



LOYOLA UNIVERSITY MARYLAND

— 1852 —

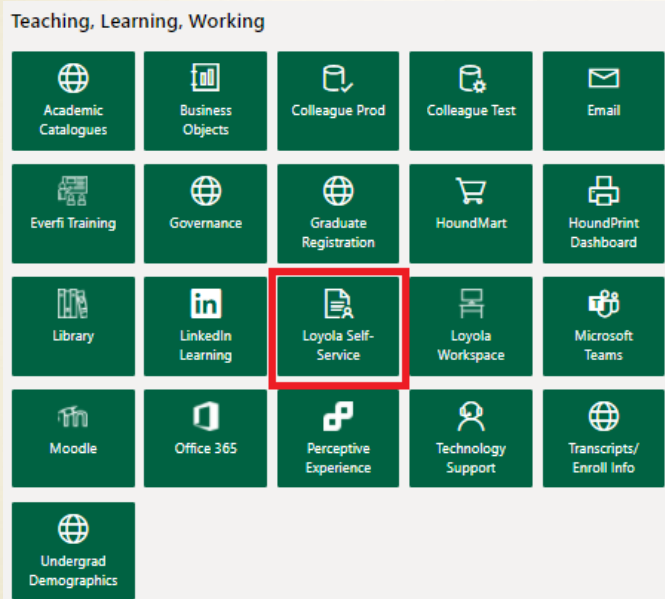
Bria Stith and Dayana Amaya - Records Office  
Self-Service Functions and Electronic Forms  
New Faculty Orientation

# Session Objectives

- Accessing Self-Service
- Accessing Class Rosters
- Submitting Midterm and Final Grades
- Accessing Records Office forms
  - Change of Grade
  - Incomplete Report Form
  - Midterm Action Report
  - Failure Report
- Where to find more information
- Who to contact



# Accessing Self-Service

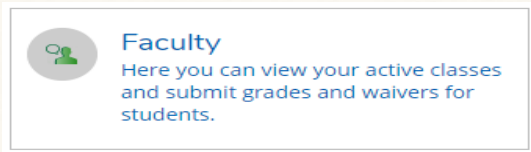


- Go to [inside.loyola.edu](https://inside.loyola.edu)
- Login with your Loyola username
  - same as email address (minus @loyola.edu)
- If you require a password reset, contact the Help Desk at x5555

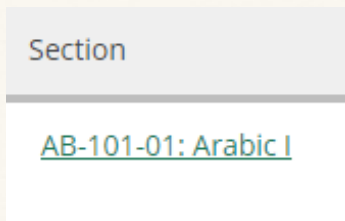


# Accessing Class Rosters

1. In Self-Service, select the *Faculty* link.



2. Select the course section and title hyperlink.



3. Select *Roster*.

1. This screen also includes term, location, days/times, dates, and seats available/capacity. To see the credit value of the course, select *Grading*, explained on another slide.

4. View roster, including:

- Student name
- ID
- Class Level (will indicate who to grade)
- Loyola email address



# Class Roster Options

- Shows student registration status of Pass/Fail (P) or Audit (A)
  - Otherwise assume students shown on this screen are registered for regular credit.
  - Students who have officially dropped do not show on your roster.
- Hover over the student's name and select *View Full Profile* for additional student information
- Other options:
  - Print the roster – you may have to adjust your printer device
  - Export – allows you to export a csv file and put into Excel or other applications.
- Email all students

Fall 21  
Baltimore

M/W/F 1:00  
9/7/2021 - 1:  
Selling Hall

Seats Available

Roster

Student Name

Student Photo

BBA, Business Administration, International Business

Loyola email address (Loyola)

(Cell Phone)  
(Home Phone)

