



جامعة الملك عبد الله
للعلوم والتقنية
King Abdullah University of
Science and Technology

Office of
the Registrar



Grading Center

A guide for new users

Accessing Grading Center

Step 1:

Log in to the **KAUST Portal** with your
KAUST credentials.

Enter your user name here



Enter your password here



جامعة الملك عبد الله
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Science and Technology

Portal for Employees and Students

Login

User Name

Password

Login

Forgot My Password

Email : ithelpdesk@kaust.edu.sa

Phone : (+966) (12) 808-0910



Keep KAUST

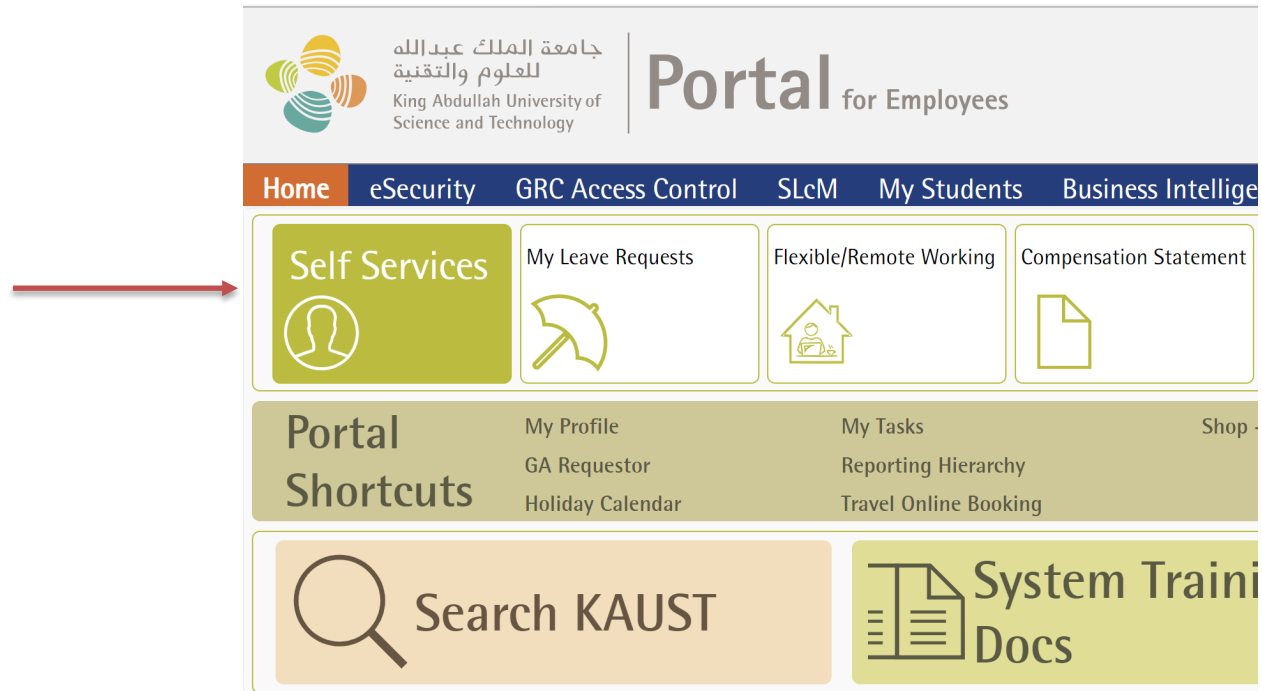


Search

Accessing Grading Center

Step 2:

