Psychology Core Concepts

Lecture (45248)

Spring/Summer 2008 | Regular Academic Session | Overview | Academic

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
We 8:00AM - 11:00AM	Classroom	Jan Thompson	05/05/2008 - 06/22/2008
We 8:00AM - 11:00AM	Classroom	Pat Gianizzo	06/30/2008 - 08/15/2008

Enrollment Status: **Enrolled**

Enrollment Category:  Enrolled

Select display options:  Link to Photos  Include photos in list

ID	Name	Grade Basis	Units	Program and Plan
1 991127146	<a href="#">Arthur, Alexis</a>	Graded	3.00	General Arts and Science - General Arts and Sci General
2 991108813	<a href="#">Balt, Umar Ahmad</a>	Graded	3.00	General Arts and Science - General Arts and Sci General
3 991128231	<a href="#">Cecilia, Sofia N</a>	Graded	3.00	General Arts and Science - General Arts and Sci General
4 991108144	<a href="#">Di Cecco, Paolo</a>	Graded	3.00	Child and Youth Worker - Child and Youth Worker
5 991127262	<a href="#">Dzaffi, Gabriel Junior</a>	Graded	3.00	General Arts and Science - General Arts and Sci General
6 991007310	<a href="#">Fetene, Shamin Wale</a>	Graded	3.00	Police Foundations - Police Foundations
7 991123044	<a href="#">Fajardo, Walter</a>	Graded	3.00	General Arts and Science - General Arts and Sci General
8 991113376	<a href="#">Samuel, Tara Renee</a>	Graded	3.00	General Arts and Science - General Arts and Sci General
9 991080828	<a href="#">Reimer, Andrew</a>	Graded	3.00	Investigation-Public and Priv - Investigation-Public and Priv

[Return to Faculty Center](#) [View Grade Roster](#)

### PRINT A CLASS ROSTER

1. Click the **Printer Friendly Version** button. A simplified view of the class roster will appear.
2. Select the Print option on your browser to send a copy of the list to your printer.

# Notify Students

## Navigation: Self Service > Faculty Center

1. Access the class roster for the students you wish to notify (follow the steps as indicated on page 7)
2. Instructors can notify individual students, selected students or all enrolled students. If you wish to notify selected students, you must use the notify check box to the left of the student's information.
3. After selecting the students you wish to notify, click the appropriate button at the bottom of the screen – Notify Listed Students or Notify Selected Students.

**ORACLE**

Home | Worklist | Add to Favorites | Sign out

**Faculty Center**

**Grade Roster**

**MATH 10001 - P02 Mathematics for Computing**

Lecture (58752)

Fall 2008 | Regular Academic Session | Sheridan | Academic

**Meeting Information**

Days & Times	Room	Instructor	Meeting Dates
Fr 12:00PM - 3:00PM	9-Puddle	Ima Geenyiz	09/02/2008 - 12/12/2008

\*Grade Roster Type: Final Grade  
Approval Status: Not Reviewed  
Display Unassigned Roster Grade Only:

refresh

<- add this grade to all students

Notify	ID	Name	Roster Grade	Official Grade	Program and Plan	Level
<input type="checkbox"/>	999111222	Banks, Robin			Computer Programmer - Computer Programmer	Year 1, Semester 1
<input type="checkbox"/>	999222333	Bow, Rein			Computer Programmer - Computer Programmer	Year 1, Semester 1
<input type="checkbox"/>	999333444	Capp, Buster			Computer Programmer - Computer Programmer	Year 1, Semester 1
<input type="checkbox"/>	999444555	Cookie, Ivana			Computer Programmer - Computer Programmer	Year 1, Semester 1
<input type="checkbox"/>	999555666	Danse, Les			Computer Programmer - Computer Programmer	Year 1, Semester 1
<input type="checkbox"/>	999666777	Donchance, JoJo			Undeclared - Undeclared	Unknown
<input type="checkbox"/>	999777888	Powers, Austin			Computer Programmer - Computer Programmer	Year 1, Semester 1
<input type="checkbox"/>	999888999	Vandelay, Art			Computer Programmer - Computer Programmer	Year 1, Semester 1

