4. Grade Faculty Admin Instructions

On this page:

- How to Enroll into a Subject as a Faculty Admin or Grade Faculty Admin (to set up or submit grades on behalf of the coordinator)

Overview

Faculty and school support staff play a role in managing the Grade Automation Submission process, though this varies by faculty and school. At a minimum, each faculty must have one or more people with the right permission levels to facilitate end-of-session grade adjustments.

This is done in Blackboard via the new Grade Faculty Admin user role. The Grade Faculty Admin role builds on the pre-existing Faculty Admin role in Blackboard, and can:

- Enrol in any subject in their Faculty as a Co-ordinator, and configure any aspect of the Grade Centre
- Make the end-of-session grade submission to CASS on behalf of a subject co-ordinator

Note: In an early version (2018) of the grade submission process, the Grade Centre would lock after submission, and a Grade Faculty Admin would need to unlock it to make changes. This is no longer the case - now (2019+) the Grade Centre always remains editable and can be resubmitted, though changes will only be processed if they're submitted inside the set due dates.

<table>
<thead>
<tr>
<th>Blackboard User Role</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty Admin</td>
<td>Help set up a Blackboard subject</td>
</tr>
<tr>
<td>Grade Faculty Admin</td>
<td>Help set up a Blackboard subject, manage the final Grade Submission process</td>
</tr>
</tbody>
</table>
Self-enrol in a subject as: Instructor Co-ordinator
Set up assignments, configure Grade Centre columns, enter grades, and calculate totals? Yes Yes
Submit grades to CASS at the end of the session? No Yes

Note: If you think you should be either a Faculty Admin or a Grade Faculty Admin and you’re not currently (i.e. you can’t see the ‘Systems Admin’ tab – see below), lodge a Service Connect request (fill out this ticket and choose – “Team: ITD”, “Related to: Access”, “About: Something else not listed here”). This should be done in consultation with your A/Dean L&T.

Instruction Summary:

Enrolling into a Subject as a Faculty Admin or Grade Faculty Admin

1. Log in to UTSOnline and click on System Admin
2. Click on the Subjects link
3. Search for your subject
4. Select your SubjectID
5. Click on Quick Enrol+
6. Accept (OK) the enrolment

Enrolling into a Subject as a Faculty Admin or Grade Faculty Admin

1. Log in to UTSOnline and click on System Admin

Log in to UTSOnline and click on System Admin in the top navigation bar. NB: If you can’t see the ‘System Admin’ option the navigation menu may have collapsed because your screen isn’t wide enough. Click the three horizontal line icon in the top left corner to expand.

More likely, if you can’t see the menu you probably don’t have the Faculty Admin or Grade Faculty Admin role and permission set. See above.
2. Click on the Subjects link

On the System Admin screen, click on the ‘Subjects’ link.

3. Search for your subject

On the Subjects page, use the search controls to find your subject. The easiest way to do so is to enter keywords from the title of your subject, and leave the other settings as is. Click on ‘Go’ to start your search.
4. Select your SubjectID

Find your course, and click on the Subject ID link. The search returns all historical matches, so MAKE SURE YOU SELECT THE RIGHT YEAR AND SESSION!
5. Click on Quick Enrol+

In the left-hand navigation column, click on ‘Quick Enrol’.

Troubleshooting: “I can’t see the left column” – it may be minimized. Click on the blue vertical bar on the left edge to make it appear.

6. Accept (OK) the enrolment

Accept your new enrolment by clicking ‘OK’. Remember:

- Grade Faculty Admin – Becomes Subject Coordinator
- Regular Faculty Admin – Becomes Instructor
online.uts.edu.au says
You will be given the role: Subject Coordinator. Proceed?

OK