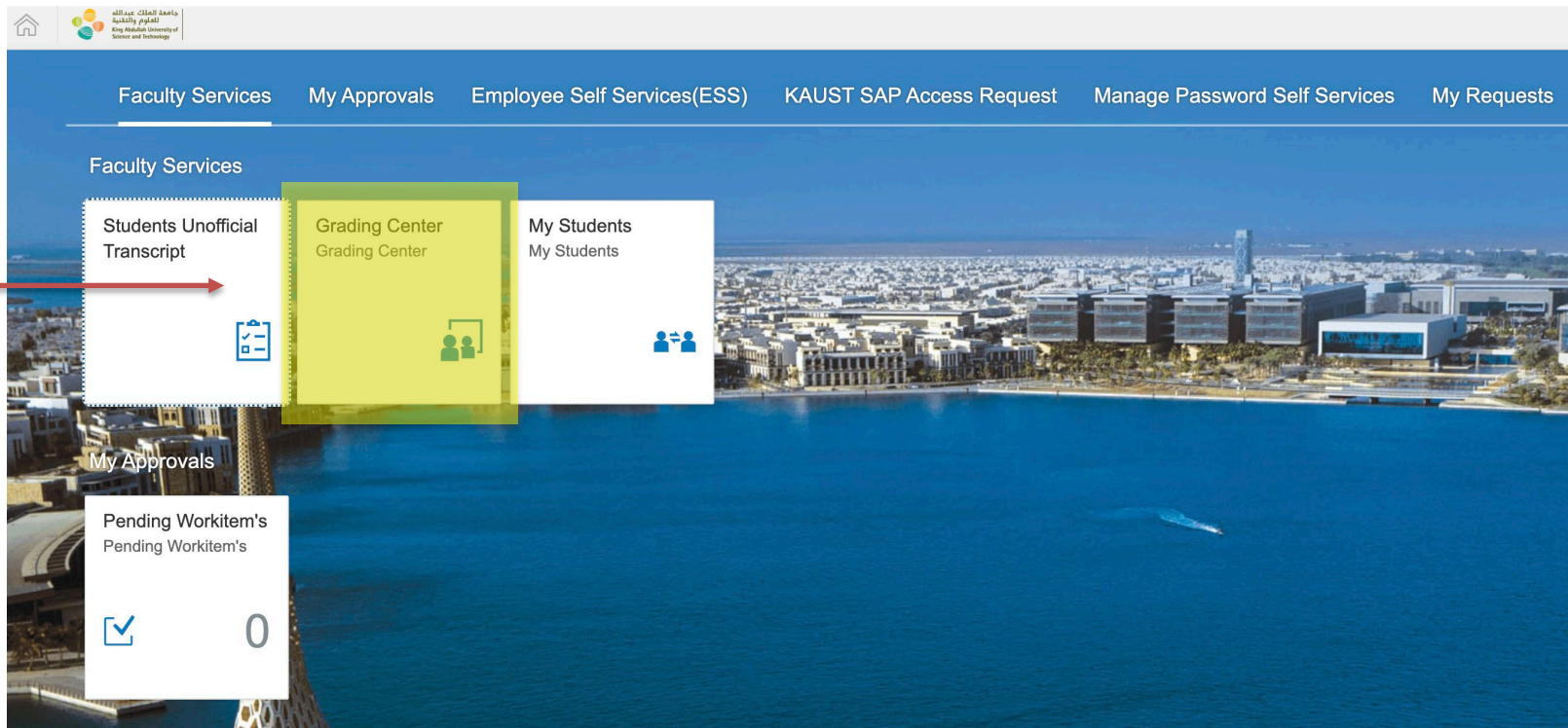
Click on the **Self Services** tab.



Accessing Grading Center

Step 3:

Click on the **Grading Center** tab found under **Faculty Services**.



Displaying your courses

Step 4:

Your courses will be listed here. There's also a search function to search from a list of your courses.

Instructor(s) : Displays instructor's name.

Grading Center

Academic Semester: *

Fall 2022/2023

Courses:

Instructor(s):

Search

Courses (18)			
Course code /Title	Section	Grading Status	Grading Progress
Monolithic Amplifier Circuits ECE 202	Monolithic Amplifier Circuits	In Progress	0 of 1 Students
Fundamentals of Env Microbiology EnSE 203	Fundamentals of Env Microbiology	In Progress	2 of 16 Students

Displays Academic Semester

Courses : You can search for courses here (if you are teaching more than one course)

Search : Click on search to start your search.

Selecting a course to grade

Step 5:

Select the course you wish to grade by clicking on the course name.

Grading Status : This reflects the grading status for the course as either In Progress or Completed

Grading Center

Academic Semester: * Courses: Instructor(s):

Courses (18)	Section	Grading Status	Grading Progress
Monolithic Amplifier Circuits ECE 202	Monolithic Amplifier Circuits	In Progress	0 of 1 Students >
Fundamentals of Env Microbiology EnSE 203	Fundamentals of Env Microbiology	In Progress	2 of 16 Students >

Course code/ Title: Click here to grade this course

Section: Displays section.

Grading Progress: Displays the number of students in the course and how many of them need to be graded. The orange tab will turn green to signify completion.

