



PeopleSoft Enterprise Gradebook 8.9 PeopleBook

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PeopleSoft Enterprise Gradebook 8.9 PeopleBook
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About This PeopleBook Preface

PeopleBooks provide you with the information that you need to implement and use PeopleSoft applications.

This preface discusses:

- PeopleSoft application prerequisites.
- PeopleSoft application fundamentals.
- Documentation updates and printed documentation.
- Additional resources.
- Typographical conventions and visual cues.
- Comments and suggestions.
- Common elements in PeopleBooks.

Note. PeopleBooks document only page elements, such as fields and check boxes, that require additional explanation. If a page element is not documented with the process or task in which it is used, then either it requires no additional explanation or it is documented with common elements for the section, chapter, PeopleBook, or product line. Elements that are common to all PeopleSoft applications are defined in this preface.

PeopleSoft Application Prerequisites

To benefit fully from the information that is covered in these books, you should have a basic understanding of how to use PeopleSoft applications.

You might also want to complete at least one PeopleSoft introductory training course, if applicable.

You should be familiar with navigating the system and adding, updating, and deleting information by using PeopleSoft menus, and pages, forms, or windows. You should also be comfortable using the World Wide Web and the Microsoft Windows or Windows NT graphical user interface.

These books do not review navigation and other basics. They present the information that you need to use the system and implement your PeopleSoft applications most effectively.

PeopleSoft Application Fundamentals

Each application PeopleBook provides implementation and processing information for your PeopleSoft applications.

Note. Application fundamentals PeopleBooks are not applicable to the PeopleTools product.

For some applications, additional, essential information describing the setup and design of your system appears in a companion volume of documentation called the application fundamentals PeopleBook. Most PeopleSoft product lines have a version of the application fundamentals PeopleBook. The preface of each PeopleBook identifies the application fundamentals PeopleBooks that are associated with that PeopleBook.

The application fundamentals PeopleBook consists of important topics that apply to many or all PeopleSoft applications across one or more product lines. Whether you are implementing a single application, some combination of applications within the product line, or the entire product line, you should be familiar with the contents of the appropriate application fundamentals PeopleBooks. They provide the starting points for fundamental implementation tasks.

Documentation Updates and Printed Documentation

This section discusses how to:

- Obtain documentation updates.
- Order printed documentation.

Obtaining Documentation Updates

You can find updates and additional documentation for this release, as well as previous releases, on the PeopleSoft Customer Connection website. Through the Documentation section of PeopleSoft Customer Connection, you can download files to add to your PeopleBook Library. You'll find a variety of useful and timely materials, including updates to the full PeopleSoft documentation that is delivered on your PeopleBooks CD-ROM.

Important! Before you upgrade, you must check PeopleSoft Customer Connection for updates to the upgrade instructions. PeopleSoft continually posts updates as the upgrade process is refined.

See Also

PeopleSoft Customer Connection, <https://www.peoplesoft.com/corp/en/login.jsp>

Ordering Printed Documentation

You can order printed, bound volumes of the complete PeopleSoft documentation that is delivered on your PeopleBooks CD-ROM. PeopleSoft makes printed documentation available for each major release shortly after the software is shipped. Customers and partners can order printed PeopleSoft documentation by using any of these methods:

- Web
- Telephone
- Email

Web

From the Documentation section of the PeopleSoft Customer Connection website, access the PeopleBooks Press website under the Ordering PeopleBooks topic. The PeopleBooks Press website is a joint venture between PeopleSoft and MMA Partners, the book print vendor. Use a credit card, money order, cashier's check, or purchase order to place your order.

Telephone

Contact MMA Partners at 877 588 2525.

Email

Send email to MMA Partners at peoplebookspress@mmapartner.com.

See Also

PeopleSoft Customer Connection, <https://www.peoplesoft.com/corp/en/login.jsp>

Additional Resources

The following resources are located on the PeopleSoft Customer Connection website:

Resource	Navigation
Application maintenance information	Updates + Fixes
Business process diagrams	Support, Documentation, Business Process Maps
Interactive Services Repository	Interactive Services Repository
Hardware and software requirements	Implement, Optimize + Upgrade, Implementation Guide, Implementation Documentation & Software, Hardware and Software Requirements
Installation guides	Implement, Optimize + Upgrade, Implementation Guide, Implementation Documentation & Software, Installation Guides and Notes
Integration information	Implement, Optimize + Upgrade, Implementation Guide, Implementation Documentation and Software, Pre-built Integrations for PeopleSoft Enterprise and PeopleSoft EnterpriseOne Applications
Minimum technical requirements (MTRs) (EnterpriseOne only)	Implement, Optimize + Upgrade, Implementation Guide, Supported Platforms
PeopleBook documentation updates	Support, Documentation, Documentation Updates
PeopleSoft support policy	Support, Support Policy
Prerelease notes	Support, Documentation, Documentation Updates, Category, Prerelease Notes
Product release roadmap	Support, Roadmaps + Schedules
Release notes	Support, Documentation, Documentation Updates, Category, Release Notes

Resource	Navigation
Release value proposition	Support, Documentation, Documentation Updates, Category, Release Value Proposition
Statement of direction	Support, Documentation, Documentation Updates, Category, Statement of Direction
Troubleshooting information	Support, Troubleshooting
Upgrade documentation	Support, Documentation, Upgrade Documentation and Scripts

Typographical Conventions and Visual Cues

This section discusses:

- Typographical conventions.
- Visual cues.
- Country, region, and industry identifiers.
- Currency codes.