View Full Profile

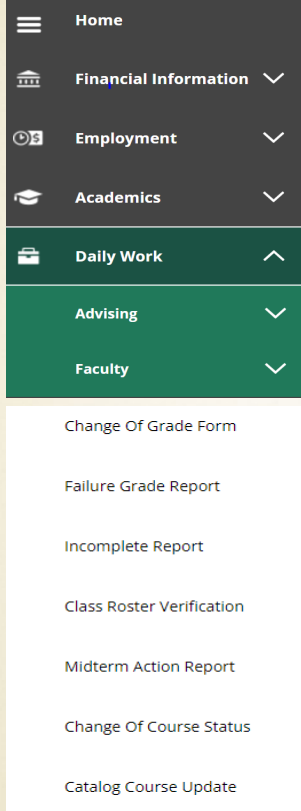
Roster Grading Permissions

Print Email All



# Class Roster Verification

## Notifying Records of registration issues



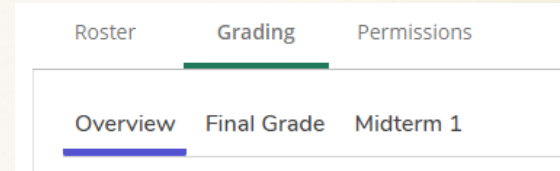
- If there are issues, notify the Records Office using a Class Roster Verification Form
- Accessing the form:
  - Log into *Loyola Self-Service* > click the Daily Work icon (briefcase) > click *Faculty* > select *Class Roster Verification*
- Records will notify the student to rectify the enrollment discrepancy in accordance with registration policies.
- **Important Note:** Records *does not* drop or un-enroll students unless directed to by the student or another authorized office who has received written instructions from the student.
- ✓ **Pro Tip:** When you notify Records of class roster discrepancies, it increases the accuracy of your grading roster when it is time to submit final grades.
- **Navigation Tip:** All faculty forms used by the Records Office appear under Daily Work.



# Grading: Final Grades

- Accessing the Grading Roster:
  - Log into *Loyola Self-Service* > *Faculty* > Select the course section and title hyperlink > Select *Grading* tab

- There are 3 tabs underneath the *Grading* tab.
  - **Overview:** This tab is a student list but will also be used for grading confirmation.
  - **Final Grade:** Enter Final Grades here.
  - **Midterm 1:** Enter Midterm Grades here – only permissible for undergraduate courses.

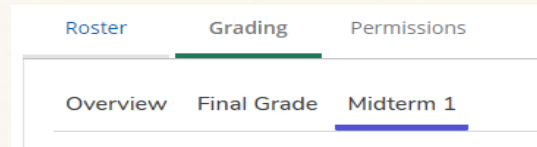


- **To enter grades:** click in the grade box to select the grade from the dropdown. Review the grade to ensure accuracy before moving to the next student.
- A *future* Expiration Date is required for final grades of “I” or Incomplete.
- For final grades of “FW” or Failure to Withdraw, a Last Attendance Date is required.
- For final grades of “F”, a supplemental Failure Report form is required
- ❖ **Navigation Tip:** There is no submit button.
- ✓ **Pro Tip:** Review the entered grades on *Overview* tab and proofread for accuracy. When reviewing grades, if you cannot see them, Records cannot see them. **There is no confirmation email.**



# Grading: Midterm Grades

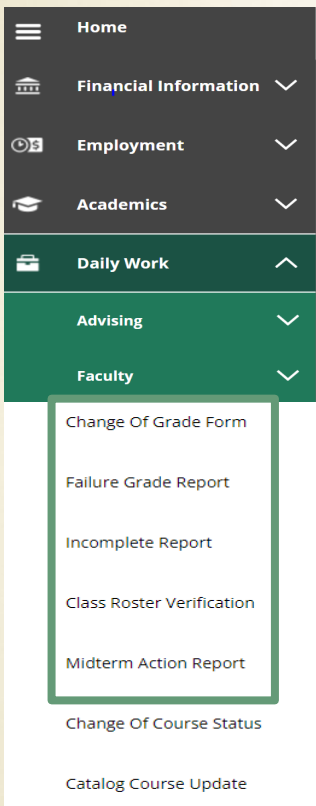
- **Important Note: GR students do not get midterm grades.** Midterm grades are only assigned to UG first-year students and students with deficient grades.
- To identify freshmen in order to assign all freshmen a midterm grade, look for the class level of “First-Year”.
- **To enter midterm grades:** Just like entering final grades, click the grade box to select the grade from the dropdown. Review the grade before moving on.
- If you are entering a deficient grade for a student (C- or below), you need to submit a Midterm Action Report
- ❖ **Navigation Tip:** There is no Submit button. You can click the Midterm Grading Complete button, but it is not necessary to mark grades complete.
- You can make changes and remove the midterm grades until the Records Office closes grading at the end of the midterm grading period.