Grading Options

There are two ways to grade a course – either directly in the system or by using an Excel sheet

Method 1: Grading directly in Grading Center

This option is preferred as you will be recording grades directly in the system. This is also an option that may be preferred by instructors who have smaller classes.

Method 2: Grading on Excel

This option may be preferred by instructors of larger classes and who would like to enter grades for multiple students at once.

Grading a course (Option 1)

Step 6: Grading directly in Grading Center

This option is preferred as you will be recording grades directly in the system.

Step 5 (a): Enter grade using the dropdown list here or by manually entering a grade

Step 5 (b): Save the grade so you can exit and continue grading when ready. Clicking Save here does not submit the grade. The grade can still be changed.

The screenshot displays a grading interface with two student rows. The first row, for 'Hakim Jemaa' (ID 178293), has a dropdown menu showing the grade 'B'. The second row, for 'Rawan Alhazmi' (ID 181966), has an empty dropdown menu. Both rows are marked 'Not Submitted' and have a clipboard icon. At the bottom, a toolbar contains a 'Back' button, 'Download Template', 'Upload from Template', 'Save', and 'Submit Grades' buttons. Red arrows point from the text instructions to the grade dropdown, the 'Save' button, and the 'Submit Grades' button.

<input type="checkbox"/>	Hakim Jemaa 178293	B	Not Submitted	
<input type="checkbox"/>	Rawan Alhazmi 181966		Not Submitted	

Back Download Template Upload from Template Save Submit Grades

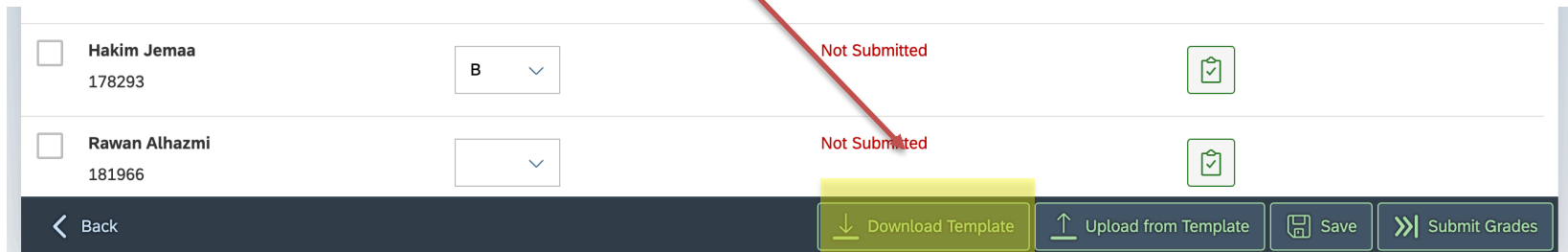
Step 5 (c): Once you are done grading, you may submit the grades. **Grades cannot be changed once they are submitted.**

Grading Course (Option 2)



Step 6: Grading on Excel

This option may be preferred by instructors of larger classes and who would like to enter grades for multiple students at once.

Step 5 (a): Click here to download the Excel Sheet used for grading



The screenshot shows a grading interface with a table of students and a bottom navigation bar. A red arrow points from the text 'Step 5 (a): Click here to download the Excel Sheet used for grading' to the 'Download Template' button in the navigation bar.

<input type="checkbox"/>	Hakim Jemaa 178293	B	Not Submitted	
<input type="checkbox"/>	Rawan Alhazmi 181966		Not Submitted	

Navigation bar: < Back | Download Template | Upload from Template | Save | Submit Grades

Grading Course (Option 2)

Step 7: Enter grades on Excel

This option may be preferred by instructors of larger classes and who would like to enter grades for multiple students at once.

Step 5 (b): Open the downloaded template. You will find a list of students with their information and final grade.

You can assign grades by filling in the cells on the Excel Sheet. You can assign multiple students the same grade using Excel's utilities.

Once completed, you can save the sheet to upload it back to the Grading Center.