NOTIFY SELECTED STUDENTS | NOTIFY ALL STUDENTS | PRINTER FRIENDLY VERSION

RETURN | SAVE

# Enter Grades for a Student

## Direct Grades Entry via Faculty Centre

Navigation: Self Service > Faculty Center

The screenshot shows the Oracle PeopleSoft Faculty Center interface. On the left is a navigation menu with categories like 'My Favorites', 'Self Service', and 'Faculty Center'. The 'Faculty Center' menu item is highlighted. The main content area shows the user 'Ima Geenyiz' and options for 'faculty center', 'class search', and 'browse catalog'. Below this, there are links for 'Sheridan - View My Students', 'Sheridan - Class Roster Verification', and 'View Weekly Teaching Schedule'. The 'Term' is set to 'Fall 2008 | Sheridan' with a 'change term' button. There are radio buttons for 'Show All Classes' (selected) and 'Show Enrolled Classes Only'. Below these are two tabs: 'Class Roster' (selected) and 'Grade Roster'. The main content is a table titled 'My Teaching Schedule > Fall 2008 > Sheridan' with columns for Class, Class Title, Days & Times, Room, Class Dates, and Enrolled. The table lists four classes for Mathematics for Computing (Lecture).

Class	Class Title	Days & Times	Room	Class Dates	Enrolled		
<a href="#">MATH 10001-P01 (58751)</a>	Mathematics for Computing (Lecture)	Fr 8:00AM - 11:00AM	Classroom - Mobile	9/2/2008-12/12/2008	36		
<a href="#">MATH 10001-P02 (58752)</a>	Mathematics for Computing (Lecture)	Fr 12:00PM - 3:00PM	9-Puddle	9/2/2008-12/12/2008	29		
<a href="#">MATH 10001-P05 (58755)</a>	Mathematics for Computing (Lecture)	Mo 11:00AM - 2:00PM	10-Puddle (Na)	9/2/2008-12/12/2008	27		
<a href="#">MATH 10001-P06 (58756)</a>	Mathematics for Computing (Lecture)	Tu 3:00PM - 6:00PM	Network Apps Lab (Cap 30)	9/2/2008-12/12/2008	22		

1. Click on the Grade Roster hyperlink for the class you wish to grade.

Menu

Search

- My Favorites
- Sheridan
- Self Service
  - Personal Information
  - Payroll and Compensation
  - Benefits
  - Learning and Development
  - Sheridan Services
- Faculty Center
  - Gradebook
  - Class Search
  - Browse Course Catalog
- Workforce Administration
- Workforce Monitoring
- Campus Community
- Student Recruiting
- Student Admissions
- Records and Enrollment
- Curriculum Management
- Financial Aid
- Student Financials
- Academic Advisement
- Contributor Relations
- Set Up HRMS
- Set Up SACR
- Worklist
- Tree Manager
- Reporting Tools
- People Tools
- Change My Password
- My Personalizations
- My System Profile
- My Dictionary

## Faculty Center

## Grade Roster

## MATH 10001 - P02 Mathematics for Computing

Lecture (S8732)

Fall 2008 | Regular Academic Session | Sheridan | Academic

## Meeting Information

Days & Times	Room	Instructor	Meeting Dates
Fr 12:00PM - 3:00PM	9-Pudde	Ima Geanyia	09/02/2008 - 12/12/2008

\*Grade Roster Type:   Display Unassigned Roster Grade OnlyApproval Status:   add this grade to all students

Notify	ID	Name	Roster Grade	Official Grade	Program and Plan	Level
<input type="checkbox"/>	999113222	Banks, Robin	<input type="text"/>		Computer Programmer - Computer Programmer	Year 1, Semester 1
<input type="checkbox"/>	999222333	Bow, Ren	<input type="text"/>		Computer Programmer - Computer Programmer	Year 1, Semester 1
<input type="checkbox"/>	999333444	Carp, Buster	<input type="text"/>		Computer Programmer - Computer Programmer	Year 1, Semester 1
<input type="checkbox"/>	999444555	Cookin, Ivana	<input type="text"/>		Computer Programmer - Computer Programmer	Year 1, Semester 1
<input type="checkbox"/>	999555666	Dennis, Les	<input type="text"/>		Computer Programmer - Computer Programmer	Year 1, Semester 1
<input type="checkbox"/>	999666777	Donchance, Jode	<input type="text"/>		Undeclared - undeclared	Unknown
<input type="checkbox"/>	999777888	Powers, Austin	<input type="text"/>		Computer Programmer - Computer Programmer	Year 1, Semester 1
<input type="checkbox"/>	999888999	Vandelay, Art	<input type="text"/>		Computer Programmer - Computer Programmer	Year 1, Semester 1