# Electronic Forms

- Go to *Loyola Self-Service* > Daily Work icon (briefcase) > Faculty
  - Change of Grade: use this form to assign or change any midterm or final grade of a student; also used to assign a final grade for incomplete grades
  - Failure Report: use once you have assigned a final grade of “F” to a student
  - Incomplete Report: use to enter the required assignments and expiration date for a student who was assigned a grade of “I”
  - Class Roster Verification: use to report any roster discrepancies to the Records Office
  - Midterm Action Report: use if you are assigning a deficient midterm grade of C- or below to any student





# Navigation Tips for Electronic Forms

- Entering the ID number in these forms auto-populates the student's name, and other student information.
- Use the tab key to move sequentially through the form in order to activate the auto-populate feature.
- **Important Note:** Selecting Sign/Submit, then entering in your Loyola username and password serves as your electronic signature.
- After submission, fields are display only.
- A submission confirmation will be emailed to you with a link to the completed form, except with the Change of Grade Form (for security purposes).



# Midterm Action Report

<b>1</b> →	<b>Student ID*</b> <input type="text"/>	<b>Last Name</b>	<b>First Name</b>	<b>M.I.</b>	<b>Class Year</b>
<b>2</b> →	<b>Course # (ex. AC 101 01)*</b>	<b>Grade*</b> <input type="text"/>	<b>Term*</b> <input type="text"/>	<b>Student Email</b>	
<b>3</b> →	<b>Strengths (check all that apply)</b> <input type="checkbox"/> Displays Positive Attitude <input type="checkbox"/> Is Able to Pass Tests and Complete Assignments <input type="checkbox"/> Actively Participates in Class <input type="checkbox"/> Faculty Unable to Assess <input type="checkbox"/> Other (See Additional Comments below)		<b>Reasons for Midterm Grade (check all that apply)</b> <input type="checkbox"/> Exam Performance <input type="checkbox"/> Lack of Attendance <input type="checkbox"/> Missed Exams <input type="checkbox"/> Missed/Late Assignments <input type="checkbox"/> Performance on Written Work <input type="checkbox"/> Other (See Additional Comments below)		
<b>5</b> →	<b>Additional Comments for Strengths and/or Reasons for Midterm Grade</b>  				
<b>6</b> →	<b>Recommendations</b> <input type="checkbox"/> Come to class prepared for discussion. <input type="checkbox"/> Turn in all assignments. <input type="checkbox"/> Consult Professor on writing assignments. <input type="checkbox"/> Conference with Instructor <input type="checkbox"/> Make Office Hours appointments with Instructor for Course Content <input type="checkbox"/> Schedule Tutoring Sessions with the Study <input type="checkbox"/> Schedule Tutoring Session with the Writing Center <input type="checkbox"/> Other (See Additional Comments below)				

**4** ←



# Failure Report

1 → Student ID*	Last Name	First Name	M.I.	Student Level* ▼
2 → Course # (ex. AC 101 01)*	Term* ▼	Student Email		
3 → Strengths (check all that apply) <input type="checkbox"/> Displays Positive Attitude <input type="checkbox"/> Is Able to Pass Tests and Complete Assignments <input type="checkbox"/> Actively Participates in Class <input type="checkbox"/> Faculty Unable to Assess <input type="checkbox"/> Other (See Additional Comments)		4 ← Reasons for Failure (check all that apply) <input type="checkbox"/> Exam Performance <input type="checkbox"/> Lack of Attendance <input type="checkbox"/> Missed Exams <input type="checkbox"/> Missed/Late Assignments <input type="checkbox"/> Performance on Written Work <input type="checkbox"/> Other (see Additional Comments)		
5 → Additional Comments				
6 → If applicable, were Recommendations on Midterm Action Report fulfilled? (Undergraduate only)				