	A	B	C	D
1	Last Name ▼	First Name ▼	Student ID ▼	Final Grades ▼
2	Bakytbekov	Azamat	146335	A
3	Labban	Abbrar	146627	B
4	Yang	Xinyuan	172192	D
5	Albaqshi	Mohammed	173991	
6	Jemaa	Hakim	178293	
7	Alhazmi	Rawan	181966	
8	Aishayie	Sultan	181979	
9	Rawas	Renad	182084	
10	Rawas	Ranim	182085	
11	Alshareef	Balqees	182166	
12	Al Romaih	Sarah	182987	
13	Abualsaud	Fatimah	183111	
14	Al-ZuBi	Amr	184075	A-
15	Oki Exposito	Lisa	186339	
16				
17				
18				
19				

Grading Course (Option 2)

Step 8: Uploading grades

This option may be preferred by instructors of larger classes and who would like to enter grades for multiple students at once.

Step 5 (c): Upload your saved Excel sheet here

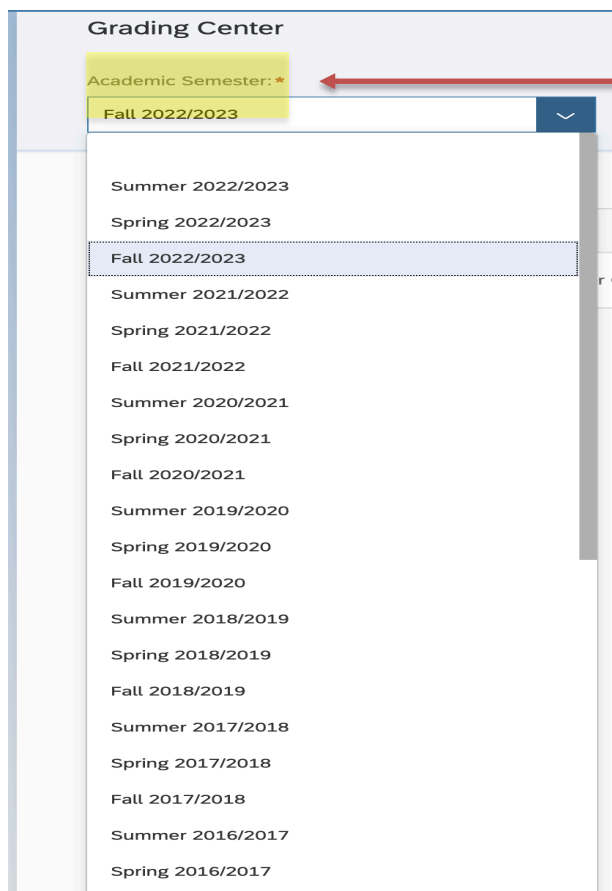
Step 5 (e): Submit the grade. **Grades cannot be changed once they are submitted.**

<input type="checkbox"/>	Hakim Jemaa 178293	B	Not Submitted	
<input type="checkbox"/>	Rawan Alhazmi 181966		Not Submitted	

[Back](#) [Download Template](#) [Upload from Template](#) [Save](#) [Submit Grades](#)

Step 5 (d): You can save the grade by clicking on save. Saved grades can be changed, and won't be submitted. You can come back to them later.

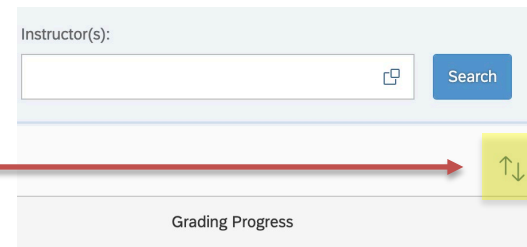
Features : Academic Semester and Filters



The image shows a 'Grading Center' interface. At the top, there is a section labeled 'Academic Semester: *'. Below this, a dropdown menu is open, displaying a list of semesters from 'Fall 2022/2023' at the top to 'Spring 2016/2017' at the bottom. A red arrow points from the text 'Academic Semester' to the dropdown menu.

Academic Semester : Displays all semester, click on the semester you want to grade.