2. Enter a grade in the Roster Grade Input field for each student or select the magnifying glass next to the Roster Grade to select the grade.
3. You can enter grades for some of the class and save them by clicking the save button at the bottom of the screen. This will allow you to exit this system, if you wish, and enter the rest of the grades for the class at another time
4. Once all grades for the class are entered, set the approval status for the class record. Select approved from the Approval Status drop down menu and click the **SAVE** at the bottom of the screen. **Do not set the approval status until all grades for the class have been entered.**

**CAUTION:** Once “approved” is selected and saved, the grades are automatically submitted and the **record** is locked. You will be unable to make changes online.

## GRADE CHANGES

Grade changes require approval by the Associate Dean and/or designate. A copy of the Grade Change form is available on the Office of the Registrar intranet site. Note: Office of the Registrar staff may not change a grade without the Grade Change Form.

1. Login to AccessSheridan at <https://access.sheridaninstitute.ca>
2. Click the link titled: "Office of the Registrar Intranet"
3. From the "Services" menu at the top of the page, select "Staff Resources" then "Forms and Resources"
4. Click the link "Grade Change Form" found under the heading "Academic Advisement/Grading Resources"
5. Please complete the form and forward it to the school designate for approval

Forward the completed form to the Office of the Registrar for processing.

## HOW TO RE-GENERATE A GRADE ROSTER

Sometimes it may be necessary to re-generate a grade roster to capture changes that have made after the original grade roster has been created. For example, a student has notified the office of the Registrar that they have been attending another section of the course, but have done so after the date when the grade roster was created. After confirming this information, the Office of the Registrar updates the student's record. The grade roster, however, still needs to be updated. A new grade roster can be generated, providing no grades have been entered on the grade roster. Simply select the Refresh button and the grade roster will be updated.

**ORACLE**

Home | Worklist | Add to Favorites | Sign out

**Menu**

Search: [ ]

- My Favorites
- Sheridan
- Self Service
  - Personal Information
  - Payroll and Compensation
  - Benefits
  - Learning and Development
  - Sheridan Services
- Faculty Center**
  - Gradebook
  - Class Search
  - Browse Course Catalog
- Workforce Administration
- Workforce Monitoring
- Campus Community
- Student Recruiting
- Student Admissions
- Records and Enrollment
- Curriculum Management
- Financial Aid
- Student Financials
- Academic Advisement
- Contributor Relations
- Set Up HRMS
- Set Up SACR
- Worklist
- Tree Manager
- Reporting Tools
- PeopleTools
- Change My Password

**Faculty Center**

**Grade Roster**

**MATH 10001 - P02 Mathematics for Computing**

Lecture (58752)

Fall 2008 | Regular Academic Session | Sheridan | Academic

**Meeting Information**

Days & Times	Room	Instructor	Meeting Dates
Fr 12:00PM - 3:00PM	9-Puddle	Ima Geenyiz	09/02/2008 - 12/12/2008

\*Grade Roster Type: Final Grade [v]  Display Unassigned Roster Grade Only

Approval Status: Not Reviewed [v]

<- add this grade to all students

Find [ ]

Student Grade	Requirement Designation	Notify	ID	Name	Roster Grade	Official Grade	Program and Plan	Level
1		<input type="checkbox"/>	999111222	Banks, Robin	<input type="text"/>		Computer Programmer - Computer Programmer	Year 1, Semester 1
2		<input type="checkbox"/>	999222333	Bow, Rein	<input type="text"/>		Computer Programmer - Computer Programmer	Year 1, Semester 1
3		<input type="checkbox"/>	999333444	Capp, Buster	<input type="text"/>		Computer Programmer - Computer Programmer	Year 1, Semester 1

## Faculty Centre Grade Loader

Follow the instructions below to access Grade Rosters and enter grade information.

