



University of the Philippines



SAIS

Student Academic Information System



SAIS User Manual

Gradebook

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Approvals:

Recommending Approval _____

Approved _____

1. DOCUMENT CONTROL

1.1 Change Record

Date	Author	Version	Change Reference
28 November 2014	Almira Cayetano Michael Argarin	1.0	No Previous Document
11 February 2015	Corinne Renes	1.1	Edited format and content Added Document Control Numbers

1.2 Reviewers

eUP Core Technical Committee

Name	Project Role
Prof. Rowena Solamo	Team Lead eUP Quality Assurance Team



CREATE GRADE ROSTER





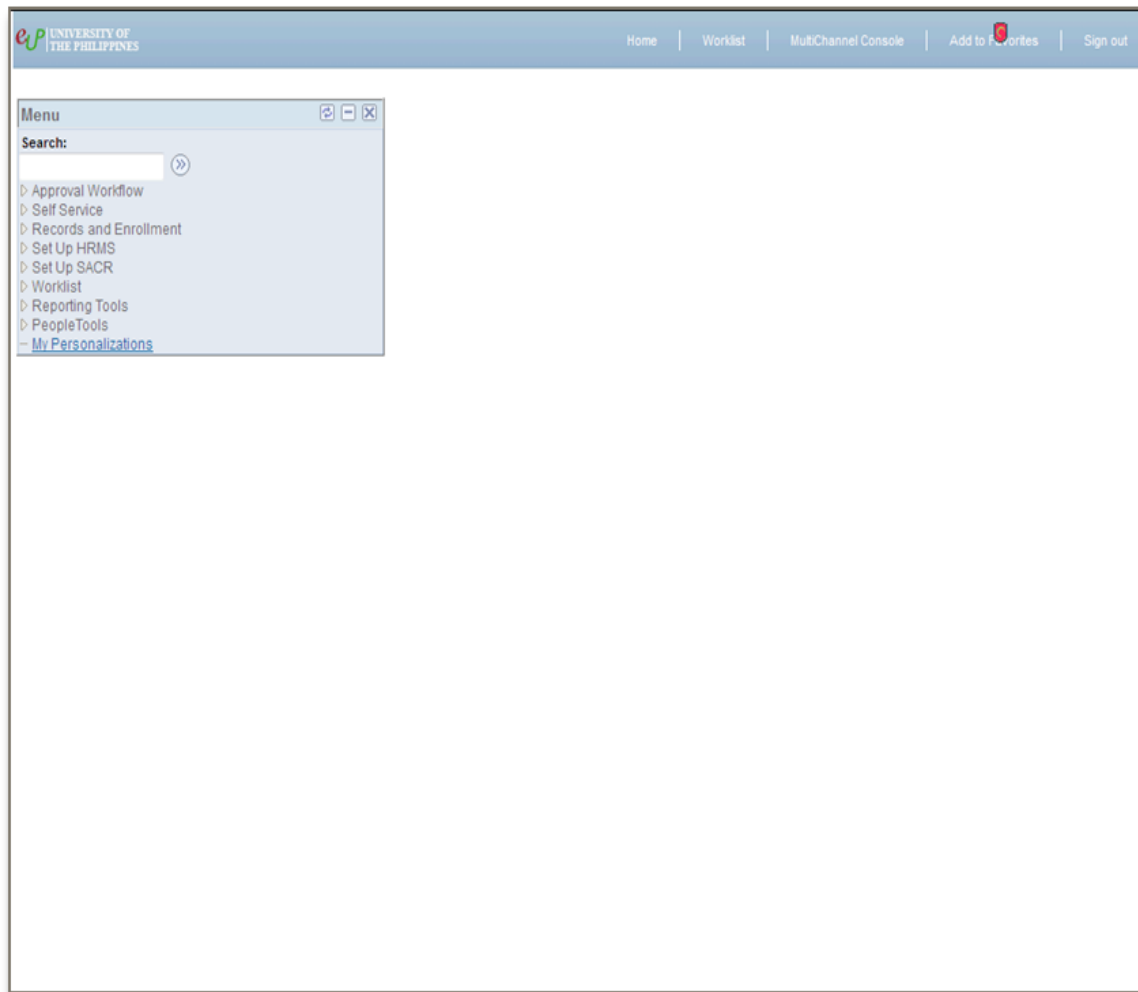
UNIVERSITY OF THE PHILIPPINES

<p>User ID: <input type="text" value="MN_Department"/></p> <p>Password: <input type="password" value="••••••••••"/></p> <p><input type="button" value="Sign In"/></p>	<p>Welcome to the UP Student Academic Information System</p>
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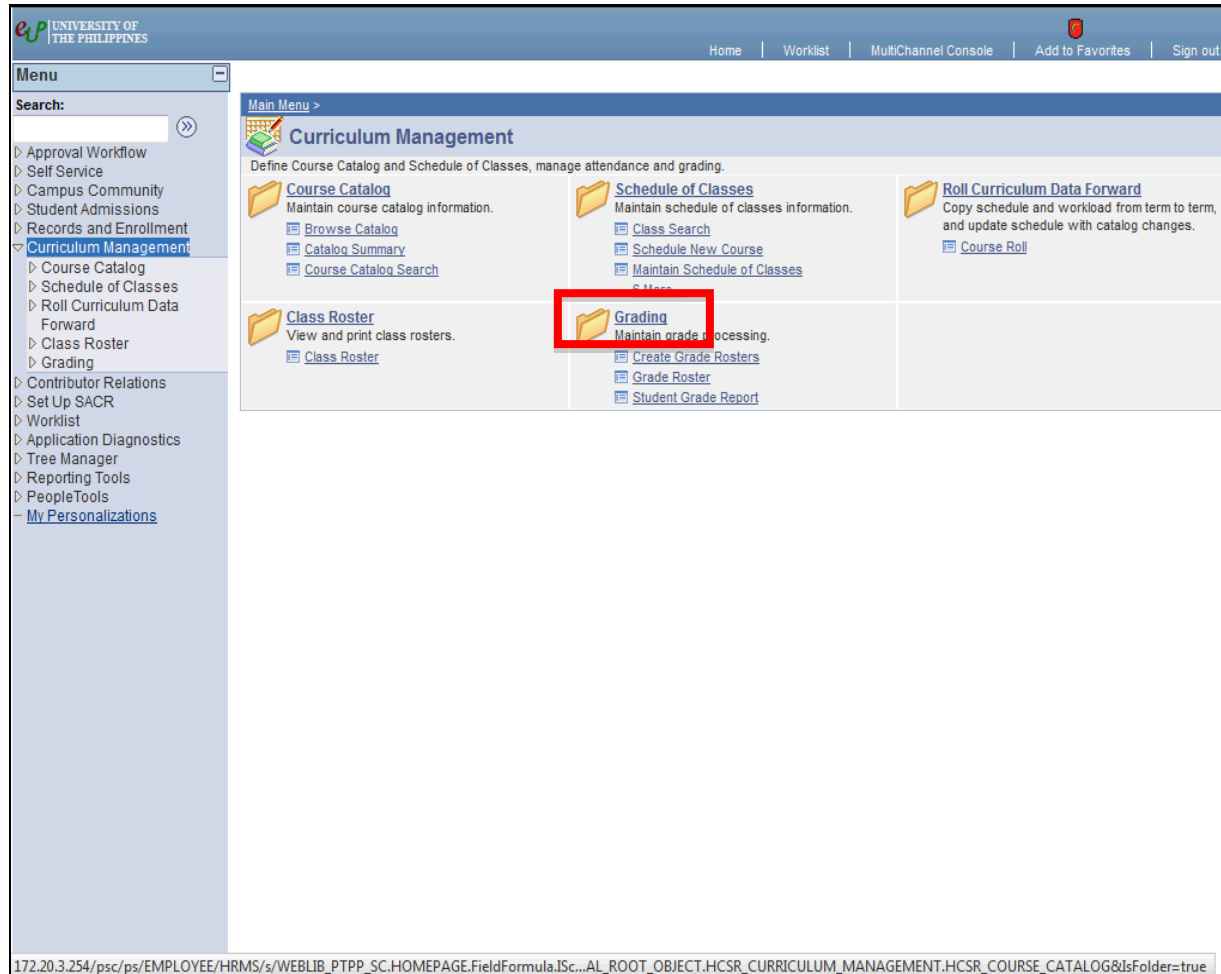
STEP 1. Log into SAIS using the provided credentials.

If you have problems or concerns, please read our FAQs at <http://e.up.edu.ph/faq-sais/>. You may contact the eUP Helpdesk via email at helpdesk@up.edu.ph or through phone at (02) 376-3100.

