ENTERING GRADES IN WEBOODI

A Teacher´s Guide 17.3.2020

Picture: Pixabay.com
Introduction

PLEASE NOTICE. Using Internet Explorer/Edge browser is not recommended because of errors occurred when using WebOodi.

As a teacher in WebOodi you can manage your instruction, view student data and send e-mail to students by choosing My instruction on upper menu. In order to do so, teacher must have a valid university user account. In addition, teaching events have to be assigned to the teacher by officials. Read more in Teacher’s Guide.

In addition to other functions a teacher can enter grades for those students who have registered for a teaching event. Grades can be entered in both main teaching events such as General Exams and other examinations, and also for subordinate course teaching events. It is not possible for a teacher to use this function automatically, but an official (secretary of Academic Affairs) has to add the function to each teaching event. Entering grades is possible for all those teachers to whom a teaching event is assigned to despite of the role of a teacher (i.e. teacher in charge, lecturer, exercise group teacher). If a teacher in charge (vastuuopettaja) can’t enter grades, he/she can agree on entering grades with another teacher of a teaching event.
Once you have chosen **My instruction** on the upper menu, choose tab **Instruction** or **Examinations**. You will see listed all teaching events which have been assigned to you. You can browse the examinations by the examination date or by the course. Once you have chosen the instruction or examination, click **Functions** column and then **Enter grades**.

You can also enter grades for students by choosing **View course data**, Participants symbol (ˋ) and then by clicking the button `Register grades`.

It is possible to enter grade only in those teaching events, in which an official has added the function `Entering grades allowed`.

** Confirming registration status of the students and adding students to a teaching event

You can enter grades only for those students, whose registration status is `Verified`. If not, a teacher has to change the status by choosing **View course data** tab at Functions column. After you have changed the status from the on the dropdown menu on `Registration status` column click  icon to save the status.

You can add students to a teaching event from the tab **View Course data** by selecting the icon  and by pressing the  button (Add student). Remember to change the registration status after adding students. Read more in **Teacher’s Guide**. Adding students is also possible later on in a tab **Enter grades**.
NB. Registration for General exams is mandatory. A teacher has no obligation to assess study attainments of unregistered students.

Grading (1/2): Basic information on teaching or examination and selection of students

There are two stages in grading. At stage 1/2 you will see the basic information of a teaching event and registered students. **NB! Check that information is correct.** If you notice that you have chosen a wrong teaching event on screen, go back to Instruction/Examination and choose the right one. If you notice that the function of entering grades has been marked to a wrong teaching event, please contact officials at Faculty Study Affairs.

If a teacher has already entered a grade for a student and grading has been transferred to an official for registration, you will see a green icon in front of the student’s name and a grade report on upper field ‘Course data’.

**Choose only those students to whom you want to enter grades.** Put a tick in a box next to a student number or select all students by choosing the uppermost box. If there are students missing from the list you can add students by button Add students. Select students and choose ‘Enter grades to selected students’.
Grading (2/2): Adding information and grades for students and transferring grades for registration

At stage 2/2 you can add following information for students: Teacher(s) responsible for grading, grade and the scope (ECTS credits) of the study attainment. In field TEACHERS RESPONSIBLE FOR GRADING you can choose from teachers with a role ‘Teacher in charge’. It is not possible to choose teachers with another role. Put a tick in a box in front of a teacher’s name.

In field INFORMATION REGARDING ALL STUDENTS you can add same information to all/selected students at the same time. Add information one by one, for example a date and then click the button Add to selected students. Remember to check the information first. After adding information you can enter the grades for students. You can still change the information for a single student if needed.

Date of a study attainment is the date when a student has for example taken the exam, not the date of assessment.
You can choose a **grade** between 1-5, pass, fail (also in case of a blank returned exam paper) or NS (no show). In second official language (Swedish) you can choose a grade ‘good’ or ‘satisfactory’.

**You can choose the scope within the minimum and the maximum scope of the course.** You can also enter the scope individually for a student. If the scope differs from the default scope, WebOodi will give a notification before saving or transferring the grade.

**Additional information will be shown on student’s transcript.** Additional information can be also added for all/selected students or for a single student. You have to add additional information in both Finnish and in English. For example, if a course ‘Special course’ has been executed with a name ‘Fluid Mechanics’ this academic year, write ‘Fluid Mechanics’ in both tabs ‘FI - Finnish’ and ‘EN - English’. The case is the same if a teaching event is executed in English but it does not have a name in English.

**You can enter the same grade for a group of students.** For example, 10 students have got a grade ‘fail’ and 30 students have got a grade ‘pass’. Enter a grade ‘fail’ in INFORMATION REGARDING ALL STUDENTS, select students in field STUDENTS and press button ADD TO SELECTED STUDENTS. Then remove all the tics from the boxes and enter grade ‘pass’ in INFORMATION REGARDING ALL STUDENTS, select students in field STUDENTS and press button ADD TO SELECTED STUDENTS.
In the most simple case the date, scope and the language of the study attainment are same for all students. In this case

- Check that you have chosen correct teacher(s) responsible for grading
- Check and correct the date of the study attainment if needed, then press button
- Check and correct the scope of the study attainment if needed, then press button
- Check and correct the language of the study attainment if needed, then press button
- (if the grade ‘pass’ is same for all the students a teacher can add it to all/selected students in this field, too)

Then move to field STUDENTS and add grades individually. If a student did not take the exam at all, a teacher must mark study attainment as NS (no show). Grade no show is not visible on a student’s transcript, but a student sees the marking in his/her WebOodi.

After adding information regarding all students you can enter the grades. In Teacher’s notes you can add personal notes (“A student has not returned a learning diary”) that are not shown to the students.

You can save the information by clicking a button Save from down below. You can save the data despite of missing information. If there are study attainments that are not ready for transfer just yet, you can remove a student information by pressing the button Delete at the end of a row. A student information will be deleted from the screen 2/2 but is still available on screen 1/2.

By selecting button Preview you can take a look at the pdf-report. The report is not for public use but is a tool for a teacher to view information on teaching event and grades.
After adding all the necessary information and grades for students select Transfer for registering. If there’s information missing, WebOodi will give a notification about it. Teacher can enter grades to all students and transfer those for registering at the same time or in parts. You can enter grades of a same teaching event in parts if study attainments are also assessed in parts.

When you want to transfer grades for registering, WebOodi will ask for a confirmation. After choosing ‘Transfer for registering’ it is not possible to change the information anymore since it is being transferred to an official for final registering in WinOodi. If there’s a need for changing or correcting the information, please contact officials at Faculty Study Affairs.

After transferring the grades WebOodi will automatically move to back to screen 1/2. You will see a green icon in front of those student’s name whose grades have been transferred and you can find a grade report on upper field ‘Course data’. It there are several grade reports you can check date and time from the report title.
Registration status of the students

You can check the status of registration from list of participants by choosing **Course data** and then pressing the icon 🔍 to see the list of students of the course or examination.

- **Status ´Verified´**: The grade has not been transferred
- **Status ´Transferred for registration´**: A teacher has entered and transferred the grade. The grade is waiting for a final registration by an official
- **Status ´Final result´ or ´Fail´**: The grade has been transferred and registered for a student by an official. The grade is visible also for a student in WebOodi.