1. Go to: <https://access.sheridaninstitute.ca>
2. Login using your network username and password.
3. This will bring up the Access Sheridan page. In the box labeled **Sheridan Applications**, follow the link titled **Access PeopleSher SA/HR**.
4. Follow this path: **Self Service > Faculty Center**
5. You will now see a listing of all classes for which you've been identified as the primary instructor with approval status. **Click on the Class Roster icon beside the class you want to grade.**

The screenshot shows the 'Faculty Centre' interface. At the top, there are two tabs: 'faculty centre' and 'class search'. Below the tabs, the page title is 'Faculty Centre'. There are three links: 'Sheridan - View My Students', 'Sheridan - Class Roster Verification', and 'View Weekly Teaching Schedule'. The current term is 'Spring/Summer 2010 | Sheridan', with a 'change term' button. Below this, there are two radio buttons for 'Select display option': 'Show All Classes' (selected) and 'Show Enrolled Classes Only'. There are two icons for 'Class Roster' and 'Grade Roster'. Below these is a table titled 'My Teaching Schedule > Spring/Summer 2010 > Sheridan'. The table has columns: Class, Class Title, Days & Times, Room, Class Dates, Enrolled, and two icons. The first row is for 'COMM 12423-C01 (1242)' with class title 'Business Communication (Lecture)', days 'Tu 6:30PM - 10:00PM', room 'TBA TBA', dates '4/27/2010-7/13/2010', and 11 enrolled students. Red arrows point from 'Class Roster' and 'Grade Roster' labels to the respective icons in the table.

Class	Class Title	Days & Times	Room	Class Dates	Enrolled	Class Roster	Grade Roster
<a href="#">COMM 12423-C01 (1242)</a>	Business Communication (Lecture)	Tu 6:30PM - 10:00PM	TBA TBA	4/27/2010- 7/13/2010	11		

6. In the **Class Roster** view click on the **Download** icon to download the class roster spreadsheet as an Excel (.XLS) file. Make the necessary updates and edits to this file.

Enrolled Students									
	Notify	Photo	ID	Name	Grade Basis	Units	Program and Plan	Level	Final Grade
1	<input type="checkbox"/>		123345667	Bobby McStudent	Alpha	3.00	Undeclared - Undeclared	Year1 Sem1	
2	<input type="checkbox"/>		3242342234	Bob McStudent	Alpha	3.00	Undeclared - Undeclared	Joint Prog	
3	<input type="checkbox"/>		43434334	Billy Bob McStudent	Alpha	3.00	Undeclared - Undeclared	Joint Prog	
4	<input type="checkbox"/>		6546555	Robert McStudent	Alpha	3.00	Undeclared - Undeclared	Year1 Sem1	
5	<input type="checkbox"/>		545454544	Roberta McStudent	Alpha	3.00	Undeclared - Undeclared	Year1 Sem1	

Download

7. Save the Excel file as a .CSV file.

8. Go back into the **Faculty Centre** and click on the **Grade Roster**. In the **Grade Roster** view click on the **Import Grades** button. This will prompt you to select a file to upload. Select the .CSV file.

The **Import Grades** button will only be activated when the Approval Status has been set to "Not Reviewed".

The uploaded spreadsheet must contain the fields "ID" and "Final Grades" (If "Final Grade" is not included as a column, the loader will pull all columns containing the term "Grade" in their title. The user will then be prompted to select the column containing grades.)

Grade Roster Type: Final Grade | Display Unassigned Roster Grade Only:

Approval Status: Not Reviewed | Refresh

<- add this grade to all students

Notify	ID	Name	Roster Grade	Official Grade	Program and Plan	Level
<input type="checkbox"/>	123345667	Bobby McStudent	<input type="text"/>		Undeclared - Undeclared	Year 1, Semester 1
<input type="checkbox"/>	3242342234	Bob McStudent	<input type="text"/>		Undeclared - Undeclared	Joint Program
<input type="checkbox"/>	43434334	Billy Bob McStudent	<input type="text"/>		Undeclared - Undeclared	Joint Program
<input type="checkbox"/>	6546555	Robert McStudent	<input type="text"/>		Undeclared - Undeclared	Year 1, Semester 1
<input type="checkbox"/>	545454544	Roberta McStudent	<input type="text"/>		Undeclared - Undeclared	Year 1, Semester 1

NOTIFY SELECTED STUDENTS | NOTIFY ALL STUDENTS | PRINTER FRIENDLY VERSION | IMPORT GRADES...

