PACE Faculty Resource Sheet

Professional and Continuing Education (PACE)

Office: 440 Pawley Hall

Web: www.oakland.edu/pace

Phone: (248) 370-3177

Fax: (248) 370-3090

Moodle (e-learning module)

Web: https://moodle.oakland.edu

E-learning and Instructional Support (e-lis)

Faculty Lab: Monday – Friday 8:00 am – 5:00 pm

Web: http://www2.oakland.edu/elis

Phone: (248) 370-4566

Email: online@oakland.edu

NetID password / PIN reset

Web: https://netid.oakland.edu

Oakland Email

Web: https://webmail.oakland.edu

Grades

Grades are due 72 hours after the end of your course. For example, if your course ends 10/27/2011 final grades are due by 11:59pm on 10/30/2011

Grading is turned on for each part of term approximately one week before the grading due date. Once active, web grading is available 24 hours a day. For SAIL access, Internet Explorer 7 or 8 works best or you may use Mozilla 3.5. For Mac users, Safari 2.0 is recommended

Process to Submit Grades

Step 1: Access the OU Home Page at www.oakland.edu

Step 2: Click on SAIL (Student and Information Link) located in upper right corner

Step 3: Click on FACULTY AND STAFF

Step 4: Click on Login to Secure Area

You also can click this link:
https://sail.oakland.edu/PROD/twbkwbis.P_GenMenu?name=homepage

Step 5: Enter either your Grizzly ID and PIN or NetID (Email) and Password

If PIN is disabled, call the Registration Office at (248) 370-3454

If PIN is expired, enter old PIN, then enter a new six-digit number (no letters), then re-enter new PIN, and click on Login

Step 6: Select Faculty Services icon then click on Term Selection icon

Step 7: Select term to be graded from drop-down list of active terms, click on Submit Term

Step 8: Click on CRN Selection

Select Title and CRN (Course Reference Number) for course to be graded (from a drop-down list if you teach more than one section)

Click Submit CRN

Step 9: Scroll down to click on Final Grades option to go to first page of students, then begin student-by-student grade entry, submitting entered grades after completing each page.

Scroll down to see student list

In Grade column, click on drop-down arrow to see valid grades for that section

To select final grade, scroll to, highlight and click on desired grade, then click grade field for next student until that page is completed.

Hint: To move quickly through the grade list, skip to the first grade listed of any grade type (4, 3, 2, 1, 0) by pressing the number key on the keyboard for the first digit of the grade desired, then press the down arrow to highlight and click the specific grade desired

DO NOT TYPE IN GRADES. A grade typed in as 2.3 will default to the last digit typed, resulting in an unintended grade of 3.0

W grades appearing on a grade roster should not be changed or overwritten.

W grades may not be assigned by instructors.

Enter all grades on one page, review, and make necessary changes. Do not move to next page before submitting those on the completed page, as follows…

To finally record grades on each page, click on Submit Grades

If class has more than 25 students, Records 1-25, 26-50, etc., will appear at both top and bottom of page

To move to the next page of students, after entering grades for Records 1-25, click on Submit

Grades, then click on next group of numbered records (e.g. 26-50)

Step 10: After completing one course of entry and submission of grades page by page, go to bottom of screen to select next course to be graded (if applicable) using CRN Selection.

Step 11: FINAL STEP – When all courses have been graded, click exit button in upper right corner of screen, then IMMEDIATELY exit your web browser for security purposes.