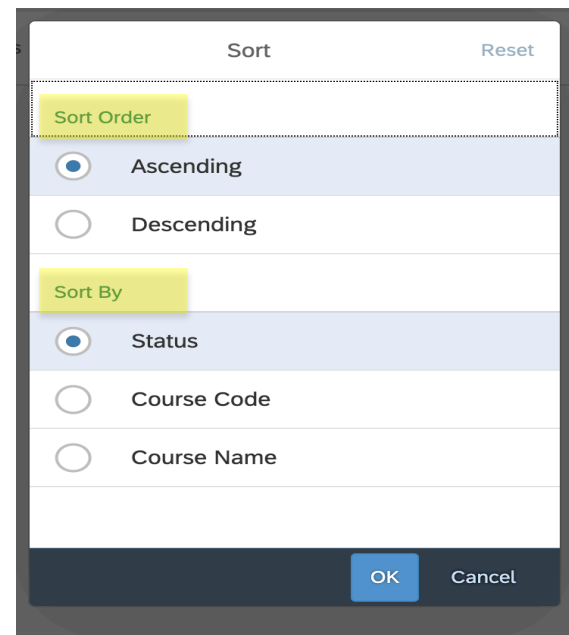
Filter : Filters data according to your needs. Click on the icon to begin.



The image shows a search interface for 'Instructor(s)'. It includes a text input field, a search icon, and a 'Search' button. Below this, there is a 'Grading Progress' section with a yellow button featuring an up and down arrow icon. A red arrow points from the text 'Filter' to this button.

Filter (Sort Order) : Data can be displayed either Ascending or Descending.

Filter (Sort By) : Sort by either Status (Complete/ In Progress) or Course Code/ Name.



The image shows a 'Sort' dialog box. It has a title bar with 'Sort' and 'Reset' buttons. The dialog is divided into two sections: 'Sort Order' and 'Sort By'. In the 'Sort Order' section, there are two radio buttons: 'Ascending' (selected) and 'Descending'. In the 'Sort By' section, there are three radio buttons: 'Status' (selected), 'Course Code', and 'Course Name'. At the bottom of the dialog, there are 'OK' and 'Cancel' buttons.

Features: Grading page guide

EnSE 203 - Fundamentals of Env Microbiology

Academic Semester: 2022/2023 Fall

In Progress

2 of 16 students

[Click here for grading manual](#)

Search by KAUST Id/S...

Student Name	Grade	Grading Status	Grading History
<input type="checkbox"/> Sandra Patricia Gonzalez Lopez 137546	A- <input type="text"/>	Submitted	<input checked="" type="checkbox"/>
<input type="checkbox"/> Azamat Bakytbekov 146335	C+ <input type="text"/>	Not Submitted	<input type="checkbox"/>
<input type="checkbox"/> Abbrar Labban 146627	B <input type="text"/>	Not Submitted	<input type="checkbox"/>
<input type="checkbox"/> Xinyuan Yang 172192	D <input type="text"/>	Not Submitted	<input type="checkbox"/>
<input type="checkbox"/> Claudia Filosa 173152	C <input type="text"/>	Submitted	<input checked="" type="checkbox"/>
<input type="checkbox"/> Mohammed Albaqshi 173991	<input type="text"/>	Not Submitted	<input type="checkbox"/>
<input type="checkbox"/> Hakim Jemaa 178293	<input type="text"/>	Not Submitted	<input type="checkbox"/>
<input type="checkbox"/> Rawan Alhazmi 181966	<input type="text"/>	Not Submitted	<input type="checkbox"/>
<input type="checkbox"/> Sultan Alshayie	<input type="text"/>	Not Submitted	<input type="checkbox"/>

[Back](#) [Download Template](#) [Upload from Template](#) [Save](#) [Submit Grades](#)

Student Name & ID

Grade: This is where the grade is set. Use either the dropdown list or enter a grade using your keyboard.

Grading History: Displays the grading history of the student.


Grading Status: Either submitted or not submitted


Features: History display

Grade Submitted: Displays the date and time a grade is submitted and who submitted it.


Grade Saved: Displays the date and time a grade is saved and who saved it.

Grade Saved: Displays the date and time a grade is deleted and saved.


 History - Sandra Patricia Gonzalez Lopez(EnSE 203)




