



# Entering and Publishing Semester Grades and Final Grade for a Faculty Member

## Service description:

This service allows a faculty member to define the assessment components for the courses assigned to them at the beginning of the semester (e.g., quiz, midterm exam 1, midterm exam 2, presentation, etc.), along with the weight of each component in the total course grade and the expected date for publishing the grade for each component.

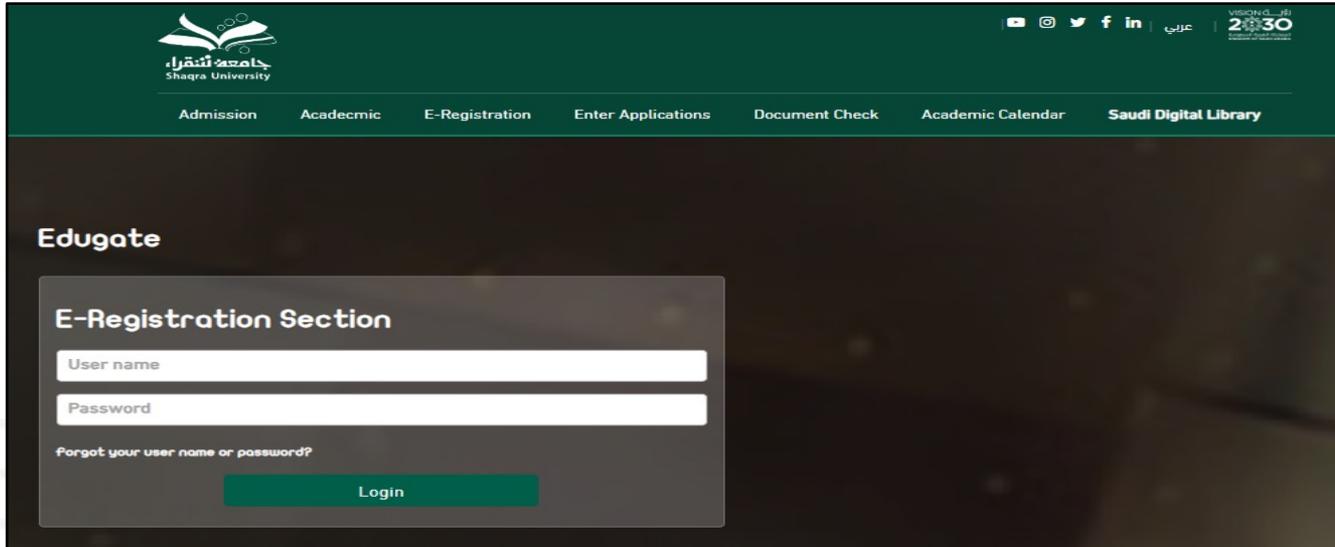
Additionally, this service enables a faculty member to publish the semester grades throughout the academic semester and publish them for students through the academic system portal without the need to re-enter them at the end of the semester.

## Service Steps:

1. Access the academic portal link.

<https://edugate.su.edu.sa/su/init>

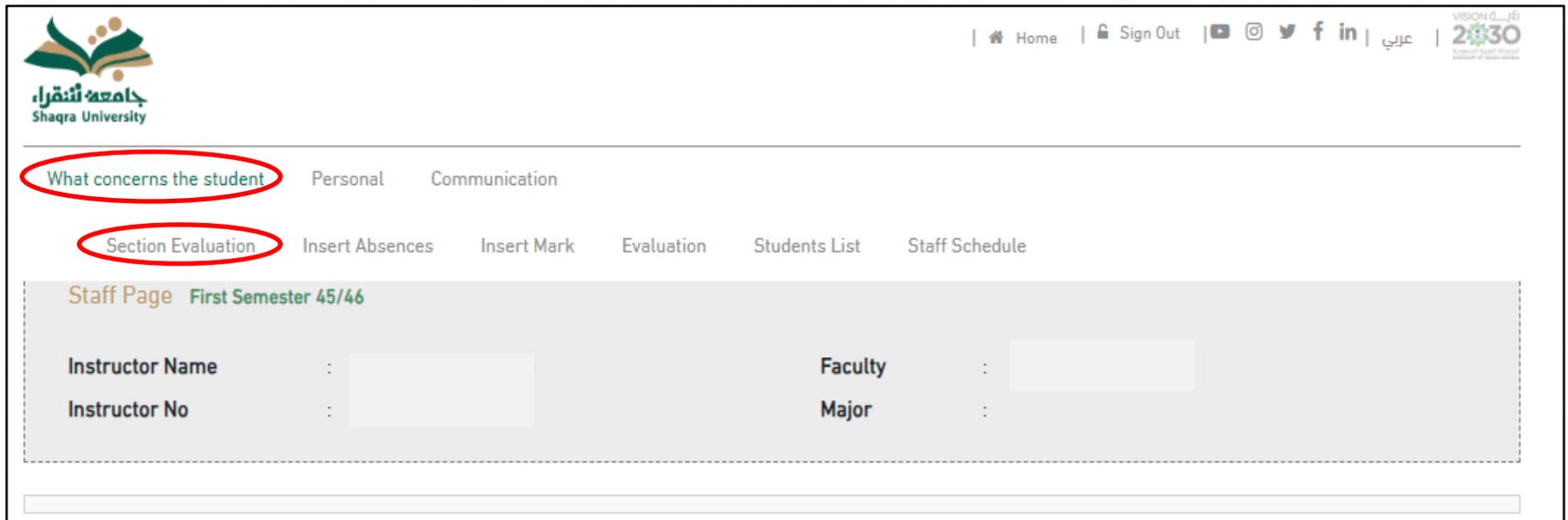
2. Enter your username and password.



