

Grade and Assessment Approval procedures

Contents

Grade and Assessment Approval procedures.....	1
.....	1
Grade and Assessment Approval procedures.....	3
Purpose.....	3
Components.....	3
1. Department or Equivalent Academic Unit Level.....	4
1.1. Evaluation Weight Approval.....	4
1.2. Evaluation Weight Rejection.....	6
1.3. Normal Grade Approval.....	7
1.5. Sup Grade Approval.....	10
1.6. Makeup Grade Approval.....	11
2. College/Institute/School/Faculty or Equivalent Academic Unit Level.....	14
2.1. Normal Grade Approval.....	14
2.2. Sup Grade Approval.....	16
2.3. Makeup Grade Approval.....	17

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
 - Evaluation Weight Approval
 - Evaluation Weight Rejection
 - Normal Grade Approval
 - Sup Grade Approval
 - Makeup Grade Approval
2. College Level
 - Normal Grade Approval
 - Sup Grade Approval
 - 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:

- In side navigation menu Click **Evaluation Weight Approval** under (Grade Management>Department Level) and You will be provided to the SIMS course evaluation approval page, as shown in the following figure.
- The course evaluation approval interface will be available as shown below. If there are approval requests, they will be displayed on the grid.

Course Assessment Approval

Faculty: College of Business and Economics ▼

Department: Economics ▼

Admission Clasfication* Extension ▼

Program* Degree ▼

Ac Year*: 2015/2016 ▼


Semester*: II ▼

Search

Drag a column header here to group by that column.

First Name	Father Nam	Sex	Phone No.	Course Coc	Course Title	Credit	Year	Section	Students' Dept/Stream
Mamo	Kebede	M		Econ1071	Microeconomics	6	1	A	Accounting and Finance

Records per page: 10

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

Evaluation	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
<div> <div></div> <div>Approve</div> <div>Disapprove</div> </div>

Confirm | Cancel

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 (Grade Management>Department Level) and You will be provided to the SIMS Evaluation weight rejection page, as shown in the following figure.

Course Assessment Rejection

Faculty: College of Business and Economics
Department: Economics
Addmission Clasfication: Extension
Program: Degree
Ac Year: 2015/2016
Semester: II

Search

Drag a column header here to group by that column.


First Name	Father Name	Sex	Course Code	Course Title	Cred	Yea	Sed	Students' Dept/	Curriculum	Approval	
Mamo	Kebede	M	Econ1071	Microeconomics	6	1	A	Accounting and Fina	Bachelor of Arts Degree in Accounting and Finance--HM 2013	Approved	Disapprove

Records per page: 1



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.

Evaluation	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

- 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

-- Select --

Disapprove

Confirm | Cancel

- 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.

Grade Approval at Department Level

Faculty: Business and Economics College ▼

Department: Department of Economics ▼

Ac Year: 2015/2016 ▼

Semester: I ▼

Search

Drag a column header here to group by that column.


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

Records per page: 5



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	
* <div> <div>Approved</div> <div>Rejected</div> </div>		School of Mines	Update Cancel

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.

CourseCod	CourseTitle	Credit	LectHr	PracHr	TutHr	Course
Cotm3072	Buildig Construction II	5	2	3	0	Constru



Note

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

- 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.

CourseCode	CourseTitle	Credit	LectHr	PracHr	TutHr	Course
Cotm3072	Buildig Construction II	5	2	3	0	Constru

Student ID	FirstName	Fath.Name	GF.Name	Sex	LegistTyp	Adm.Classf	Program	Department
1570/06	Sara	Takele	Ayeta	F	HM	Regular	Degree	Construction Technology and Management

Records per page: 15

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

isName	AssWeight	PrevScorec	PrevTotal	Sup Result	Total	Grade	Approval Status	
nal Exam	50	5	32.5	30	57.5	C		Cancel

Save All | Cancel All - Records: 1

- 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.

Makeup Grade Approval

Faculty: College of Natural and Computational Sciences ▾
 Department: Mathematics ▾
 Academic Year: 2015/2016 ▾
 Semester: II ▾

Drag a column header here to group by that column.


CourseCod	CourseTitle	Credit	LectHr	PracHr	TutHr	Course
Math1041	Applied Mathematics I	6	3	0	3	Mathem

Records: 1 - 1 of 1



Note

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

- 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.

CourseCod	CourseTitle	Credit	LectHr	PracHr	TutHr	Course
Math1041	Applied Mathematics I	6	3	0	3	Mathem

Student ID	FirstName	Fath.Name	GF.Name	Sex	LegistTyp	Adm.Classf	Program	Department
1766/08	BINIYAM	WQRKNEH	HAKE	M	HM	Regular	Degree	Mechanical Engineering

Records per page: 15 ▾

Records: 1 - 1 of 1

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

ssName	AssWeight	PrevScorec	PrevTotal	Makeup Result	Total	Grade	Approval Status	
nal Exam	50		37	30	67	B-	<div> --Select-- Approved Reject </div>	Cancel

Save All | Cancel All - Records: 1

- 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.

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



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	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	Luv	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

Instructor Comment	Decision	Dean Comment
Waiting for Dean Approva		

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.

Decision: **Approved** | Dean Comment: | Update | Cancel

Records: 1 - 1 of 1 - Pages: 1

- 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.

Sup Approval at College

Academic Year: 2015/2016 | Semester: I | Search


CourseCode	CourseTitle	Credit	LectHr	PracHr	TutHr
Cotm3072	Buildig Construction II	5	2	3	0

Records: 1 - 1 of 1



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.

CourseCod	CourseTitle	Credit	LectHr	PracHr	TutHr
Cotm3072	Buildig Construction II	5	2	3	0

Student ID	FirstName	Fath.Name	GF.Name	Sex	Legist.Typ	Adm.Classf	Program	Department
1570/06	Sar	Take	Aye	F	HM	Regular	Degree	Construction Technology and Management

Records per page: 15

Records: 1 - 1 of 1

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

AssWeight	PrevScorec	PrevTotal	Sup Result	Total	Grade	Approval Status
50	5	32.5	30	57.5	C	<div> --Select-- Approved Reject </div>

Save All | Cancel All | Records: 1

- 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.

Makeup Grade Approval

Academic Year: 2015/2016
Semester: II

Drag a column header here to group by that column.


CourseCode	CourseTitle	Credit	LectHr	PracHr	TutHr	Course Owner	GradeCo
Math1041	Applied Mathematics I	6	3	0	3	Mathematics	
Stat3101	Probability and Statistics for Engineers	4	2	0	3	Statistics	

Records: 1 - 2 of 2



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.

CourseCode	CourseTitle	Credit	LectHr	PracHr	TutHr	Course Owner	GradeCo
Math1041	Applied Mathematics I	6	3	0	3	Mathematics	

Student ID	FirstName	Fath.Name	GF.Name	Sex	Legist.Type	Adm.Class	Program	Department
1766/08	BINIY.	RKNEH	HAKE	M	HM	Regular	Degree	Mechanical Engineering

Records per page: 15

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

Name	AssWeight	PrevScore	PrevTotal	Makeup Result	Total	Grade	Approval Status
Exam	50		37	30	67	B-	

Save All | Cancel All - Records: 1

Approval Status dropdown: --Select--
Approved
Reject

- 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.