Typographical Conventions

This table contains the typographical conventions that are used in PeopleBooks:

Typographical Convention or Visual Cue	Description
Bold	Indicates PeopleCode function names, business function names, event names, system function names, method names, language constructs, and PeopleCode reserved words that must be included literally in the function call.
<i>Italics</i>	Indicates field values, emphasis, and PeopleSoft or other book-length publication titles. In PeopleCode syntax, italic items are placeholders for arguments that your program must supply. We also use italics when we refer to words as words or letters as letters, as in the following: Enter the letter <i>O</i> .
KEY+KEY	Indicates a key combination action. For example, a plus sign (+) between keys means that you must hold down the first key while you press the second key. For ALT+W, hold down the ALT key while you press the W key.
Monospace font	Indicates a PeopleCode program or other code example.

Typographical Convention or Visual Cue	Description
“ ” (quotation marks)	Indicate chapter titles in cross-references and words that are used differently from their intended meanings.
. . . (ellipses)	Indicate that the preceding item or series can be repeated any number of times in PeopleCode syntax.
{ } (curly braces)	Indicate a choice between two options in PeopleCode syntax. Options are separated by a pipe ().
[] (square brackets)	Indicate optional items in PeopleCode syntax.
& (ampersand)	When placed before a parameter in PeopleCode syntax, an ampersand indicates that the parameter is an already instantiated object. Ampersands also precede all PeopleCode variables.

Visual Cues

PeopleBooks contain the following visual cues.

Notes

Notes indicate information that you should pay particular attention to as you work with the PeopleSoft system.

Note. Example of a note.

If the note is preceded by *Important!*, the note is crucial and includes information that concerns what you must do for the system to function properly.

Important! Example of an important note.

Warnings

Warnings indicate crucial configuration considerations. Pay close attention to warning messages.

Warning! Example of a warning.

Cross-References

PeopleBooks provide cross-references either under the heading “See Also” or on a separate line preceded by the word *See*. Cross-references lead to other documentation that is pertinent to the immediately preceding documentation.

Country, Region, and Industry Identifiers

Information that applies only to a specific country, region, or industry is preceded by a standard identifier in parentheses. This identifier typically appears at the beginning of a section heading, but it may also appear at the beginning of a note or other text.

Example of a country-specific heading: “(FRA) Hiring an Employee”

Example of a region-specific heading: “(Latin America) Setting Up Depreciation”

Country Identifiers

Countries are identified with the International Organization for Standardization (ISO) country code.

Region Identifiers

Regions are identified by the region name. The following region identifiers may appear in PeopleBooks:

- Asia Pacific
- Europe
- Latin America
- North America

Industry Identifiers

Industries are identified by the industry name or by an abbreviation for that industry. The following industry identifiers may appear in PeopleBooks:

- USF (U.S. Federal)
- E&G (Education and Government)

Currency Codes

Monetary amounts are identified by the ISO currency code.

Comments and Suggestions

Your comments are important to us. We encourage you to tell us what you like, or what you would like to see changed about PeopleBooks and other PeopleSoft reference and training materials. Please send your suggestions to:

PeopleSoft Product Documentation Manager PeopleSoft, Inc. 4460 Hacienda Drive Pleasanton, CA 94588

Or send email comments to doc@peoplesoft.com.

While we cannot guarantee to answer every email message, we will pay careful attention to your comments and suggestions.

Common Elements Used in PeopleBooks

As of Date	The last date for which a report or process includes data.
Business Unit	An ID that represents a high-level organization of business information. You can use a business unit to define regional or departmental units within a larger organization.
Description	Enter up to 30 characters of text.
Effective Date	The date on which a table row becomes effective; the date that an action begins. For example, to close out a ledger on June 30, the effective date for the ledger closing would be July 1. This date also determines when you can view and change the information. Pages or panels and batch processes that use the information use the current row.
Once, Always, and Don't Run	Select Once to run the request the next time the batch process runs. After the batch process runs, the process frequency is automatically set to Don't Run. Select Always to run the request every time the batch process runs. Select Don't Run to ignore the request when the batch process runs.
Process Monitor	Click to access the Process List page, where you can view the status of submitted process requests.
Report Manager	Click to access the Report List page, where you can view report content, check the status of a report, and see content detail messages (which show you a description of the report and the distribution list).
Request ID	An ID that represents a set of selection criteria for a report or process.
Run	Click to access the Process Scheduler request page, where you can specify the location where a process or job runs and the process output format.
SetID	An ID that represents a set of control table information, or TableSets. TableSets enable you to share control table information and processing options among business units. The goal is to minimize redundant data and system maintenance tasks. When you assign a setID to a record group in a business unit, you indicate that all of the tables in the record group are shared between that business unit and any other business unit that also assigns that setID to that record group. For example, you can define a group of common job codes that are shared between several business units. Each business unit that shares the job codes is assigned the same setID for that record group.
Short Description	Enter up to 15 characters of text.
User ID	An ID that represents the person who generates a transaction.

PeopleSoft Enterprise Gradebook Preface

This preface discusses:

- PeopleSoft Products
- PeopleSoft application fundamentals.
- PeopleBook structure.

PeopleSoft Products

This PeopleBook refers to the following PeopleSoft product: PeopleSoft Enterprise Gradebook.

PeopleSoft Enterprise Campus Solutions Application Fundamentals

Additional, essential information describing the setup and design of your system appears in two companion volumes of documentation called *PeopleSoft Enterprise Campus Solutions 8.9 Application Fundamentals PeopleBook* and *PeopleSoft Enterprise Campus Community Fundamentals 8.9 PeopleBook*. Each PeopleSoft product line has its own version of this documentation.

