Grade and Assessment Approval procedures

Contents

Grade and Assessment Approval procedures

Purpose

Before an instructor starts to insert students' assessment result, first the corresponding course assessment weight which is set by the instructor should be approved by the concerned academic unit, mainly Department Heads. Moreover, grades submitted by an instructor will be approved first by the concerned academic unit (department heads, academic program manager, etc) and finally by the concerned College Dean or Director. It is after this sequence of approvals that the grade is considered as valid and accepted. So the purpose of this manual is to show this sequence step by step.

Components

1. Department Level
   - o Evaluation Weight Approval
   - o Evaluation Weight Rejection
   - o Normal Grade Approval
   - o Sup Grade Approval
   - o Makeup Grade Approval
2. College Level
   - o Normal Grade Approval
   - o Sup Grade Approval
   - o Makeup Grade Approval

Reminder

Please note approval is taken place by the owner of the course both at department level as well as college level.

1. Department or Equivalent Academic Unit Level

1.1. Evaluation Weight Approval

Each course has its own evaluation modality set by the concerned academic unit or University. Based on such evaluation modality, an instructor will set his/her course evaluation weight and confirm such evaluation setup. Once evaluation weight is confirmed by the instructor, the concerned department might approve such assessment weight. After the course evaluation setup approved, the instructor can start to encode students' assessment result.

Complete the following steps to approve evaluation weight follow the following steps:

  i. In side navigation menu Click **Evaluation Weight Approval** under under (Grade Management>Department Level) and You will be provided to the SIMS course evaluation approval page, as shown in the following figure.

 ii. The course evaluation approval interface will be available as shown below. If there are approval requests, they will be displayed on the grid.

iii. Scroll from left to right and vice versa to see all attribute information.

iv. To see details about the evaluation weight setting, just expand the ⊞ button to the left of the instructor name.

Mamo	Kebede	M	Econ1071	Microeconomics	6	1	A	Accounting and Finance

List of of assessment weight

Evalution	Evaluation Type	Weight
Assessment1	Quiz-1	15
Assessment2	Quiz-2	15
Assessment3	Assign-1	20
Assessment4	Final Exam	50
	Total:	**100**

Records: 1 - 4 of 4

These are course assessment weight set by the instructor

v. To approve or disapprove the course evaluation weight, click the **Approve** link to the right of each request. While you click, the system may ask you if you are intentionally clicking the Approval link.

Are you sure you want to approve OR disapprove this Course Assessment Weight?

☐ Prevent this page from creating additional dialogs.

| OK | Cancel |

	Approval Status		
in Accounting and Finance--HM	Waiting for approval		Approve

Show Filter - Records: 1 - 1 of 1 - Pages: 1

vi. If you are sure, click the OK button so that the approval status selection option will be activated.

Approval Status	
▼	Confirm | Cancel
Approve	
Disapprove	Show Filter - Records: 1 - 1 of 1 - Pages: 1

vii. Choose Approve option if the evaluation weight is convincing or choose the Disapprove option if not convincing.

viii. Once the appropriate approval option is chosen, click on **Confirm** link to confirm the approval.

1.2. Evaluation Weight Rejection

Sometimes there might be cases where an already approved evaluation weight is needed to be rejected as far as the instructor did not start to encode students' assessment result.

Complete the following steps to reject course evaluation weight:

i. In side navigation menu Click **Evaluation Weight Rejection** under under (Grade Management>Department Level) and You will be provided to the SIMS Evaluation weight rejection page, as shown in the following figure.

Reminder

If there is any approved evaluation weight, where the instructor did not start to encode any of student assessment for the course, it will be displayed so that it is possible to reject.

i. Scroll from left to right and vice versa to see all information.

ii. To see details about the evaluation weight setting, just expand the ⊞ button to the left of the instructor name.

| Mamo | Kebede | M | | Econ1071 | Microeconomics | 6 | 1 | A | Accounting and Finance |

List of of assessment weight

Evalution	Evaluation Type	Weight
Assessment1	Quiz-1	15
Assessment2	Quiz-2	15
Assessment3	Assign-1	20
Assessment4	Final Exam	50
	Total:	**100**

Records: 1 - 4 of 4

These are course assessment weight set by the instructor

iii. To reject or disapprove the course evaluation weight, click the **Disapprove** link to the right of each record. While you click, the system may ask you if you are intentionally clicking the **Disapproval** link.