Approval Status

Import Grades



9. Check the **Import Grade – Result** panel for any errors

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

Approval Status: Not Reviewed

<- add this grade to all students

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Student Grade | Requirement Designation

	Notify	ID	Name	Roster Grade	Official Grade	Program and Plan	Level
1	<input type="checkbox"/>	123345667	Bobby McStudent	<input type="text"/>		Undeclared - Undeclared	Year 1, Semester 1
2	<input type="checkbox"/>	3242342234	Bob McStudent	<input type="text"/>		Undeclared - Undeclared	Joint Program
3	<input type="checkbox"/>	43434334	Billy Bob McStudent	<input type="text"/>		Undeclared - Undeclared	Joint Program
4	<input type="checkbox"/>	6546555	Robert McStudent	<input type="text"/>		Undeclared - Undeclared	Year 1, Semester 1
5	<input type="checkbox"/>	54545454	Roberta McStudent	<input type="text"/>		Undeclared - Undeclared	Year 1, Semester 1

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**Import Grade - Result**

6 Grade(s) loaded Successfully File gradebook123.csv  
 3 Grade(s) are in error

Errors Find | First 1-3 of 3 Last

#	User ID	StudentID	Name	Final Grade	Problem Description
1		020813692	Das, Jessica Renu	S	Invalid Grade
2		991109316	Hassan, Kashif	X	Invalid Grade
3		991218838	Andrew, Claire	A	Student not found on Grade Roster

Import Grade - Result

10. Once all of the grades for the class are entered, you will need to set the approval status for the class record. You can enter partial grades for the class and save them by clicking the save button at the bottom of the screen. This will allow you to exit this system, if you wish, and enter the rest of the grades for the class at another time.

When you've completed entering all of the grades for the class **select "Approved" from the Approval Status pop-up menu and click the save button at the bottom of the screen.**

**NOTE:** you can change grades up until the grade submission deadline by changing the approval status from "Approved" to "Not Reviewed". Once the submission deadline has passed, the grades are automatically submitted and the record is locked. You will be unable to make any more changes online.

**Accessing Grade Rosters and Inputting Grades**

Grade changes after the submission deadline must be recorded on a Grade Change form (available from the Office of the Registrar Intranet site – linked within AccessSheridan) and submitted to the Office of the Registrar for processing.



## How to Re-Generate a Grade Roster

Sometimes it may be necessary to re-generate a grade roster to capture changes that have made after the original grade roster has been created. For example, a student has notified the office of the Registrar that they have been attending another section of the course, but have done so after the date when the grade roster was created.

After confirming this information, the Office of the Registrar updates the student's record. The grade roster, however, still needs to be updated. A new grade roster can be generated, providing no grades have been entered on the grade roster. Simply select the Refresh button and the grade roster will be updated.

The screenshot shows a web interface for managing a grade roster. At the top, there are filters for "Grade Roster Type" (set to "Final Grade") and "Approval Status" (set to "Not Reviewed"). A "refresh" button is highlighted with a red box and an arrow pointing to it from a label "Refresh". Below the filters is a table with columns: "Notify", "ID", "Name", "Roster Grade", "Official Grade", "Program and Plan", and "Level". The table contains five rows of student data. Below the table are buttons for "NOTIFY SELECTED STUDENTS", "NOTIFY ALL STUDENTS", "PRINTER FRIENDLY VERSION", and "IMPORT GRADES...". At the bottom, a message box says "Import Grade - Result" and "All 5 grade(s) loaded successfully" with a file name "GRADEBOOK.csv".

Notify	ID	Name	Roster Grade	Official Grade	Program and Plan	Level
<input type="checkbox"/>	123345667	Bobby McStudent	<input type="text"/>		Undeclared - Undeclared	Year 1, Semester 1
<input type="checkbox"/>	3242342234	Bob McStudent	<input type="text"/>		Undeclared - Undeclared	Joint Program
<input type="checkbox"/>	43434334	Billy Bob McStudent	<input type="text"/>		Undeclared - Undeclared	Joint Program
<input type="checkbox"/>	6546555	Robert McStudent	<input type="text"/>		Undeclared - Undeclared	Year 1, Semester 1
<input type="checkbox"/>	54545454	Roberta McStudent	<input type="text"/>		Undeclared - Undeclared	Year 1, Semester 1

## Troubleshooting

If you have difficulty accessing the Grade Roster or entering grades, please send email to [grades@sheridaninstitute.ca](mailto:grades@sheridaninstitute.ca) or call the Contact Centre via the main College telephone number at 905-845-9430 or 905-459-7533 (select 4 then 1 if you are a Postsecondary instructor or select 3 then 1 if you are a Continuing Education instructor).