See *PeopleSoft Enterprise Campus Community Fundamentals 8.9 PeopleBook*, “PeopleSoft Enterprise Campus Community Preface,” *PeopleSoft Enterprise Campus Solutions Application Fundamentals*.

PeopleBook Structure

PeopleSoft PeopleBooks follow a common structure. By understanding this structure, you can use this PeopleBook more efficiently.

The PeopleBooks structure conveys a task-based hierarchy of information. Each chapter describes a process that is required to set up or use the application. Chapter sections describe each task in the process. Subsections within a section describe a single step in the process task.

Some PeopleBooks may also be divided into parts. PeopleBook parts can group together similar implementation or business process chapters within an application or group together two or more applications that integrate into one overall business solution. When a book is divided into parts, each part is divided into chapters.

The following table provides the order and descriptions of chapters in a PeopleBook

Chapters	Description
Preface	This is the chapter you're reading now. It explains: • How to use the Application Fundamentals book. • How PeopleBooks are structured. • Common elements used in the PeopleBook, if necessary.
Getting Started with...	This chapter discusses product implementation guidelines. It explains: • The business processes documented within the book. • Integrations between the product and other products. • A high-level documentation to how our documentation maps to the overall implementation process; it doesn't offer step-by-step guidance on how to perform an actual implementation.
Navigation	(Optional) Some PeopleSoft applications provide adapted navigation pages that contain groupings of folders that support a specific business process, task, or user role. When an application contains adapted navigation pages, this chapter provides basic navigation information for these pages. Note. Not all applications have delivered adapted navigation pages.
Understanding...	(Optional) This is an introductory chapter that broadly explains the product and the functionality within the product.
Setup and Implementation	This can be one or more chapters. These chapters contain documentation to assist you in setting up and implementing the product. For example, if functionality X is part of a product, this chapter would be devoted to explaining how to set up functionality X, not necessarily how to use functionality X. You would look to the corresponding business process chapter to learn how to use the functionality. Note. There may be times when a small amount of business process information is included in a setup chapter if the amount of business process documentation was insufficient to create a separate section in the book.

Chapters	Description
Business Process	This can be one or more chapters. These chapters contain documentation that addresses specific business processes with each chapter generally devoted to a specific functional area. For example, if functionality X is part of a product, this chapter would be devoted to explain how the functionality works, not necessarily how to set up functionality X. You would look to the corresponding setup and implementation chapter to learn how to set up the functionality. Note. There may be times when a small amount of setup and implementation information is included in a business process chapter if the amount of setup and implementation documentation was insufficient to create a separate chapter in the book.
Appendixes	(Optional) If the book requires it, one or more appendixes might be included in the book. Appendixes contain information considered supplemental to the primary documentation.
Delivered Workflow Appendix	(Optional) The delivered workflow appendix describes all of the workflows that are delivered for the application. Note. Not all applications have delivered workflows.
Reports Appendix	(Optional) This appendix contains an abbreviated list of all of the product's reports. The detailed documentation on the use of these reports is usually included in the related business process chapter.

CHAPTER 1

Getting Started with Gradebook

This chapter provides an overview of Gradebook and discusses:

- Gradebook business process.
- Gradebook integrations.
- Gradebook implementation.

Gradebook Overview

Gradebook helps you monitor class assignments and grades as well as facilitate communication between instructors and students.

With this application, you can:

- Set up and check class assignments and due dates.
- Enter and view grades.
- Enter and view instructor comments.

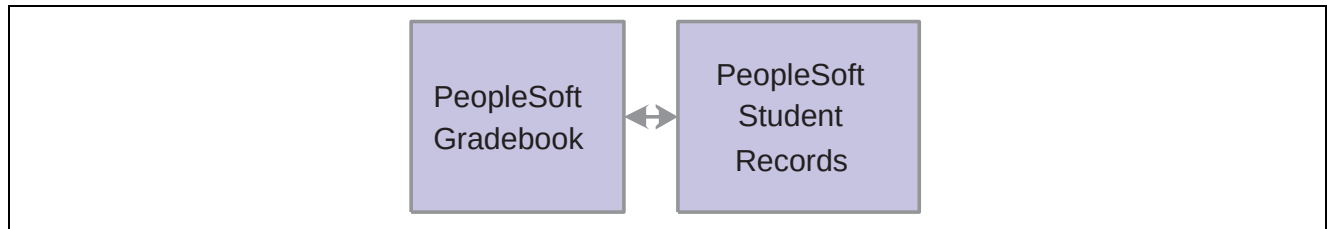
Gradebook Business Processes

The following list outlines the Gradebook business process:

- Class Assignments
- Grade Entry
- Grade Export
- Assignment Review
- Grade Review

Gradebook Integrations

The Gradebook integrates with the PeopleSoft Enterprise Student Records application.



Gradebook integration

Gradebook Implementation

PeopleSoft Setup Manager enables you to generate a list of setup tasks for your organization based on the features that you are implementing. The setup tasks include the components that you must set up, listed in the order in which you must enter data into the component tables, and links to the corresponding PeopleBook documentation.

Other Sources of Information

In the planning phase of your implementation, take advantage of all PeopleSoft sources of information, including the installation guides, data models, business process maps, and troubleshooting guidelines. A complete list of the resources appears in the preface in the *PeopleSoft Application Fundamentals for Campus Solutions 8.9 PeopleBook* with information about where to find the most current version of each.