Grade Submitted
2022/11/30 18:17:42
'A-' Grade is submitted by Russel Grady



Grade Saved
2022/11/30 18:17:26
Initial grade is saved as 'A-' by Russel Grady



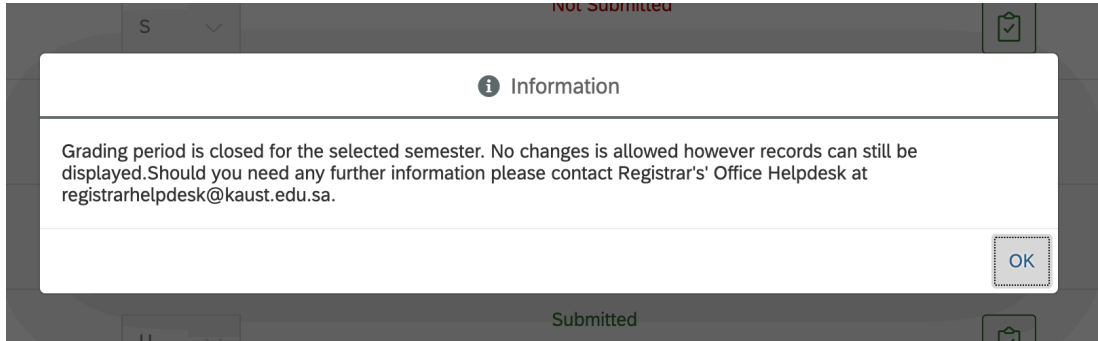
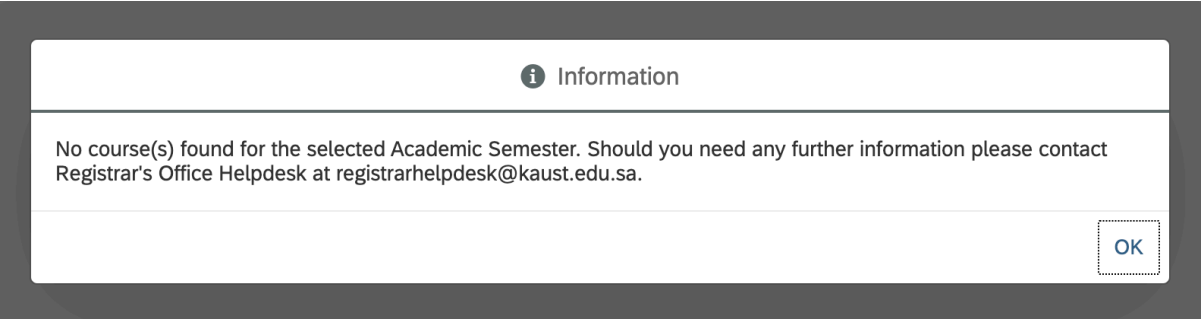
Grade Submitted
2022/11/30 18:14:55
'A' grade submission is withdrawn by Stephen Wayne



Grade Saved
2022/11/30 18:14:55
'A' grade is deleted by Stephen Wayne

Error Notifications :

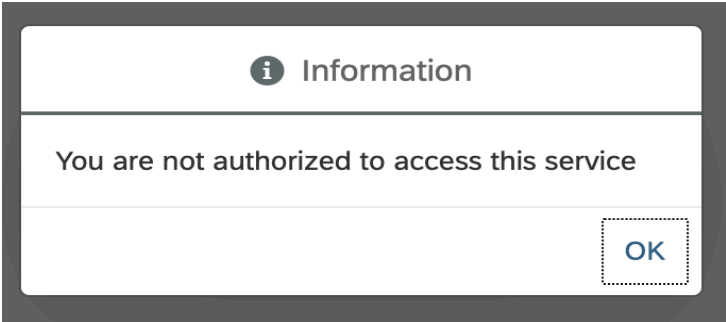
Error Notification (1) : Signifies that there are no available courses for the instructor to grade.



Error Notification (2) : Signifies that the grading period is closed. Try choosing a current semester or contact the Help Desk.



Error Notification (3) : No authorization to access the page. Contact Help Desk.



Grading scale (for reference)

The KAUST grading system is a 4.0 scale utilizing letter grades and these are the only grades that will be assigned:

Passing grades			Failing grades			Grades with no GPA		
A	=	4.00	C+	=	2.33	I	=	Incomplete
A-	=	3.67	C	=	2.00	IP	=	In progress
B+	=	3.33	C-	=	1.67	W	=	Withdrew
B	=	3.00	D+	=	1.33	S	=	Satisfactory (pass)
B-	=	2.67	D	=	1.00			
			D-	=	0.67	U	=	Unsatisfactory (fail)
			F	=	0.00	WF	=	Withdrew-failed

Individual courses require a minimum of a B- for course credit. Final grades are due 36 hours after the end of a course or final exam. Instructors are required to submit final grades through **Grading Center at the Portal** .

For any questions,

please contact the Registrar's Office

at RegistrarHelpDesk@KAUST.EDU.SA

<https://registrar.kaust.edu.sa/>