

Courses InTouch

ONLINE GRADING - QUICK OVERVIEW

1. You are notified by email when your courses become available for Online Grading. Go to Courses InTouch at <http://www.upenn.edu/isc/apps/CoursesInTouch/> and login using your PennKey and associated password.

2. Choose **Select Courses** or **Course Summary** from the Online Grading menu, and then select the specific course-section to be graded.

The screenshot shows two overlapping windows from the Courses InTouch application. The left window is titled 'Select Courses' and displays a search interface with a dropdown menu for 'Terms' set to '2006C (Fall)'. Below the search bar, a list of course sections is shown, including 'BENF-099-003: Ben Fra...', 'ANTH-252-601: Cultr...', 'URBS-254-601: Cultr...', 'URBS-300-301: Field...', 'HIST-048-403: Rise & Fall of Russ Emp', 'RUSS-048-403: Rise & Fall of Russ Emp', and 'HIST-160-201: Strategy, Policy & War'. The right window is titled 'Course Summary' and shows a search results table for the selected course. The table has columns for Section Id, Status, School, Division, Available, Due, and Auto Graded. The results include sections like ANTH-252-601 (Fully Submitted), BENF-099-003 (Fully Submitted), HIST-048-403 (Overdue, Partially Submitted), HIST-160-201 (Fully Submitted), RUSS-048-403 (Overdue, Partially Submitted), URBS-254-601 (Fully Submitted), and URBS-300-301 (Fully Submitted).

3. Enter the appropriate grade for each student and SAVE or SUBMIT.

- You may save at any point in time (allows for editing).
- You may partially submit at any time.
- Once submitted, only a change of grade action can alter the grade.

The screenshot shows the 'Online Grading Fall 2006' interface for the course 'HIST-048-403: RISE & FALL OF RUSS EMP'. The status is 'Not yet submitted', with an available date of 12/07/2006 and a due date of 01/04/2007. The instructor is listed as 'mythos@cis.upenn.edu, Yvanovska'. Below the course information, there is a table for entering grades for individual students. The table has columns for Name, Penn Id, Div, Section, Cl, and Grade. The rows correspond to different students, and the grade column contains a grid of radio buttons for selecting a grade (A+, A, A-, B+, B, B-, C+, C, C-, D+, D, F, S, U, I, II) or 'No Show'. At the bottom of the page, there are buttons for 'Grade Statistics', 'Save Grades', and 'Begin Submission'.



For details on how to Upload/Download the grade sheet in Excel and Blackboard; submit a Change of Grade; check your grade spread/statistics; review the history of each transaction; and more, please refer to detailed sections of this User Guide.