The screenshot shows the Edugate login interface. At the top, there is a navigation bar with the Shaqra University logo and name, and a menu with links: Admission, Academic, E-Registration, Enter Applications, Document Check, Academic Calendar, and Saudi Digital Library. The main content area is titled 'Edugate' and contains an 'E-Registration Section' with two input fields: 'User name' and 'Password'. Below these fields is a link that says 'forgot your user name or password?'. At the bottom of the section is a green 'Login' button.

## First: Identifying the Assessment Components for the Section

3. Select “what concerns the student” tab, and then choose “section evaluation”.



The screenshot displays the Shaqra University system interface. At the top left is the Shaqra University logo. The top right contains navigation links: Home, Sign Out, and social media icons (YouTube, Instagram, Twitter, Facebook, LinkedIn) with the text "عربي" (Arabic) and "VISION 2030". Below the navigation bar is a horizontal menu with the following items: "What concerns the student" (circled in red), "Personal", and "Communication". Underneath this menu is another set of options: "Section Evaluation" (circled in red), "Insert Absences", "Insert Mark", "Evaluation", "Students List", and "Staff Schedule". Below these options is a section titled "Staff Page First Semester 45/46" containing a form with the following fields: "Instructor Name" and "Instructor No" on the left, and "Faculty" and "Major" on the right. Each field has a corresponding input box.

4. Sections with the main activity assigned to a faculty member, where the faculty member is the primary lecturer, will be displayed. To review and edit the course assessment components, you should select the section number.

#### Section Evaluation

To view section assessment evaluation, click on section number.

Campus	Degree	Course Code	Course Name	Activity	Section
DWADMI BRANCH (BOYS)	Bachelor	ENGL 109	ENGLISH LANGUAGE 1	lecture	672
DWADMI BRANCH (BOYS)	Bachelor	ENGL 109	ENGLISH LANGUAGE 1	practical	674

Back

5. Initially, default course assessment components such as “Midterm” and “Final” will appear for the section. The faculty member can delete them by selecting the delete icon (x) at the end of the assessment component.

Assessment no	Assessment Name	Percent %	Date	Order	Delete
1	Midterm	60	<input type="text"/>	1	<input type="checkbox"/> 
2	Final	40	<input type="text"/>	2	<input checked="" type="checkbox"/> 

After deletion, the assessments will appear in the following format:

Assessment no	Assessment Name	Percent %	Date	Order	Delete
Total Mark: <input type="text" value="0"/>					

6. Add assessment components for each section sequentially according to the provided instructions by selecting “add new assessment”.

Section Evaluation

- \* You must press the save button to save the assessments
- \* The total assessment, including the final exam, must be 100%
- \* Please verify the types of assessments, their percentage, and the monitoring date for each assessment based on the course description before saving
- \* You must commit to entering the grades for each evaluation and publishing them before the monitoring date

Assessment no	Assessment Name	Percent %	Date	Order	Delete
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Total Mark:

**Add new assessment**

**Back**

7. For each assessment component that is added, you should specify the following details:

**A.** Assessment name (selected from the dropdown menu), and if the desired component is not available in the list, please contact the Deanship of Admissions and Registration to request its addition.

