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Please respond to
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To "Torre,F.Jason" <FTORRE@NOTES.CC.SUNYSB.EDU>

cc

bcc

Subject Announcement about the Solar System (PeopleSoft)

To: All Faculty and Staff

The Solar System (PeopleSoft) will be down for scheduled maintenance beginning on May 22, 2004 at 5:00 PM and ending on Sunday, May 23, 2004 5:00 PM. For users that need to submit grades during the outage, please read the following off-line procedure established by the Registrar's Office:

SUBMITTING GRADES

Please note PRIOR to the system outage you can download class rosters to use for grade submission. Below are instructions on how to pull these rosters.

Using the Downloaded Class Roster for Grade Submission

If you are teaching a class and wish to use the downloaded roster to submit grades, remember that student enrollment may have changed over time. It's advisable to download the spreadsheet at the end of the semester.

Once you've selected the Class Roster you want to download click the DOWNLOAD button located at the bottom of the roster. Roster downloads are dependent on the browser that is used. You may be shown a prompt to save the file or you may be asked if you want to open the file or save. Re-label and save the file where you'll be able to find it.

The file that is generated is a CSV (comma separated variables) file and may be opened in Excel or other spreadsheet programs or even in word-processing programs, though the formatting will be unattractive.

If you open the file in Excel, expand the third column, containing the student IDs. (You'll see something like this: 4E*08 until you do!) If you have downloaded the roster for the lecture, the spreadsheet may include other course components (lab, recitations, etc.)

It's important to retain the format of the downloaded roster: Columns should NOT be re-ordered. The term, the class number and the student ID columns are all essential for loading the grades to the students' records. Enter the grades in the GRADE (fourth) column. After entering the grades, submit the spreadsheet via email to dbello@notes.cc.sunysb.edu (Diane Baldwin-Bello, Registrar's Office, Telephone number (631) 632-6179). Final grades are due 48-72 hours after the final exam.

Please feel free to contact Diane Baldwin-Bello at the Registrar's office if you need any additional assistance with grading issues.