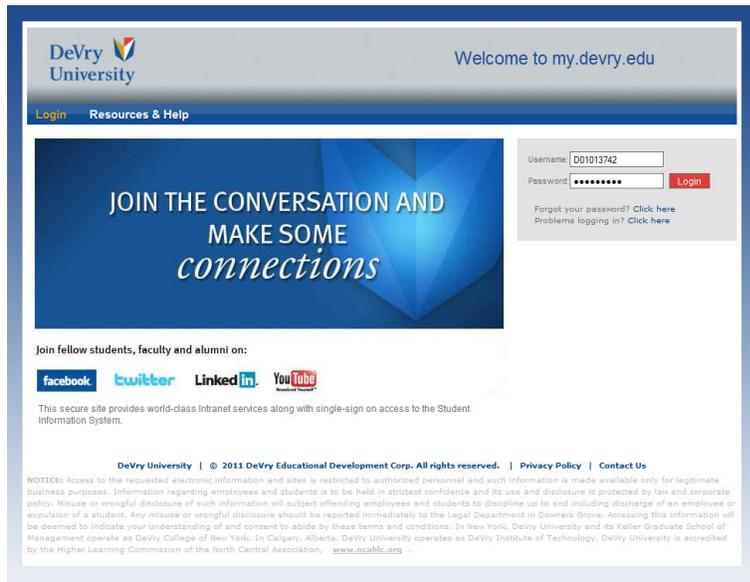
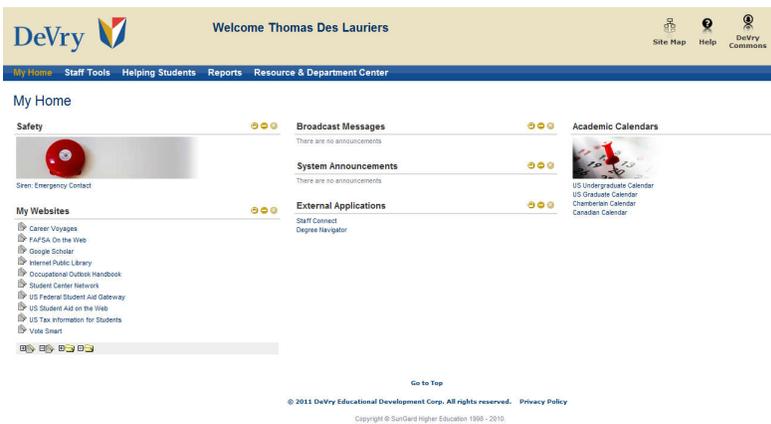


Instruction for Entering End of Term Grades

1) Go to <http://my.devry.edu>



2) Log in and then click on Staff Tools on the Menu



3) Click on Open My Oracle Applications/Oracle E-Business Suite



- 4) Go into the square: Application Navigator
- 5) Click on: DVU OSS Faculty Self Service

DeVry University Welcome Thomas Des Lauriers

June 7, 2006 MyDeVry

Applications Navigator Customize

- [DVU Academic Advisor](#)
- [DVU OSS Enrollment Self Service](#)
- [DVU OSS Faculty Self Service](#)
- [DVU OSS Student Self Service](#)
- [Preferences SSWA](#)

External Applications Customize

No external applications have been selected for display. To select applications to display, click "Customize".

View | Print Student Grid Schedule

List, view or print Grid Schedules...
Type in student DSI or oracle number

Announcements

NEW Conversion Request Process

Beginning June 5th, a new process will be implemented for requesting to OSS. The new process requires that the person already exists with OSS. The request form for this new process will ask for the Oracle per data will be loaded on that record. The form will also ask you to confirm converted is the correct record. The new process will allow conversion undergraduate student in 24 hours instead of the current weekly schedule accessed via the Request to Convert Student Records to OSS link on

June 2, 2006 - DeVry Inc. Code of Business Conduct and Ethics (I

This Code should be read and receipt acknowledged within 30 days by Center, selecting OnLine Training (NETg,) DeVry Foundational Course Code Certification.

- 6) Go into the Square DVU OSS Faculty Self Service and Click on the Home Link

ORACLE E-Business Suite

[Home](#) [Logout](#) [Preferences](#)

- [DVU Academic Advisor](#)
- [DVU OSS Enrollment Self Service](#)
- [DVU OSS Faculty Self Service](#)
- [DVU OSS Student Self Service](#)
- [Preferences SSWA](#)

[Home](#)

[Home](#) | [Logout](#) | [Preferences](#)

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- 7) Go into the Square labeled Shortcuts and click on Enter Unit Grades

ORACLE Student System

[Home](#) [Logout](#) [Preferences](#)

Shortcuts

General

- [Update Personal Information](#)

My Unit Sections

- [Enter Unit Grades](#)
- [View Student Lists](#)
- [View Special Permission History](#)
- [View Audit Permission History](#)

Alerts

Below is a list of your alerts.