If you encounter problems logging-in, please contact the helpdesk at ext. 2150 or [helpdesk@sheridaninstitute.ca](mailto:helpdesk@sheridaninstitute.ca).

# View Courses by Term

Navigation: Self-Service > Faculty Center

**ORACLE**

Home | Worklist | Add to Favorites | Sign out

**Menu**

Search:

- My Favorites
- Sheridan
- Self Service
  - Personal Information
  - Payroll and Compensation
  - Benefits
  - Learning and Development
  - Sheridan Services
- Faculty Center**
  - Gradebook
  - Class Search
  - Browse Course Catalog
- Workforce Administration
- Workforce Monitoring
- Campus Community
- Student Recruiting
- Student Admissions
- Records and Enrollment
- Curriculum Management
- Financial Aid
- Student Financials
- Academic Advisement
- Contributor Relations
- Set Up HRMS
- Set Up SACR
- Worklist
- Tree Manager
- Reporting Tools
- PeopleTools
- Change My Password
- My Personalizations
- My System Profile
- My Dictionary

**Ima Geenyiz**

faculty center | class search | browse catalog

**Faculty Center**

Terms: [Sheridan - View My Students](#)  
[Sheridan - Class Roster Verification](#)  
[View Weekly Teaching Schedule](#)

Terms: **Fall 2008 | Sheridan** [change term](#)

Select display option:  Show All Classes  Show Enrolled Classes Only

[Class Roster](#) [Grade Roster](#)

**My Teaching Schedule > Fall 2008 > Sheridan**

Class	Class Title	Days & Times	Room	Class Dates	Enrolled		
<a href="#">MATH 10001-P01 (58751)</a>	Mathematics for Computing (Lecture)	Fr 8:00AM - 11:00AM	Classroom - Mobile	9/2/2008-12/12/2008	36		
<a href="#">MATH 10001-P02 (58752)</a>	Mathematics for Computing (Lecture)	Fr 12:00PM - 3:00PM	9-Puddle	9/2/2008-12/12/2008	29		
<a href="#">MATH 10001-P05 (58755)</a>	Mathematics for Computing (Lecture)	Mo 11:00AM - 2:00PM	10-Puddle (Na)	9/2/2008-12/12/2008	27		
<a href="#">MATH 10001-P06 (58756)</a>	Mathematics for Computing (Lecture)	Tu 3:00PM - 6:00PM	Network Apps Lab (Cap 30)	9/2/2008-12/12/2008	22		

Faculty Center [Class Search](#) [Browse Catalog](#)

- Defaults to show current term
- A list of courses you are teaching in the specified term appears showing Class, Class Title, Days and Times, Room, Class Dates and Enrolled number.
- Select your display option to 'Show All Classes' or 'Show Enrolled Classes Only'.
- Change the term by clicking on the **change term** button.

# View a Weekly Schedule (calendar for specified week)

Navigation: Home > Self-Service > Faculty Center

**ORACLE**

Home | Worklist | Add to Favorites | Sign out

**Menu**

Search:

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**Faculty Center**

Term: [Sheridan - View My Students](#)  
[Sheridan - Class Roster Verification](#)  
[View Weekly Teaching Schedule](#)

Term: **Fall 2008 | Sheridan** [change term](#)

Select display option:  Show All Classes  Show Enrolled Classes Only

[Class Roster](#) [Grade Roster](#)

