GRADE WORKFLOW

INSTRUCTOR OR INSTRUCTOR DELEGATE
Teaching Assistant, Faculty Member or Departmental Administrator

"Saved"

COURSE SUPERVISOR
Teaching Assistant does not have rights to submit grades

"Submitted"

DEPARTMENTAL EXECUTIVE OFFICER (DEO)
Departmental Chair or Departmental Administrator "Approved"

"Submitted"

FINAL GRADE RUN ELECTRONIC PROCESSING "Final"

SIS
Supplemental messaging is sent manually at 9am, noon, and 3 pm starting 72 hours prior to final grades being due for full semester-length courses.

- Automatic messaging is sent when final grade lists open and 3 days prior to the grades due date at 8:00 am and 2:00 pm.
- Manual messages are sent to faculty, Academic Department Administrators (ADAs), DEO Delegate Grades Approvers, and Faculty/Staff when grades open and the day before grades are due.
GRADE ADMINISTRATION SUMMARY PANEL GIVES A BROAD OVERVIEW OF GRADES PROCESS STATUS’ BY SESSION
COURSE GRADES BY SUBJECT
GIVES THE ABILITY TO REVIEW FINAL GRADE STATUS’ BY COURSE SUBJECT

Dashboard > Summary Grade Status (Unsubmitted)

Count: 23

<table>
<thead>
<tr>
<th>Title</th>
<th>Primary Instructor</th>
<th>Campus Email</th>
<th>Credit Hours</th>
<th>Status</th>
<th>Grades Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Quality Assurance</td>
<td>Eivers, Ronald Dale</td>
<td><a href="mailto:ronald-eivers@uiowa.edu">ronald-eivers@uiowa.edu</a></td>
<td>88</td>
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<tr>
<td>Advanced Topics in Quality Assurance</td>
<td>Kanellis, Michael James</td>
<td><a href="mailto:michael-kanellis@uiowa.edu">michael-kanellis@uiowa.edu</a></td>
<td>79</td>
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<tr>
<td>Dental Practice Management</td>
<td>Syrbu, Ion</td>
<td><a href="mailto:john-syrbu@uiowa.edu">john-syrbu@uiowa.edu</a></td>
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<td>Clinical Experiences: Comprehensive Care</td>
<td>Syrbu, Ion</td>
<td><a href="mailto:john-syrbu@uiowa.edu">john-syrbu@uiowa.edu</a></td>
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</tr>
</tbody>
</table>

Export options: CSV | Excel | XML
Grades Workflow Dashboard gives us the ability to view grades workflow status’ by section, and grade change status’ by student.
OLD MODEL (FALL 2016)

EARLY GRADE RUNS
9/19/16
10/19/16
11/16/16

FINAL
12/21/16

SUPPLEMENTAL GRADE RUNS
1/11/2017
1/18/2017
2/8/2017

NEW MODEL (FALL 2017)

DAILY BEFORE

FINAL NO DAILY RUNS FOR 15 DAYS

DAILY AFTER
O GRADES
Reminder: Those section not "approved" by DEO OR those sections not "submitted" by instructor.

DEADLINES
"Soft" vs. "Hard" Deadlines.
Since automated messaging final grade run "O" grades decreased but total increased. The new deadline does not seem to scare instructors?

IMPACT ON STUDENTS
Sections aside. This affects students. "O" grades not only alarm students but could delay degree conferral as well as scholarship, grants and internship submissions,