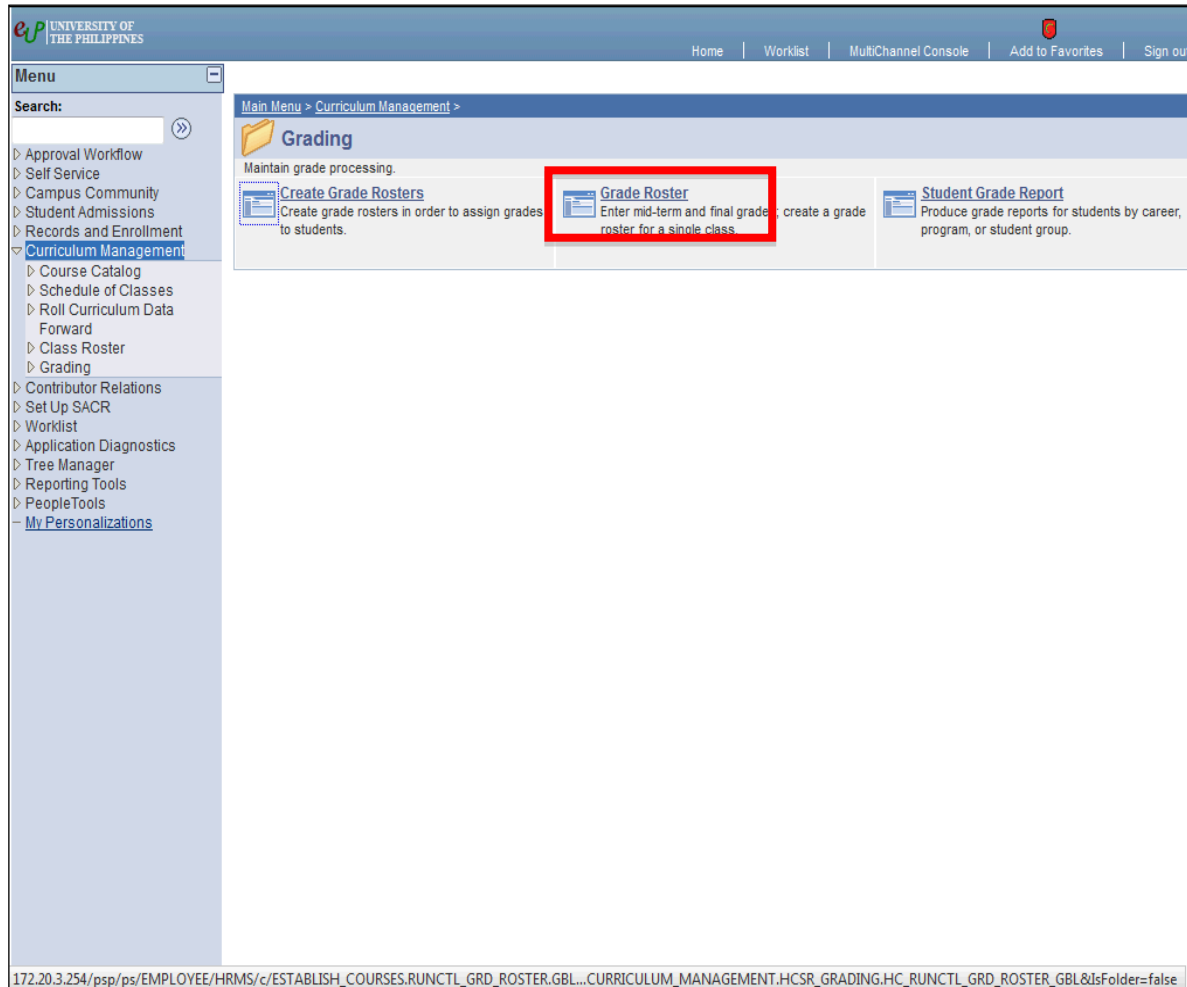
<http://lhr.techlogix.com:3490/ps/ps/?cmd=login&languageCd=ENG>



STEP 2. Click on the **Curriculum Management** navigation.



STEP 3. Click on the **Grading** navigation.



STEP 4. Click on the **Grade Roster** navigation.

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Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Menu

Search:

Approval Workflow
Self Service
Campus Community
Student Admissions
Records and Enrollment
Curriculum Management
Course Catalog
Schedule of Classes
Roll Curriculum Data Forward
Class Roster
Grading
- Create Grade Rosters
- **Grade Roster**
- Student Grade Report
Contributor Relations
Set Up SACR
Worklist
Application Diagnostics
Tree Manager
Reporting Tools
PeopleTools
- My Personalizations

Grade Roster

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Academic Institution: begins with

Term: begins with

Term	Description	Short Description
1131	Trimester 1 2013-2014	2013-1T

Subject Area: begins with

Catalog Nbr: begins with

Campus: begins with

Session: =

Course Offering Nbr: =

Class Section: begins with

Description: begins with

Class Nbr: =

Case Sensitive

[Basic Search](#)

STEP 5. Fill in the required parameters.
Click **Search**.