Are you sure you want to approve OR disapprove this Course Assessment Weight?

☐ Prevent this page from creating additional dialogs.

OK   Cancel

iv. If you are sure, click the OK button so that the disapproval status selection option will be activated.

Approval S

Confirm | Cancel

-- Select--
Disapprove

v. Choose Disapprove option if rejection is convincing.

vi. Once the Disapprove option is chosen, click on **Confirm** link to confirm the disapproval.

1.3. Normal Grade Approval

Once instructors have approved their grades, the next academic body to approve is the department heads or equivalent academic units.

Note

You can approve Grades for those courses you are assigned as the course owner department head.

Complete the following steps to approve submitted grades:

i. In side navigation menu Click **Normal Grade Approval** under (Grade Management>Department Level) and You will be provided to the SIMS Department level Grade approval page, as shown in the following figure.

Reminder

If there are approval requests, they will be displayed on the grid.

ii. Scroll from left to right and vice versa to see all information.

iii. To see details about the students and their corresponding grades, just expand the ⊞ button.

First Name	Father Name	Sex	Phone No.	Course Code	Course Title	Credit	Year	Section
Maru	Gashaw	M		Eco 1021	Introduction to Economics	5	2	A

Drag a column header here to group by that column.

StudentID	First Name	FatherName	G.Father Name	Sex	Mark(100%)	Grade	
.343/07	ELSA	DEM	RIMA	F	55	C	
. 1511/07	HAFT	GEBRE	HISHE	M	52.5	C	
				#Stud: 2	Min. Mark: 52.5 Max. Mark:55 Avg. Mark:53.75	C->2(100%)	

Records: 1 - 2 of 2

iv. If detail assessment for each student is necessary to be seen before approval, it is possible to generate formal detail assessment result jut by clicking on the instructor name.

v. To approve or disapprove the grade, click the Edit link to the right of each request. While you click, the system may ask you if you are intentionally clicking the Edit link.

Are you sure you want to approve OR disapprove this grade?

☐ Prevent this page from creating additional dialogs.

OK   Cancel

Comment	Decision	Head Comment	Students' Faculty	
	Waiting for Head approva		School of Mines	Edit

Show Filter   -   Records: 1 - 1 of 1 - Pages: |← ← 1 → →|

vi. If you are sure, click the OK button so that the approval status selection   option will be activated.

	Decision	Head Comment	Students' Faculty	
*	▼		School of Mines	Update | Cancel
	Approved Rejected	Show Filter - Records: 1 - 1 of 1 - Pages:	← ← 1 → →|	

vii. Choose Approved option if the grade is convincing or choose the Rejected option if not convincing.

viii. Once the appropriate option is chosen, click on **Update** link to confirm the approval or rejection.

1.4. Sup Grade Approval

Once instructors have approved sup (supplementary) grades, the next academic body to approve is the department heads or equivalent academic units.

Complete the following steps to approve sup (supplementary) grades:

i. In side navigation menu Click **Sup Grade Approval** under (Grade Management>Department Level) and You will be provided to the SIMS Sup Grade approval page, as shown in the following figure.

Note

You can approve Grades for those courses you are assigned as the course owner department head.

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ii. Scroll from left to right and vice versa to see all information.

iii. To see details about the students and their corresponding grades, just expand the ⊞ button.

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iv. To approve or disapprove the grade for each student, click the **Edit** link to the right of each student.

v. Choose Approved option if the grade is convincing or choose the Reject option if not convincing.

vi. Once the appropriate option is chosen, click on **Save All** link to confirm the approval or rejection.

1.5. Makeup Grade Approval

Once instructors have approved makeup grades, the next academic body to approve is the department heads or equivalent academic units.

Complete the following steps to approve makeup grades:
i. In side navigation menu Click **Makeup Grade Approval** under (Grade Management>Department Level) and You will be provided to the SIMS Makeup Grade approval page, as shown in the following figure.

Note

You can approve Grades for those courses you are assigned as the course owner department head.

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ii.   Scroll from left to right and vice versa to see all information.

iii. To see details about the students and their corresponding grades, just expand the ➕ button.

iv.   To approve or disapprove the grade for each student, click the **Edit** link to the right of each student.

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v.   Choose Approved option if the grade is convincing or choose the Reject option if not convincing.

vi.   Once the appropriate option is chosen, click on **Save All** link to confirm the approval or rejection.