See Also

PeopleSoft Enterprise Campus Solutions 8.9 Application Fundamentals PeopleBook, “PeopleSoft Enterprise Campus Solutions Preface”

Enterprise PeopleTools PeopleBook: PeopleSoft Component Interfaces

PeopleSoft Setup Manager for PeopleSoft Enterprise HRMS and Campus Solutions 8.9 PeopleBook

CHAPTER 2

Using the Self-Service Gradebook

This chapter provides an overview of Gradebook and discusses how to:

- Review dates and grade calculations in Gradebook.
- Access Gradebook.
- Define assignment categories.
- Define Gradebook Uniform Resource Locators (URLs).
- Define course assignment defaults.
- Create class assignment data.
- Enter grades.
- Export grades.
- Review class assignments.

Note. PeopleSoft Enterprise Campus Solutions offers self-service applications that are licensed separately. If you have licensed the Gradebook application, you can use the self-service pages that are discussed here.

See Also

PeopleSoft Enterprise Campus Self Service 8.9 PeopleBook

Understanding Gradebook

This section discusses:

- Prerequisites.
- Common elements.
- Gradebook functions and users.

Prerequisites

Before instructors and students can use the self-service Gradebook, a power user must:

- Understand the way that the system calculates grades in the Gradebook.
- Create assignment categories on the Gradebook Category page.

Assignment categories are high level groups of assignments that an instructor might track (for example, homework, extra credit, quizzes, tests, midterms, finals, and so on.) Instructors cannot set up assignment categories through the self-service application, although they can access the page through PeopleSoft Campus Portal or through regular database access if you grant them security. Traditionally, administrators, not instructors, set up assignment categories.

- Ensure that each instructor has appropriate grade roster access for the Gradebook classes.

This table explains the three levels of access:

Grade Roster Access	Add and Delete Class Assignments	Modify Class Assignments	Enter Grades	Update Grades to Grade Roster	Set Grade Roster To
<i>Grade</i>	No	Yes	Yes	Yes	Ready for Review
<i>Approve</i>	Yes	Yes	Yes	Yes	Approved
<i>Post</i>	Yes	Yes	Yes	Yes	Approved

- Ensure that each instructor and student that needs to use Gradebook has the appropriate security access.
- Ensure that the instructors have activated the Gradebook information for their classes (by accessing the Course Assignments component and saving it) so that students who are enrolled in a class can access the gradebook data.
- (Optional) Define your institution's Gradebook File Transfer Protocol (FTP) server and URL address so that if an instructor wants to export grades to a Microsoft Excel spreadsheet, the system has a temporary place for the file.
- (Optional) Set up class assignment defaults at the course catalog level on the Course Assignments - Assignments page, the Course Assignments - Category Weight page, and the Course Assignments - Grading Scale page.

Class assignment defaults are especially advantageous for classes that are always taught with the same curriculum because you set up the assignments once at the catalog level, and the system populates the values to the class level when an instructor first accesses the Gradebook for his or her class. You can also use this component to specify assignments, such as a final examination, that are required by the institution.

Common Elements Used in This Chapter

Assessed	Select to specify that the assignment can be graded. Any assignment can be assessed, whether or not it is set to <i>Required</i> . If you clear this check box, no grade input field appears on the Class Gradebook page or the Grade by Assignment page.
Description	Enter the description for the assignment, assignment category, or location.
Grade	Select a grade for each mark. Grade values are entered in your system as translate values and assigned to grade bases on the Grading Scheme Table page.
Mark	Select the minimum percentage for the grade that is earned. The system uses this value to calculate the final grade (which the instructor can override).

	Students must have a percentage that is equal to or greater than a specific mark to receive the corresponding grade. One grade value should have a blank mark value (such as a Fail grade). No duplicate marks are allowed.
Maximum Points	Enter the maximum points for the assignment. This value is used in all weighted average calculations. The student's grade for an assignment is Grade/Maximum Points.
Required	Select to specify that this assignment is not optional but is required of all students unless it is overridden on a student-by-student basis. If you clear this check box, students are not penalized if they are missing a grade for this assignment. Instructors can use this check box to differentiate between required and optional, extra-credit assignments.
Note. If a category has no required assignment, the category, including extra-credit assignments, is not calculated in the grade	
Required by Institution	Select to specify that this assignment is an institutional requirement for the course. Assignments that have this check box selected appear by default on the class Assignments page and cannot be deleted by the instructor. The system limits instructor changes.
Short Description	Enter a short description of the assignment or assignment category.
Weight% (weight percentage)	Enter a weight percentage value for each assignment category. The total of all weight percentage values for a component must equal 100. This value determines how each assignment category contributes to the midterm and final (current) grades. If the total percentage is not 100, an error message appears.
Weight in Points	Enter the weight in points for the assignment. For example, if a quiz that contributes its full points (on a one-to-one basis) toward the cumulative grade, enter the same value as the maximum points value. If the quiz counts double, double the maximum points value and enter the result as the Weight in Points value. The system populates this field with the value from the Maximum Points field.

Gradebook Functions and Users

Gradebook is a collaborative, self-service application for instructors and students.

Instructors can use this application to set up class assignments and due dates, enter grades for individual assignments, submit midterm grades for deficiency reporting, communicate with students, and submit final grades.

Students can use this application to check their current assignments, view their grades, review personal comments from their instructor, and view their midterm and final grades.

These are some of the ways that users can take advantage of Gradebook:

- Staff members can create assignment categories.
- Staff members can define Gradebook URLs.
- (Optional) Staff members can create course catalog assignment default values.
- Instructors can create class assignments.
- Instructors can enter, import, and update grades.