Subject	Start Date	Due Date/Expiration Date
No search conducted.		

Notifications

View

Select From	Type	Subject	Sent	Due
There are no notifications in this view.				

TIP Vacation Rules - Redirect or auto-respond to notifications.
 TIP Worklist Access - Specify which users can view and act upon your notifications.

[Home](#) | [My Profile](#) | [My Unit Sections](#) | [Home](#) | [Logout](#) | [Preferences](#)

8) Now Click on the Advanced Search Button

ORACLE Student System

Home Logout Preferences Help

Home My Profile My Unit Sections

Grading | Student List | Special Permission

Home >

Unit Sections for Grading

* Indicates required field

Search

Search for unit sections by term

* Term Calendar

Go

Advanced Search

Select	Teaching Period	Section / Call Unit Number	Location	Title	Current Grading Period	Unit Grades Due	Submission History	Status	Unit Grading Status	Version
No search conducted.										

Home | My Profile | My Unit Sections | Home | Logout | Preferences | Help

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- 9) *Term calendar = * Spring 06 Semester (If the frame freezes at this point, you will need to go into tools and allow pop-ups)
- *Call Number = Leave Blank
- *Unit = Enter your class (BUSN115 or SCI14 or CIS428) this information can be found on your class roster
- *Section = Click on the drop down and choose ends with, then enter the Capital letter associated with your class: A, U, B, T, H, G, K, ect. (This letter can be found on your class roster)
- NOW CLICK THE GO BUTTON**

ORACLE Student System

Home Logout Preferences Help

Home My Profile My Unit Sections

Grading | Student List | Special Permission

Home >

Unit Sections for Grading

* Indicates required field

Specify parameters and values to filter the data that is displayed in your results set.

Search results where each must contain all values entered.

Search results where each may contain any value entered.

Term Calendar *

Call Number

Unit CIS438

Section A

Go Add Another Add

Simple Search

8a) **Or** you can click on the drop down menu and select More and then click the GO Button

The screenshot shows the Oracle Student System interface. At the top, there are navigation links: Home, Logout, Preferences, Help. Below that, a blue navigation bar contains Home, My Profile, and My Unit Sections. The main content area is titled "Unit Sections for Grading" and includes a search section. The search section has a dropdown menu for "Term Calendar" with a "Go" button. A dropdown menu is open, showing options: Spring 05 Semester, Fall 04 Semester, Fall 05 Semester, and More... A mouse cursor is pointing at the "More..." option. Below the search section is a table with columns: Select Teaching Period, Location, Title, Current Grading Period, Unit Grades Due, Submission History, Status, Unit Grading Status, and Version. The first row of the table shows "No search conducted." at the beginning.

8b) Now enter the Term you are looking for and click the Go button. After the term(s) are showing, click on the term listed under the Quick Select.

The screenshot shows a browser window titled "https://my.devry.edu - Search and Select List of Values - Microsoft Internet Explorer". The page content is titled "Search and Select: Term Calendar". It features a search section with a dropdown menu set to "Term Calendar" and a text input field containing "Fall 05". A "Go" button is next to the input field. Below the search section is a "Results" section with a table. The table has three columns: "Select", "Quick Select", and "Term Calendar". The "Quick Select" column contains a small icon of a document with a magnifying glass. The "Term Calendar" column contains the text "Fall 05 Semester". There are "Cancel" and "Select" buttons at the top right and bottom right of the search area.

10) Now click on the Grade Unit Button

ORACLE Student System

Home Logout Preferences Help

Home My Profile My Unit Sections

Grading | Student List | Special Permission

Home >

Unit Sections for Grading

* Indicates required field

Specify parameters and values to filter the data that is displayed in your results set. Simple Search

Search results where each must contain all values entered.

Search results where each may contain any value entered.

Term Calendar is *Spring 06 Semester

Call Number is

Unit is CIS438

Section ends with A

Go Add Another Add

Select unit section: Grade Unit

Select	Teaching Period	Unit	Section / Call Number	Location	Title	Current Grading Period	Unit Grades Due	Submission History	Status Status	Unit Grading	Version
6	Spring 06 Standard Session	CIS438	STN_A / -	Houston, TX/Campus	Database Administration with Lab						1

11) Click on the drop down and Select Final for the Grading Period and then click on the Enter Grade Button

ORACLE Student System

Home Logout Preferences Help

Home My Profile My Unit Sections

Grading | Student List | Special Permission

Enter Unit Grades

Home > Unit Sections for Grading >

Select Unit Grading Options

* Indicates required field

Unit Code CIS438 Title Database Administration with Lab

Term Spring 06 Semester Teaching Calendar Spring 06 Standard Session

Location Houston, TX/Campus Section / Call Number STN_A / -

Grading Schema UNDERGRAD

Selection Criteria

To enter grades, select grading period and data entry method.