Section Evaluation

\* You must press the save button to save the assessment  
\* The total assessment, including the final exam, must be 100%  
\* Please verify the types of assessments, their percentages, and their dates  
\* You must commit to entering the grades for each assessment

description before saving

Assessment no	Date	Order	Delete

Total Mark:

Add new assessment

Assessment Name: Midterm Exam (1) ▼

- Midterm
- Final
- Participate
- Midterm Exam (1)
- Midterm Exam (2)
- Assignment (1)
- Assignment (2)
- Assignment (3)
- Assignment (4)
- Assignment (5)
- Research
- Quiz (1)
- Quiz (2)
- Quiz (3)
- Quiz (4)
- Quiz (5)
- Presentation
- Report
- Case study

✓ Add

7. For each assessment component that is added, you should specify the following details:

The screenshot shows a web form with the following fields and values:

- Assessment Name:** Midterm Exam (1) (dropdown menu)
- Percent %:** 15 (text input)
- Date:** 05/10/2023 (calendar icon)
- Order:** 1 (text input)
- final:**
- Buttons:** Add (circled in red), Back

**B.** Assessment percentage (out of a total of 100 points)

**C.** Expected date for grading the component.

**D.** Temporal order of the component in relation to the other components.

**E.** Is the component final exam?  
(One of the assessment components must be a final exam)

After verifying the accuracy of the entered data for the component, select “add”.

8. After completing the addition of all the components, select “save assessment” while considering the following:
- There should be one assessment component of the final exam type.
  - The total of all assessment components must be 100.
  - The entered assessment components should not exceed 9.
  - It is not possible to modify assessment components once grading and publishing grades for any of them have begun.
  - It is not possible to modify assessment components once the specified deadline has passed.

Assessment no	Assessment Name	Percent %	Date	Order	final	Delete
4	Midterm Exam (1)	15	05/10/2023	1	<input type="checkbox"/>	*
6	_Assignment (1)	10	30/09/2023	2	<input type="checkbox"/>	*
5	Midterm Exam (2)	15	19/11/2023	3	<input type="checkbox"/>	*
7	_Assignment (2)	10	30/11/2023	4	<input type="checkbox"/>	*
2	Final	50	27/12/2023	5	<input checked="" type="checkbox"/>	*

Total Mark:

## Second: Entering and Publishing the Semester and Final Grades

1. Select “what concerns the student” tab, and then choose “insert mark”.

The screenshot displays the Shaqra University staff portal. At the top left is the university logo. The top right contains navigation links: Home, Sign Out, and social media icons (YouTube, Instagram, Twitter, Facebook, LinkedIn). A language selector is set to 'عربي'. The main navigation bar includes tabs: 'What concerns the student' (circled in red), 'Personal', and 'Communication'. Below this, a secondary navigation bar has tabs: 'Section Evaluation', 'Insert Absences', 'Insert Mark' (circled in red), 'Evaluation', 'Students List', and 'Staff Schedule'. The main content area shows 'Staff Page' for 'First Semester 45/46'. Below this is a form with fields for 'Instructor Name', 'Instructor No', 'Faculty', and 'Major', each followed by a colon and a blank space for input.

2. Sections with the main activity assigned to a faculty member, where the faculty member is the primary lecturer, will be displayed. To insert the marks, you should select the section number.

#### Insert Mark

To insert marks, click on section number.

Campus	Degree	Course Code	Course Name	Activity	Section
DWADMI BRANCH (BOYS)	Bachelor	ENGL 109	ENGLISH LANGUAGE 1	lecture	672

Back



4. To publish the grades of a specific assessment component (making them visible to students), you should select “publish” for the desired assessment component.

Seq	Student No.	Student Name	Midterm Exam (1) (15%)	Assignment (1) (10%)	Midterm Exam (2) (15%)	Assignment (2) (10%)	Final (50%)	Total Mark	Grade	Status
1	171	SANAD	<input type="text" value="10"/> <input type="button" value="Publish"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Regular <input type="button" value="v"/>

5. When the confirmation message appears, you should select “agree”.

1	171	SANAD	<input type="text" value="10"/>	<p>Are you sure to publish the scores of this test on the students page?</p> <input type="button" value="Agree"/> <input type="button" value="Disagree"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Regular <input type="button" value="v"/>
2	542	FAIHAN	<input type="text" value="15"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Regular <input type="button" value="v"/>
3	1954	NAIF	<input type="text" value="12"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Regular <input type="button" value="v"/>

6. To undo the publication of a specified assessment component, such as an error in a student's grade, you should select “undo publication” for the desired component.