- Instructors can export grades to a local drive.
- Students can review class assignments and grades.

Reviewing Dates and Grade Calculations in Gradebook

Gradebook allows for complicated grade calculations, but it also accommodates simple, straightforward averages. The simplest way to calculate grades is to have only one category and have the maximum points for each assignment equal the assignment weight. The result is a simple average.

On the other hand, you can define multiple assignments that are organized in different assignment categories (for example, homework assignments in the Homework category, quizzes in the Quiz category, and so on). That way each assignment can have its own maximum points and weight (in points), and the assignment category itself can have a specific percentage of the overall grade. For example, the assignments that make up the homework category overall can comprise 25 percent of the final grade, and the Quiz category overall can comprise 50 percent of the overall grade.

This section discusses how the system calculates grades.

How the System Calculates Grades

The system calculates weighted grades for individual assignments like this:

(student's grade in points assignment weight) / maximum grade in points for the assignment

The system calculates cumulative assignment category grades like this:

total of assignment weighted grades / total weight of assignments that count for the category (not including extra credit)

The system excludes ungraded assignments from calculation until the due date. The system also excludes an assignment from the calculation if either of the following is true:

- The assignment is designated as optional, and the assignment has not been graded.
- The assignment, graded or ungraded, is excluded for specific students on the Class Gradebook page.

Calculation Examples

A class grade is based on 30 percent homework, 30 percent tests, 30 percent class presentations, and 10 percent final examination.

There are five homework assignments, each worth 10 points, and the weight of each is 10 points.

There are three tests, each with a maximum of 100 points: The second test is weighted at 200 points, and the other two are weighted at 100 points.

There is one presentation: The maximum grade is 20 points, and the weight is the same. The final examination is one test, for 200 points and weighted at 200 points.

David's grades are:

- Homework: 8, 7, 9, 9, 8.
- Tests: 85, 93, 90.
- Presentation: 19.

- Final examination: 167.
- His homework grade is calculated as:

$$[(8 * 10 / 10) + (7 * 10 / 10) + (9 * 10 / 10) + (9 * 10 / 10) + (8 * 10 / 10)] / (10 + 10 + 10 + 10 + 10) = 41 / 50 = 82\%.$$
- His test grade is calculated as:

$$[(85 * 100 / 100) + (93 * 200 / 100) + (90 * 100 / 100)] / (100 + 200 + 100) = 361 / 400 = 90.25\%.$$
- His presentation grade is calculated as:

$$(19 * 20 / 20) / 20 = 95\%.$$
- His final examination grade is calculated as:

$$(167 * 200 / 200) / 200 = 83.5\%.$$
- His total grade is calculated as:

$$[(82 * 30 / 100) + (90.25 * 30 / 100) + (95 * 30 / 100) + (83.5 * 10 / 100)] / 100 = (24.6 + 27.075 + 28.5 + 8.35) / 100 = 88.53\%.$$
- If the system calculates the grade before the final is due, the final category is ignored:

$$[(82 * 30 / 100) + (90.25 * 30 / 100) + (95 * 30 / 100)] / 90 = (24.6 + 27.075 + 28.5) / 90 = 89.08\%.$$

Grades Over Time

The previously mentioned grades reflect the grade at or toward the end of the class. Consider Lisa's grades for another class, at different dates:

Maximum grades are:

- Homework assignment: 10 points.
- Quiz: 100 points.
- Class presentation: 20 points.
- Final grade: 100 points.

For this example, the assignment weights equal the maximum points.

This class grade is also based on 30 percent homework, 30 percent tests, 30 percent class presentations, and 10 percent final examination.

Assignment	Due Date	Grade
Homework 1	02/11/2001	10
Quiz 1	02/15/2001	80
Homework 2	03/01/2001	8
Class Presentation 1	03/05/2001	20
Quiz 2	03/30/2001	90

Assignment	Due Date	Grade
Class Presentation 2	04/10/2001	0 (never submitted)
Quiz 3	04/15/2001	85
Homework 3	04/30/2001	7
Homework 4	05/01/2001	9
Final	05/15/2001	96

Assuming that all the assignments were graded on the due date:

On March 1, 2001, the assignments due include homework 1, homework 2, and quiz 1. The categories of *class presentations* and *final* do not count because no assignments for these categories are due:

- Homework grade: $(10 / 10 / 10 + 8 / 10 / 10) / 20 = 90\%$.
- Quiz grade: $(80 / 100 / 100) / 100 = 80\%$.
- Final grade: $[90 / 30 / 100 + 80 / 30 / 100] / 60 = 85\%$.

On April 30, 2001, the assignments due include homework 1, 2, and 3; quizzes 1 and 2; and class presentations 1 and 2. Class presentation 2 was never submitted, so after the due date, the grade is 0. The final grade for this date includes homework, quizzes, and class presentations:

- Homework: $(10 * 10 / 10 + 8 * 10 / 10 + 7 * 10 / 10) / 30 = 83.33\%$.
- Quizzes: $(80 * 100 / 100 + 90 * 100 / 100 + 85 * 100 / 100) / 300 = 85\%$.
- Class presentations: $(20 * 20 / 20 + 0 * 20 / 20) / 40 = 50\%$.
- Final: $[83.33 * 30 / 100 + 85 * 30 / 100 + 50 * 30 / 100] / 90 = 72.78\%$.