Grade Roster

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Academic Institution: begins with UPOUP

Term: begins with 1131

Subject Area: begins with

Catalog Nbr: begins with

Campus: begins with

Session: =

Course Offering Nbr: =

Class Section: begins with

Description: begins with

Class Nbr: =

Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Search (Alt+1)

Academic Institution	Term	Short Description	Subject Area	Catalog Nbr	Campus	Session	Course Offering Nbr	Class Section	Course ID	Description	Class Nbr
UPOUP	1131	2013-1T	BIO	A	OU	Regular	1	A	000012	Principles of Biology	3
UPOUP	1131	2013-1T	COMM	1	OU	Regular	1	A	000043	Communication Skills I/2	2

View All First 1-2 of 2 Last

javascript:submitAction_win0(document.win0,'#ICRow0');

STEP 6. A list of classes will appear. From this list, click on the course for which you wish to create a grade roster.

The screenshot shows the 'Create Grade Rosters' page in the SAIS system. The page header includes the University of the Philippines logo and navigation links like Home, Worklist, MultiChannel Console, Add to Favorites, and Sign out. A left-hand menu lists various system functions, with 'Create Grade Rosters' selected. The main content area shows course information: Course ID: 000043, Communication Skills I, Offer Nbr: 1, UP Open University. Below this, there's a table with a drop-down menu highlighted by a red box. The table has columns for 'Description' and actions like '+', '-', and 'Refresh'. At the bottom, there's a JavaScript snippet: `javascript:submitAction_win0(document.win0,'#[CRow1]');`

STEP 7. Click on the Drop-down list.

The screenshot displays the 'Create Grade Roster' interface in the SAIS system. The top navigation bar includes 'Home', 'Worklist', 'MultiChannel Console', 'Add to Favorites', and 'Sign out'. A left-hand menu lists various system functions, with 'Grade Roster' selected. The main content area shows course information: Course ID: 000043, Communication Skills I, Offer Nbr: 1, UP Open University, Catalog: COMM 1, Class Section: A, 2013-1T, Class Nbr: 2, Regular Academic Session. A table titled 'Grade Roster Type' has one row with a dropdown menu set to 'Final Grade', which is highlighted with a red box. Below the table are buttons for 'Save', 'Mid-Term Grade', 'Previous in List', 'Next in List', 'Notify', and 'Refresh'.

STEP 8. Select Final Grade.

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Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Menu

Search:

Grade Roster Type **Grade Roster**

Course ID: 000043 Communication Skills I Offer Nbr: 1 UP Open University

Catalog: COMM 1 Class Section: A 2013-1T

Use Blind Grading Class Nbr: 2 Regular Academic Session

	*Grade Roster Type	*Description	Final Roster Grading Status	Override	Partial Post		
1	Final Grade	Final Grade	Grade Input Allowed	<input type="checkbox"/>	<input type="checkbox"/>	Create	Post

Save Return to Search Previous in List Next in List Notify Refresh

Grade Roster Type | [Grade Roster](#)

Menu items:

- Approval Workflow
- Self Service
- Campus Community
- Student Admissions
- Records and Enrollment
- Curriculum Management
 - Course Catalog
 - Schedule of Classes
 - Roll Curriculum Data
 - Forward
 - Class Roster
 - Grading
 - Create Grade Rosters
 - Grade Roster**
 - Student Grade Report
- Contributor Relations
- Set Up SACR
- Worklist
- Application Diagnostics
- Tree Manager
- Reporting Tools
- PeopleTools
- My Personalizations

STEP 9. Click the **Create** tab.

Create Grade Roster

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The screenshot shows the 'Create Grade Roster' interface. At the top, there are navigation links: Home, Worklist, MultiChannel Console, Add to Favorites, and Sign out. A search bar is located on the left. The main content area displays the following information:

Term: 2013-1T Class Nbr: 2 Communication Skills I Section: A
 Session: Regular Catalog: COMM 1 Seq Nbr: 1

Roster Type

Final Grade: Final Grade Display Unassigned Roster Grade Only
 Approval Status: Not Reviewed

ID	Name	Roster Grade	Official Grade	Career	Grading Basis	Final Roster Status	Detail	Note
1 0066	Iqbal,Omar			Undergrad	Graded	Pending	Detail	Note

At the bottom of the interface, there are several buttons: Save, Return to Search, Previous in List, Next in List, Notify, and Refresh. The 'Save' button is highlighted with a red box.

STEP 10: Click on the **Grade Roster Type** tab. Click **Save**.



For questions, suggestions, and other concerns,
you may send an e-mail to helpdesk@up.edu.ph