* Grading Period Final

* Entry Method Early Final

Final

Midterm

Return to Unit Sections for Grading

Enter Grade View Grade

12) Enter a Grade for Each Student listed (* Grades must be an A, B, C, D, F.) If you enter I, you must provide an explanation along with a date that the final work by student must be completed. You are charged with monitoring this and doing a grade change when the work is completed.

 Indicates student who is Auditing the unit section 

Unit Code **COMP217** Title **Unix / C and C++ Programming with Lab**
 Term **Spring 06 Semester** Teaching Calendar **Spring 06 Standard Session**
 Location **Houston, TX/Campus** Section / Call Number **STN_A / -**
 Grading Schema **UNDERGRAD** Grading Period **FINAL**

List Of Students

Select Students:

Select All | Select None

Select	Finalized 	Name	Number	Grade	Enter Incomplete Grade Details	View Grade Details	Release Date	Comments
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	John, Smith	10236172					
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Carl, Row	8935440	C 				
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Sally, Bread	10395757	C 				
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Joan, River	9408426	A 				
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Strom, Day	9457726	A 				
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Bad, Day	9893822	A 				
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Great, Day	8448779	A 				
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	First, Time	9036342	F 				Submit many of the required Programs

13) Warning DO NOT SUBMIT GRADES UNLESS YOU HAVE DONE “Release Grades Dates”

14) When all grades have been entered, at the top of student names column click the: Select All -- this should cause a “check mark” to appear beside each students name.

List Of Students

Select Students:

Select All | Select None

Select	Finalized	Name	Number	Grade	Enter Incomplete Grade Details	View Grade Details	Release Date	Comments
<input checked="" type="checkbox"/>	<input type="checkbox"/>	John, Smith	10236172	A				
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Carl, Row	8935440	C				
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sally, Bread	10395757	B				
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Joan, River	9408426	A				
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Strom, Day	9457726	C				
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Bad, Day	9893822	B				
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Great, Day	8448779	A				
<input checked="" type="checkbox"/>	<input type="checkbox"/>	First, Time	9838522	A				
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Larry, Smith	9225464	B				
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Bob, Flynn	9702056	B				
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Joe, Help	9036342	C				

Select Students:

14a) Now Click the Release Grades button,

Release Grade

Unit Code **COMP217** Title **Unix / C and C++ Programming with Lab**

Term **Spring 06 Semester** Teaching Calendar **Spring 06 Standard Session**

Location **Houston, TX/Campus** Section / Call Number **STN_A / -**

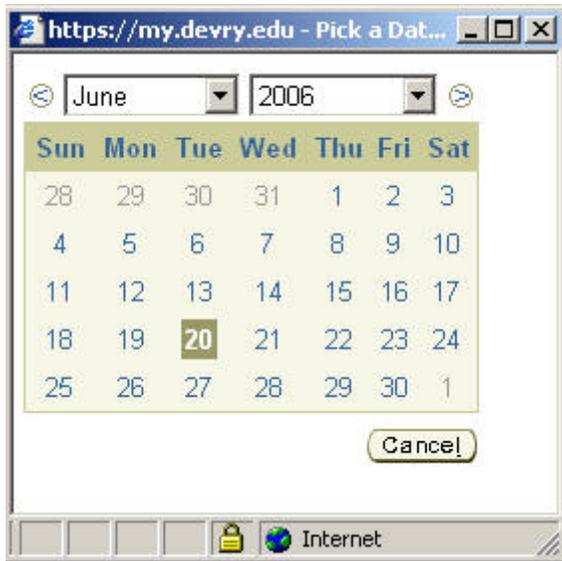
Grading Schema **UNDERGRAD** Instructor **Thomas Des Lauriers**

Grading Period **FINAL**

List of Students

Name	Number	Grade	Release Date and Time
John, Smith	10236172	W	<input type="text"/>
Carl, Row	8935440	F	<input type="text"/>
Sally, Bread	10395757	A	<input type="text"/>
Joan, River	9408426	A	<input type="text"/>
Strom, Day	9457726	A	<input type="text"/>
Bad, Day	9893822	B	<input type="text"/>
Great, Day	8448779	C	<input type="text"/>
First, Day	9838522	A	<input type="text"/>

14b) Now click the pick a Date Button.



15) Select the date and press Enter. Then use you Ctrl C and Ctrl V keys, to copy and paste the same date for each student *03/01/2006 - this date is the release grade date:

The date will always be the Wednesday after the last day of the term
If you are not sure of the date, please check with your Dean.