The final grade on May 15, 2001 includes homework 4 and the final grade:

- Homework: $(10 * 10 / 10 + 8 * 10 / 10 + 7 * 10 / 10 + 9 * 10 / 10) / 40 = 85\%$.
- Quizzes: $(80 * 100 / 100 + 90 * 100 / 100 + 85 * 100 / 100) / 300 = 85\%$.
- Class presentations: $(20 * 20 / 20 + 0 * 20 / 20) / 40 = 50\%$.
- Final: $(96 * 100 / 100) / 100 = 96\%$.

On May 15, 2001, the final grade will be:

$$[85 * 30/100 + 85 * 30/100 + 50 * 30/100 + 96 * 10/100] / 100 = 75.6\%.$$

An instructor can change an assignment due date for a specific student. The date that the system uses in the calculations is the student's assignment due date.

Note. When an instructor changes a due date for an assignment to a later date or adds an extended due date, the system assigns the later due date to the student record the next time the instructor accesses Gradebook.

The dates and grading for open entry and open exit classes work the same way, taking into account the student's own due dates.

Accessing Gradebook

This section provides an overview of how Gradebook users access the system and discusses how to:

- Access the Class Assignments or Gradebook component.
- Access the View My Assignments page.

Understanding How Gradebook Users Access the System

There are three primary users of Gradebook. This table lists these users and their possible modes of access:

User	Component	Direct Menu Navigation	Gradebook Homepage
Administrator	Gradebook Category	Yes	No
	URL Maintenance	Yes	No
	Course Assignments	Yes	No
Instructor	Access Gradebook	Yes	Yes
	Class Assignments	Yes	Yes
Student	View My Assignments	Yes	Yes

Administrators access the Gradebook Category page directly through the system's menu navigation to create high-level assignment categories that instructors can use to cluster their assignments (for example, homework, quizzes, tests, participation, and so on). This is setup data that you must create before instructors can use Gradebook.

The Gradebook Category page is not designed for self-service. In addition, administrators can, as an option, access the Course Assignments - Assignments page, the Course Assignments - Category Weight page, and the Course Assignments - Grading Scale page to set up course assignments at the catalog level that the system populates to the class level by default. Finally, an administrator must define an FTP server and URL address if you want to enable instructors to export grades to an Excel spreadsheet on their local drives.

Instructors access Gradebook to create assignments and enter grades. They can do this through:

- Faculty Center navigation.
- Gradebook menu navigation.

Students access Gradebook to review their assignments, due dates, and current grades. They can do this through:

- Student Center navigation.
- Gradebook menu navigation.

Pages Used to Access Gradebook

Page Name	Object Name	Navigation	Usage
Instructor Gradebook	SS_LAM_ASSIGN_LST	Self Service, Gradebook	Create, review, or edit class assignments. Enter or review grades and comments, export grades to Microsoft Excel, or update grades to the grade roster for posting.
Student Gradebook	LAM_STDNT_GRADES	Self Service, Student Center and click the Gradebook link.	Review summary information about class assignments and cumulative grades and link to pages containing greater detail.

Accessing the Class Assignments or Gradebook Component

Access the Instructor Gradebook page.

Gradebook - Select a Class

Betty Locherty

Select Term [change](#)

Select a Class, then select Access Gradebook to edit student grades. Select Class Assignments to edit assignments, categories and grading scales.

2003 Summer							
Course Title	Course ID	Class Nbr	Subject Catalog Nbr	Class Section	Academic Institution	Access Gradebook	Class Assignments
Introductory Painting	001202	1002	ART 121	SF	PSUNV		
Finite Mathematics	001002	1370	MATH 104	1	PSUNV		
Finite Mathematics	001002	1371	MATH 104	1D	PSUNV		
Finite Mathematics	001002	1372	MATH 104	2D	PSUNV		
Finite Mathematics	001002	1373	MATH 104	3D	PSUNV		
Introduction to Philosophy	001208	1374	PHILO 100	1	PSUNV		
Society and the Individual	001267	1375	PHILO 105	1	PSUNV		
Phenomenology	001275	1376	PHILO 220	1	PSUNV		
The History of Philosophy	001269	1369	PHILO 250	1	PSUNV		

Instructor Gradebook page

Access Gradebook

Click this link to access the Gradebook component, where you can enter or review grades and comments, export grades to Microsoft Excel, or update grades to the grade roster for posting.

Class Assignments

Click this link to access the Class Assignments component, where you can create, review, or edit your class assignments.

Accessing the View My Assignments Page

Access the Student Gradebook page.

Valerie Basile
View My Assignments
2004 Fall

Class Grades

Undergraduate
PeopleSoft University

CHEM 102 Elem Chem
Section: 1 Class Nbr: 1432

Grades

Current Mid-Term Grade: 85.33 ~ B
Current Overall Grade: 82.76 ~ B

Begin Date	Due Date	Assignment	Category	Grade	Out of	Comments
08/31/2004	09/07/2004	Home Work 1	HmWrk	14.00	15	
09/13/2004	09/14/2004	Quiz 1	Test	20.00	25	
09/13/2004	09/20/2004	Home Work 2	HmWrk	13.00	15	
09/20/2004	09/27/2004	Homework 3	HmWrk	12.00	15	
09/27/2004	10/04/2004	Homework 4	HmWrk	14.00	15	
10/04/2004	10/05/2004	Quiz 2	Test	22.00	25	
10/04/2004	10/11/2004	Homework 5	HmWrk	12.00	15	
10/11/2004	10/12/2004	Mid-Term Exam	MidTerm	88.00	100	
10/11/2004	10/18/2004	Homework 6	HmWrk	12.00	15	
11/13/2004	11/14/2004	Laboratory Component	Lab		0	Excluded from class grade calculation
11/18/2004	11/19/2004	Final Exam	Final	78.00	100	

[Assignment Category](#)
[Grade Scale](#)
[Instructor Comments](#)
[Student Assignment Dates](#)

[Select Another Class](#)
[View My Class Schedule](#)

go to ...