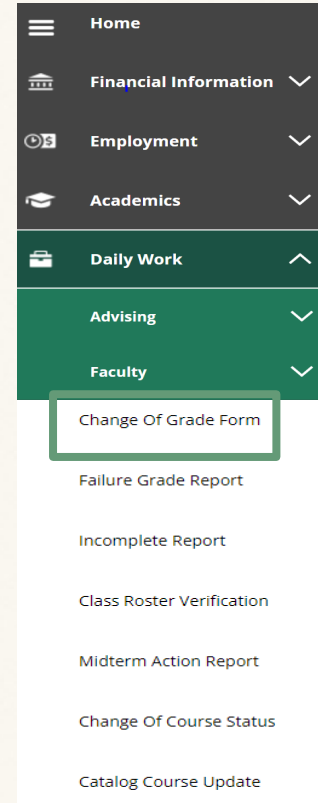
# Change of Grade

## Purpose

- Assign or change initial grade for student

## Reasons

- Self-Service grading has closed
- Computational grading error
- Incomplete Grade assigned



# Change of Grade



**LOYOLA**  
UNIVERSITY MARYLAND

**Records Office**  
Maryland Hall 141  
Baltimore Campus

## Initial Grade Assignment/Change of Grade

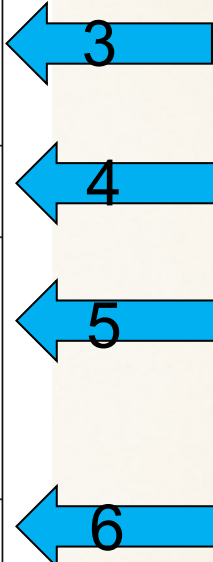
STUDENT INFORMATION			
Student ID*	Last Name	First Name	M.I.
Student Level*	Student Email		
COURSE INFORMATION			
Course # (ex. AC 101 01)*		Course Title*	
Term*	Course Department*	School/Division*	
	Chemistry (CHEM)		



# Change of Grade

TYPE OF GRADE ASSIGNMENT		
<b>Midterm Grade:</b> <input type="checkbox"/> ASSIGN Initial Midterm Grade (Instructor signature only).  <input type="checkbox"/> CHANGE of Midterm Grade (Instructor signature only). Check reason below: <input type="checkbox"/> Computational, recording, or transmitting error. <input type="checkbox"/> Other extraordinary reason(s). Use comments box below.	<input type="text" value="Initial Grade"/>  <input type="text" value="Original Grade"/>	Enter ONLY letter grades. Use + or - as needed. <input type="text" value="New Grade"/>
<b>Incomplete Grade/Grade Later:</b> <input type="checkbox"/> CHANGE from Incomplete or Grade Later (Instructor signature only). (Only if grade has not yet expired).	Enter ONLY letter grades. Use + or - as needed.	<input type="text" value="New Grade"/>
<b>Final Grade:</b> <input type="checkbox"/> ASSIGN Initial Final Grade (Instructor signature only).  <input type="checkbox"/> CHANGE of Final Grade (Instructor and Department Chair signatures required). Check reason below: <input type="checkbox"/> Computational, recording, or transmitting error. <input type="checkbox"/> Other extraordinary reason(s). Use comments box below.  <input type="checkbox"/> APPEAL of Final Grade (Instructor, Department Chair, and Academic Dean signatures required).	<input type="text" value="Initial Grade"/>  <input type="text" value="Original Grade"/>  <input type="text" value="Original Grade"/>	Enter ONLY letter grades. Use + or - as needed. <input type="text" value="New Grade"/>  <input type="text" value="New Grade"/>
<b>Comments:</b>   		

Select the Sign/Submit button to apply your signature and date



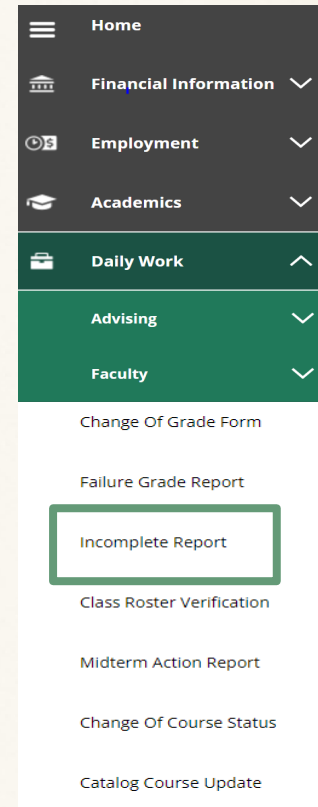
# Incomplete Report

## Purpose

- Serves as a supporting document

## Reasons

- Ensures that incomplete grade is within policy guidelines
- Manually tracks incomplete grades that are being extended
- Ensures that any incomplete grades beyond University deadline are approved by appropriate school Dean