2. College/Institute/School/Faculty or Equivalent Academic Unit Level

2.1. Normal Grade Approval

Once the department heads or equivalent academic units have approved their grades, the next academic body to approve is the college/institute/faculty deans or directors equivalent academic units. This is the final grade approval process.

Complete the following steps to approve normal grades:

i. In side navigation menu Click **Normal Grade Approval** under (Grade Management>College Level) and You will be provided to the SIMS College level Grade approval page, as shown in the following figure.

🧠 Reminder

If there are approval requests, they will be displayed on the grid.

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ii. Scroll from left to right and vice versa to see all information.

iii. To see details about the students and their corresponding grades, just expand the ➕ button.

First Name		Father Name		Sex		Phone No.		Course Code		Course Title			CrHr	
Mamo		Kebebe		M				EnLa 2052		Discourse Analysis				

Drag a column header here to group by that column.

StudentID	First Name	FatherName	G.Father Name	Sex	Mark(100%)	Grade
3264/07	AGER	TAD	ASEGU	F	56	C
3081/07	Asrat	Wolde	Dembo	M	85	A
3259/07	ASTER	ZEWD	MENGIST	F	52	C
3173/07	Desi	Aba	Tuj	F	73	B
3027/07	Etse	Woret	Jemer	F	65	B-
3014/07	Freh	Desalegn	Much	F	71	B
3016/07	Jim	Balcha	Woda	M	66	B-
3244/07	Koan	Gi	Keat	M	67	B-
3083/07	KUETH	GATW	KEAK	M	65	B-
3271/07	Luw	Desti	Nyez	F	66	B-
2261/06	NIGUS	MEKUR	SINTAY	M	57	C
2926/07	Selam	Hai	Mega	F	56	C

#Stud: 17   Min. Mark: 52   Max. Mark:90   Avg. Mark:67.53

C->5(29%)
A->1(5%)
B->3(17%)
B-->6(35%)
A-->1(5%)
A+->1(5%)

iv. To approve or disapprove the grade, click the Edit link to the right of each request. While you click, the system may ask you if you are intentionally clicking the Edit link.

Are you sure you want to approve OR disapprove this grade?

☐ Prevent this page from creating additional dialogs.

OK   Cancel

m		Instructor Comment		Decision		Dean Comment		
ree in English I				Waiting for Dean Approva				Edit

Show Filter - Records: 1 - 1 of 1 - Pages: |◄ ◄ 1 ► ►|

v. If you are sure, click the OK button so that the approval status selection option will be activated.

vi. Choose Approved option if the grade is convincing or choose the Not Approved option if not convincing.

vii. Once the appropriate option is chosen, click on **Update** link to confirm the approval or rejection.

2.2. Sup Grade Approval

Once department heads or equivalent academic units have approved sup(supplementary) grades, the next academic body to approve is the college/institute/faculty deans or directors equivalent academic units.

Complete the following steps to approve Sup grades:

i. In side navigation menu Click **Sup Grade Approval** under (Grade Management>College Level) and You will be provided to the SIMS College Sup Grade approval page, as shown in the following figure.

Reminder

If there are approval requests, they will be displayed on the grid.

ii.   Scroll from left to right and vice versa to see all information.

iii. To see details about the students and their corresponding grades, just expand
      the button.

iv.   To approve or disapprove the grade for each student, click the **Edit** link to the
      right of each student.

v.   Choose Approved option if the grade is convincing or choose the Reject option
      if not convincing.

vi.   Once the appropriate option is chosen, click on **Save All** link to confirm the
      approval or rejection.

2.3. Makeup Grade Approval

Once instructors have approved makeup grades, the next academic body to approve is
the department heads or equivalent academic units. Hence this academic body could
approve makeup grades using the following steps:

Complete the following steps to approve evaluation weight follow the following steps:

i.   In side navigation menu Click **Makeup Grade Approval** under (Grade
      Management>College Level) and You will be provided to the SIMS College
      Makeup Grade approval page, as shown in the following figure.

Reminder

If there are approval requests, they will be displayed on the grid.

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ii.   Scroll from left to right and vice versa to see all information.

iii. To see details about the students and their corresponding grades, just expand the ⊞ button.

iv.   To approve or disapprove the grade for each student, click the **Edit** link to the right of each student.

v.   Choose Approved option if the grade is convincing or choose the Reject option if not convincing.

vi.   Once the appropriate option is chosen, click on **Save All** link to confirm the approval or rejection.