Student Gradebook page

Students can click the Gradebook button from the Student Center to view assignment details. They can also view summary information about their cumulative grade, and link to pages of greater detail.

Defining Assignment Categories

Before instructors can set up their gradebook data, a power user must define assignment categories. Assignment categories are high level groupings of assignments that an instructor might track (for example, homework, extra credit, quizzes, tests, midterm, final, and so on.) Traditionally, administrators, not instructors, set up assignment categories.

This section discusses how to define assignment categories.

Page Used to Define Assignment Categories

Page Name	Object Name	Navigation	Usage
Gradebook Category	LAM_TYPE	Curriculum Management, Gradebook, Gradebook Category	Define assignment categories. When you access the page, enter an alphanumeric assignment category (1 to 10 characters in length). Instructors cannot set up assignment categories through the self-service application, although they can access the page through PeopleSoft Campus Portal or through regular database access if you grant them security.

Defining Assignment Categories

Access the Gradebook Category page.

The screenshot shows the 'Gradebook Category' page. At the top, the title 'Gradebook Category' is displayed in blue. Below the title, the text 'Assignment Category: HW' is shown. The main form area contains the following fields:

- *Effective Date:** A date field with the value '01/01/1900' and a calendar icon.
- Status:** A dropdown menu with 'Active' selected and '+' and '-' buttons.
- *Description:** A text field with the value 'Homework'.
- Short Description:** A text field with the value 'HmWrk'.

At the top right of the form, there are navigation links: 'Find | View All', 'First', '1 of 1', and 'Last'.

Gradebook Category page

Effective Date

Enter an effective date for the assignment category. The assignment category must be active as of the course and class component effective date to which the assignment is attached.

Status

Select a status for the assignment category:

Active: Select when adding a new assignment category.

Inactive: Select only if your institution no longer uses the assignment category. In particular, do not inactivate assignment category values that are assigned to ungraded class components. Doing so orphans gradebook data.

Defining Gradebook URLs

Instructors can export Gradebook data to their local drive. Gradebook provides an export utility. To use it, you must first define an FTP server and URL address for the extract file.

This section lists a prerequisite and discusses how to define an FTP server and URL address.

See Also

Chapter 2, “Using the Self-Service Gradebook,” Exporting Grades, page 34

Prerequisite

Set up the FTP server and confirm its full FTP address.

Page Used to Define Gradebook URLs

Page Name	Object Name	Navigation	Usage
URL Maintenance (uniform resource locator maintenance)	URL_TABLE	PeopleTools, Utilities, Administration, URLS	Define an FTP server and URL address.

Defining an FTP Server and URL Address

Access the URL Maintenance page.

URL Maintenance

URL Identifier: GRADEBOOK

***Description:** Gradebook FTP export server

***URL:** ftp://anonymous: gradebook@xyz-networks-07/incoming/

Comments: The Gradebook export feature uses an ftp server and attachment funtions in order to provide access to the export file.

URL Maintenance page

URL Identifier (uniform resource locator identifier)

Define this value in Add mode. Enter *GRADEBOOK* in uppercase letters, American English, for all versions.

PeopleSoft Internet App Server (PeopleSoft internet application server)

Select to indicate whether the URL is pointing to a PeopleSoft application server or a different type of server. For the *GRADEBOOK* URL, do not select this check box.

URL (uniform resource locator)

Enter the FTP location that your institution uses to store temporary file attachments. When the instructor clicks the Export button on the Class Gradebook page, the system exports the class grades to the server in csv

format and prompts the instructor to save the file to his or her local directory (where the file can be launched in Microsoft Excel).

Comments

Make notations and comments; these do not appear elsewhere.

See Also

PeopleCode Developer's Guide

Defining Course Assignment Defaults

Use the Course Assignments component to set up course assignments at the catalog level that the system populates to the class level. The values appear as defaults in the Class Assignments component (where the instructor can edit them) when the instructor first accesses the Gradebook component for their classes. You can use this component to specify course assignments that are required by the institution.

This section lists a prerequisite and discusses how to:

- Define default assignments for each course.
- Define default weight values for each class assignment category.
- Define default marks and grades for course grading schemes.

Prerequisite

Create assignment categories on the Gradebook Category page.

Pages Used to Define Course Assignment Defaults

Page Name	Object Name	Navigation	Usage
Course Assignments - Assignments	LAM_CRSE_COMP	Curriculum Management, Gradebook, Define Course Assignments	Define assignments that the system populates to the class Assignments page.
Course Assignments - Category Weight	LAM_CRSE_TYPE_PER	Curriculum Management, Gradebook, Define Course Assignments, Category Weight	Define default weight percentage values for each class assignment category in a component.
Course Assignments - Grading Scale	LAM_CRSE_COMP_SCL	Curriculum Management, Gradebook, Define Course Assignments, Grading Scale	Define default marks and grades for course grading schemes.

Defining Assignments

Access the Course Assignments - Assignments page.