Seq	Student No.	Student Name	Midterm Exam (1) (15%)	Assignment (1) (10%)	Midterm Exam (2) (15%)	Assignment (2) (10%)	Final (50%)	Total Mark	Grade	Status
			Undo publication	Publish	Publish	Publish				
1	171	SANAD	10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Regular
2	542	FAIHAN	15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Regular
3	1954	NAIF	12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Regular

7. When the confirmation message appears, you should select “agree”.

1	171	SANAD	10	Are you sure you want to undo the posting of the scores for this test on the students page?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Regular
2	542	FAIHAN	15		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Regular
3	1954	NAIF	12	Agree Disagree	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Regular

8. At the end of the semester, once you have finished publishing the grades for the semester assessment components and final exam, and after entering the correct total, you should select “save” and then “confirm”.

Seq	Student No.	Student Name	Midterm Exam (1) (15%)	Assignment (1) (10%)	Midterm Exam (2) (15%)	Assignment (2) (10%)	Final (50%)	Total Mark	Grade	Status
1	171	SANAD	<input type="text" value="10"/>	<input type="text" value="10"/>	<input type="text" value="15"/>	<input type="text" value="10"/>	<input type="text" value="50"/>	<input type="text" value="95"/>	A+	Regular
2	542	FAIHAN	<input type="text" value="15"/>	<input type="text" value="10"/>	<input type="text" value="15"/>	<input type="text" value="5"/>	<input type="text" value="40"/>	<input type="text" value="85"/>	B-	Regular
3	954	NAIF	<input type="text" value="12"/>	<input type="text" value="10"/>	<input type="text" value="15"/>	<input type="text" value="10"/>	<input type="text" value="30"/>	<input type="text" value="77"/>	C-	Regular
4	981	MOHAMMED	<input type="text" value="9"/>	<input type="text" value="10"/>	<input type="text" value="15"/>	<input type="text" value="5"/>	<input type="text" value="50"/>	<input type="text" value="89"/>	B-	Regular

Buttons: Back, Save, Confirm, Excel Export

Buttons: Save, Confirm, Excel Export

9. In the event of a student's absence from the final exam, you should select the student's status "absent" to allow the student to request a makeup exam through the academic portal. You need to enter a score of zero for the final exam, and the student's overall grade for the course becomes the semester total grade.

Seq	Student No.	Student Name	Midterm Exam (1) (15%)	Assignment (1) (10%)	Midterm Exam (2) (15%)	Assignment (2) (10%)	Final (50%)	Total Mark	Grade	Status
1	171	SANAD	<input type="text" value="10"/>	<input type="text" value="10"/>	<input type="text" value="15"/>	<input type="text" value="10"/>	<input type="text" value=""/>	<input type="text" value=""/>	AB	<input type="text" value="Absent"/>

10. The status of "incomplete" is selected for students in field training who have not completed the course by the grading date.

Seq	Student No.	Student Name	Midterm Exam (1) (15%)	Assignment (1) (10%)	Midterm Exam (2) (15%)	Assignment (2) (10%)	Final (50%)	Total Mark	Grade	Status
1	171	SANAD	<input type="text" value="10"/>	<input type="text" value="10"/>	<input type="text" value="15"/>	<input type="text" value="10"/>	<input type="text" value="0"/>	<input type="text" value="45"/>	IC	<input type="text" value="Incomplete"/>

11. Enter the verification code sent to the faculty member's cell phone and then select "verify".

Please enter the verification code sent on your mobile phone \*\*\*\*\*888

To be able to complete the installation process for degrees.

Verification Code\* :

[Cancel](#) [Verify](#)

12. The grades of the section have been installed and the faculty member cannot modify them. The section still requires approval from the college dean within the academic system.

Save Marks was completed successfully.

[Back](#) [Print](#) [Excel Export](#)

Section has been identical

## 13. Faculty members can export the grades to an Excel file.

Back Save Confirm Excel Export

Seq	Student No.	Student Name	Midterm Exam (1) (15%)	Assignment (1) (10%)	Midterm Exam (2) (15%)	Assignment (2) (10%)	Final (50%)	Total Mark	Grade	Status
			<span>Publish</span>	<span>Publish</span>	<span>Publish</span>	<span>Publish</span>				
1	171	SANAD	<input type="text" value="10"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Regular <span>▼</span>
2	542	FAIHAN	<input type="text" value="12"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Regular <span>▼</span>
3	954	NAIF	<input type="text" value="15"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Regular <span>▼</span>
4	981	MOHAMMED	<input type="text" value="9"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Regular <span>▼</span>
5	018	TURKI	<input type="text" value="9.5"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Regular <span>▼</span>
6	028	RAKAN	<input type="text" value="14"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Regular <span>▼</span>
7	036	MOATH	<input type="text" value="12"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Regular <span>▼</span>
8	093	ABDULLAH	<input type="text" value="15"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Regular <span>▼</span>

Save Confirm Excel Export



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