# Incomplete Report



**LOYOLA**  
UNIVERSITY MARYLAND

**Records Office**  
Maryland Hall 141  
Baltimore Campus

## Incomplete Report

Student ID*	Last Name	First Name	M.I.	Student Level*
Course # (ex. AC 101 01)*	Term*	Student Email		

### INCOMPLETE POLICY

At the discretion of the course instructor, a temporary grade of I (Incomplete) may be given to a student who is passing a course but for reasons beyond the student's control (illness, injury, or other nonacademic circumstance), is unable to complete the required coursework during the semester. **A grade of Incomplete should not be issued to allow the student additional time to complete academic requirements of the course (except as noted above), repeat the course, complete extra work, or because of excessive absenteeism or the student's unexcused absence from the final exam.**

Arrangements for the grade of Incomplete must be made prior to the final examination, or if the course has no final examination, prior to the last class meeting. The responsibility for completing all coursework within the agreed upon time rests with the student. If an extension is necessary to complete the coursework, the appropriate Dean's signature will be required. The grade of Incomplete may remain on the record no longer than the time period agreed to by the instructor and the student and may not exceed one semester.

If the Incomplete is not resolved satisfactorily within the agreed upon time period, a grade of F (0.000) will be recorded by the Records Office as the final grade. Students may not graduate with a grade of Incomplete in any course on their record. To resolve an Incomplete, submit a signed Initial/Change of Grade Form to the Records Office.



# Incomplete Report

## COURSE INFORMATION

3

### Type of Change (check one)\*

- Loyola Self-Service is **open** for Grading: I have assigned the student an initial grade of Incomplete with a completion date via the Grading screen.
- Loyola Self-Service is **closed** for Grading: I give the Records Office permission to assign the student an initial grade of Incomplete.
- Student has grade of Incomplete: I am extending the grade of Incomplete. Reason(s) for the extension and a new Final Grade Submission date are provided below. If the grade has already been changed to F (0.000) because of the past completion date, I give the Records Office permission to change the grade back to an I (Incomplete). **Note: Per University policy, the Records Office will seek Dean's approval before changing the grade back to an Incomplete.**

### Reason for Incomplete\*

### Required Assignment(s) to be Completed\*

All required student assignments are due to instructor no later than\*  
(mm/dd/yyyy)

//

4

I will submit the final grade to the Records Office  
no later than 11:59 p.m. EST on the following date\*

//

5

Per UG University policy, Final Grade Submission dates are no later than:  
Fall Semester – February 1; Spring Semester – July 1; Summer Sessions – October 1.  
If the final grade is not received by the date entered to the left, the student's grade of  
*Incomplete* may automatically convert to a final grade of *F*.

Select the Sign/Submit button to apply signature and date

DEAN'S APPROVAL

# Resources

- [www.loyola.edu/records](http://www.loyola.edu/records)
- Form instructions:
  - Records Office website > Faculty Menu > eForm instructions
  - Also found in Grading emails sent from the Records Office
  - ✓ **Pro Tip:** Keep the grading and roster emails sent from Records
- Access to forms: *Loyola Self-Service* > Daily Work icon (briefcase) > Faculty
- Academic Catalogue: Records Office website, Resource menu on the right side



# QUESTIONS?



# Contact Us

- Bria Stith, 410-617-2769 or [bastith@loyola.edu](mailto:bastith@loyola.edu)
- Dayana Amaya, 410-617-5033, [sdamaya@loyola.edu](mailto:sdamaya@loyola.edu)
- Office of Technology Support (OTS) Help Desk at 410-617-5555 or [ots@loyla.edu](mailto:ots@loyla.edu)
- Academic Advising & Support Center (AASC) at [aasc@loyola.edu](mailto:aasc@loyola.edu) or 410-617-5050

**Thank you!**