**My Teaching Schedule > Fall 2008 > Sheridan**

Class	Class Title	Days & Times	Room	Class Dates	Enrolled	
<a href="#">MATH 10001-P01 (58751)</a>	Mathematics for Computing (Lecture)	Fr 8:00AM - 11:00AM	Classroom - Mobile	9/2/2008-12/12/2008	36	
<a href="#">MATH 10001-P02 (58752)</a>	Mathematics for Computing (Lecture)	Fr 12:00PM - 3:00PM	9-Puddle	9/2/2008-12/12/2008	29	
<a href="#">MATH 10001-P05 (58755)</a>	Mathematics for Computing (Lecture)	Mo 11:00AM - 2:00PM	10-Puddle (Na)	9/2/2008-12/12/2008	27	
<a href="#">MATH 10001-P06 (58756)</a>	Mathematics for Computing (Lecture)	Tu 3:00PM - 6:00PM	Network Apps Lab (Cap 30)	9/2/2008-12/12/2008	22	

Faculty Center [Class Search](#) [Browse Catalog](#)

1. Select the “View Weekly Teaching Schedule” hyperlink

*continued on next page*

# View a Weekly Schedule (continued)

[Home](#) | [Worklist](#) | [MultiChannel Console](#) | [Add to Favorites](#) | [Sign out](#)

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  - Campus Personal Information
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  - Admissions
  - Student Admission
  - Outreach
  - Student Recruiting
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  - Review Transactions
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  - Faculty Center**
  - Gradebook
  - Request Information
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  - View My Advisees
  - Class Search
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  - Browse Course Catalog
  - Browse Course Catalog
  - Evaluate My Transfer Credit
  - Community Directory Search
  - Manage Delegation
  - Workflow User Preferences
- Manager Self Service
  - Recruiting
  - Workforce Administration
  - Benefits
  - Compensation
  - Stock
  - Time and Labor
  - Payroll for North America
  - Global Payroll & Absence Mgmt
  - Payroll Interface
  - Workforce Development
  - Organizational Development
  - Enterprise Learning
  - Workforce Monitoring
  - Pension
  - Campus Community
  - Student Recruiting
  - Student Admissions
  - Records and Enrollment
  - Curriculum Management

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**Faculty Center**

**View My Weekly Schedule**

[Printer Friendly Page](#)

[<< previous week](#) | **Week of 1/3/2005 - 1/9/2005** | [next week >>](#)

Show Week of   Start Time  End Time

Time	Monday Jan 3	Tuesday Jan 4	Wednesday Jan 5	Thursday Jan 6	Friday Jan 7	Saturday Jan 8	Sunday Jan 9
8:00AM							
9:00AM					TELE 13167 - P06 3899 / 5326 Data Comm-Local Area Network Lecture 9:00AM - 12:00PM Oakville C224 TRAFALGAR		
10:00AM					TELE 13167 - P06 9:00AM - 12:00PM		
11:00AM			TELE 13167 - P02 3895 / 5322 Data Comm-Local Area Network Lecture 11:00AM - 2:00PM McLaughlin Building M9 DAVIS		TELE 13167 - P06 9:00AM - 12:00PM		
12:00PM			TELE 13167 - P02 11:00AM - 2:00PM				
1:00PM			TELE 13167 - P02 11:00AM - 2:00PM				
2:00PM							
3:00PM			TELE 13167 - P07 3900 / 5319 Data Comm-Local Area Network Lecture 3:00PM - 6:00PM Brampton B214A DAVIS				
4:00PM			TELE 13167 - P07 3:00PM - 6:00PM				
5:00PM			TELE 13167 - P07 3:00PM - 6:00PM				
6:00PM							

**Display Options**

<input checked="" type="checkbox"/> Show AM/PM	<input checked="" type="checkbox"/> Monday	<input checked="" type="checkbox"/> Thursday
<input type="checkbox"/> Show Class Title	<input checked="" type="checkbox"/> Tuesday	<input checked="" type="checkbox"/> Friday
<input type="checkbox"/> Show Instructor Role	<input checked="" type="checkbox"/> Wednesday	<input checked="" type="checkbox"/> Saturday
		<input checked="" type="checkbox"/> Sunday

[Return to Faculty Center](#) [Printer Friendly Page](#)

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2. A calendar appears for the specified week.
  - Click on previous week or next week
  - Enter another date or click on the calendar icon beside the "Show Week Of" field
  - Enter start and end times
  - Select additional display options below the calendar as needed
3. Return to the Faculty Center by selecting the hyperlink at the bottom or click again on the Faculty Center tab at the top.
4. Select the Printer Friendly Page to print from your browser.