Release Grade

Unit Code	COMP217	Title	Unix / C and C++ Programming with Lab
Term	Spring 06 Semester	Teaching Calendar	Spring 06 Standard Session
Location	Houston, TX/Campus	Section / Call Number	STN_A / -
Grading Schema	UNDERGRAD	Instructor	Thomas Des Lauriers
		Grading Period	FINAL

List of Students

Name	Number	Grade	Release Date and Time
John, Smith	10236172	W	28-Jun-2006 13:39:41
Carl, Row	8935440	F	28-Jun-2006 13:39:41
Sally, Bread	10395757	A	28-Jun-2006 13:39:41
Joan, River	9408426	A	28-Jun-2006 13:39:41
Strom, Day	9457726	A	28-Jun-2006 13:39:41
Bad, Day	9893822	B	28-Jun-2006 13:39:41
Great, Day	8448779	C	28-Jun-2006 13:39:41
First, Day	9838522	A	28-Jun-2006 13:39:41

16) After all the dates have been entered, go to the bottom of the student section and **Click on the Apply Button**

17) Click on the Apply Button a second time

18) Warning DO NOT SUBMIT GRADES UNLESS YOU HAVE DONE “Release Grades Dates”

19) Click the Back Button

Enter Grade

Ⓢ Indicates student who is Auditing the unit section

Unit Code **COMP217** Title **Unix / C and C++ Programming with Lab**
Term **Spring 06 Semester** Teaching Calendar **Spring 06 Standard Session**
Location **Houston, TX/Campus** Section / Call Number **STN_A / -**
Grading Schema **UNDERGRAD** Grading Period **FINAL**

List Of Students

Finalized	Name	Number	Grade	View Grade Details	Release Date	Comments
	John, Smith	10236172	C		28-Jun-2006 13:39:41	
	Carl, Row	8935440	C		28-Jun-2006 13:39:41	
	Sally, Bread	10395757	A		28-Jun-2006 13:39:41	
	Joan, River	9408426	A		28-Jun-2006 13:39:41	
	Strom, Day	9457726	F		28-Jun-2006 13:39:41	Did not come to take Final Exam plus did not submit many of the required Programs
	Bad, Day	9893822	A		28-Jun-2006 13:39:41	
	Great, Day	9225464	A		28-Jun-2006 13:39:41	
	First, Time	9702056			28-Jun-2006 13:39:41	

[Back](#) [Cancel](#) [Submit Grade](#) [Printable Page](#)

[Home](#) | [My Profile](#) | [My Unit Sections](#) | [Home](#) | [Logout](#) | [Preferences](#) | [Help](#)

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20) Go to the bottom of the page and Click the Submit Section

21) Click Submit Grade button (again)

22) You will receive a request to Okay the grades. Click OK

23) You should receive a confirmation that grades are finalized

ORACLE
Student System

[Home](#) [Logout](#) [Preferences](#)

[Home](#) [My Profile](#) [My Unit Sections](#)

[Grading](#) | [Student List](#) | [Special Permission](#)

[Enter Unit Grades](#) **Confirmation**

Grade details for COMP217 have been submitted for finalization.

[OK](#)

[Home](#) | [My Profile](#) | [My Unit Sections](#) | [Home](#) | [Logout](#) | [Preferences](#)

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24) Print your finalized grade sheet. There should be a black check mark by every student's name under the Finalized column.

List Of Students

Select Students: [Release Grades](#)

Select All | Select None

Select	Finalized	Name	Number	Grade	Enter Incomplete Grade Details	View Grade Details	Release Date	Comments
<input checked="" type="checkbox"/>	✓	John, Smith	10236172	A			01-Mar-2006 11:55:31	
<input checked="" type="checkbox"/>	✓	Carl, Row	8935440	C			01-Mar-2006 11:55:31	
<input checked="" type="checkbox"/>	✓	Sally Bread	10395757	B			01-Mar-2006 11:55:31	
<input checked="" type="checkbox"/>	✓	Joan, River	9408426	A			01-Mar-2006 11:55:31	
<input checked="" type="checkbox"/>	✓	Strom, Day	9457726	C			01-Mar-2006 11:55:31	
<input checked="" type="checkbox"/>	✓	Bad, Day	9893822	B			01-Mar-2006 11:55:31	
<input checked="" type="checkbox"/>	✓	Great, Day	8448779	A			01-Mar-2006 11:55:31	
<input checked="" type="checkbox"/>	✓	First, Time	9838522	A			01-Mar-2006 11:55:31	
<input checked="" type="checkbox"/>	✓	Larry, Smith	9225464	B			01-Mar-2006 11:55:31	
<input checked="" type="checkbox"/>	✓	Bob, Flynn	9702056	B			01-Mar-2006 11:55:31	
<input checked="" type="checkbox"/>	✓	Joe, Help	9036342	B			01-Mar-2006 11:55:31	

Select Students: [Release Grades](#)

[Back](#) [Cancel](#) [Save for Later](#) [Submit Section](#)

25) Great Job.