Assignments | **Category/Weight** | **Grading Scale**

Course ID: 003744 Elem Chem Undergraduate
 Course Offering Nbr: 1 Subject Area: CHEM Catalog Nbr: 102

Find | View All First 1 of 1 Last

*Effective Date: 12/01/1999 Status: Active

Find | View All First 1 of 2 Last

*Course Component: LAB Laboratory

Find | View All First 1 of 8 Last

*Assignment Category: CLASSASGN In Class Assignments

*Description: Lab Assignment 1 *Short Description: Lab 1

☐ Required by Institution

☒ Required
☒ Assessed
☐ Include for Mid Term Grade
☐ Import Grades

Details

Points
 Maximum Points: 20
 Weight in Points: 20

Days/Duration
 Number Days after Class Begins: 7
 *Duration: 7
 Estimated Grading Duration: 7

Notes:
 Refer to syllabus which will be distributed by the lab instructor on first class meeting.

Course Assignments - Assignments page

Effective Date	Enter an effective date for the course component default data. This date determines when the status that you select is valid.
Status	Select a status for the course component default data. Select <i>Active</i> when adding a new course assignment. Select <i>Inactive</i> only if your institution no longer wants the system to populate this data by default.
Course Component	Select the course component for this assignment.
Assignment Category	Select an assignment category for your first default course assignment. For example, select an assignment category of <i>HW</i> if you are going to create a homework assignment.
Include for Mid Term Grade	Select if you want the assignment to count toward the cumulative midterm grade.
Import Grades	Select to define this assignment as an import target. If instructors select this check box, they can import grades from another class component in to this assignment (almost as a placeholder). For example, because only one component can be graded, you can import the final grade from the ungraded laboratory component gradebook into an assignment for the graded lecture component. We recommend that you assign the target assignment to its own assignment category. Also, when you select the Import Grades check box, the

system populates the Maximum Points and Weight in Points fields with *100* and makes the Weight in Points field unavailable for entry.

Number Days after Class Begins

Enter the number of days after the student begins the class that he or she must start the assignment. For regular classes, the system uses this value to calculate the assignment start date, adding the number of days to the class start date. For open entry/open exit classes, the system uses this value to calculate the assignment begin date for each student based on the student's start date. This value is visible (as a start date) to students for non-open entry/open exit classes through an Assignment link in the student gradebook.

Duration

Enter the number of days (including the begin date) that the student has to complete the assignment. For regular classes, the system uses this value in conjunction with the class begin date. For open entry/open exit classes, the system uses this value in conjunction with the student's start date to generate a due date. The due date is calculated as assignment start date, plus duration. For open entry/open exit classes, this date is based on the student's individually calculated start date. This value is visible (as an end date) to students for non open entry/open exit classes through the Assignment link in the student gradebook.

Estimated Grading Duration

Enter the estimated grading duration to let students know when they can expect to see their grade for the assignment. The system uses this value in conjunction with the assignment start date to determine the date on which the student can expect to see his or her grade. This value is visible to students through the Assignment link in the student gradebook.

Notes

Enter any notes that the instructor might want to communicate to students about this assignment.

Defining Default Weight Values

Access the Course Assignments - Category Weight page.

The screenshot shows the 'Course Assignments - Category Weight' page. At the top, there are three tabs: 'Assignments', 'Category Weight' (which is selected), and 'Grading Scale'. Below the tabs, the page displays course details: 'Course ID: 003744', 'Elem Chem', 'Undergraduate', 'Course Offering Nbr: 1', 'Subject Area: CHEM', and 'Catalog Nbr: 102'. There are also links for 'Find | View All' and 'First 1 of 1 Last'. Below this, it shows 'Effective Date: 12/01/1999' and 'Status: Active', with another set of links 'Find | View All' and 'First 1 of 2 Last'. The 'Course Component' is listed as 'Laboratory'. At the bottom, there is a table with the following structure:

*Assignment Category	Weight %
CLASSASGN	100

Course Assignments - Category Weight page

Assignment Category

Enter an assignment category that corresponds to each assignment category that you enter on the Assignments page. If the instructor attempts to save the page where there is an assignment, but the corresponding assignment category does not appear on this page, a warning message appears.

Defining Default Marks and Grades for Course Grading Schemes

Access the Course Assignments - Grading Scale page.

Assignments **Category Weight** **Grading Scale**

Course ID: 003744 **Elem Chem** **Undergraduate**

Course Offering Nbr: 1 **Subject Area:** CHEM **Catalog Nbr:** 102

Effective Date: 12/01/1999 **Status:** Active

***Course Component:** LEC Lecture

***Grading Scheme:** GRA Graduate School Grading Scheme

***Grading Basis:** GRD Graded

Mark	Grade		
95.00	A	+	-
85.00	B	+	-
75.00	C	+	-
65.00	D	+	-
	F	+	-

Course Assignments - Grading Scale page

You must enter data only for the graded component.

- Course Component** Select the course component for which you want the system to use as the default for the grading scale and grading basis information.
- Grading Scheme** Select the grading scheme that you want the system to use as the default for this component. You can create as many rows as you need to cover all grading scheme values for all components.
- Grading Basis** Select the grading basis that you want the system to use as the default for this component and grading scheme. You can create as many rows as you need to cover all grading basis values for all components.

Creating Class Assignment Data

Instructors use the Class Assignment component to create, view, or edit their class assignments. They can create each assignment, including its assignment category, maximum points, and due date. Instructors can even define an extended due date for an assignment or specify whether a student sees the assignment grade when accessing the student's view of Gradebook. When accessing the Class Assignment component, the system prompts instructors with choices that help them identify the class that they want to edit.

Here's how to define class assignments:

1. Search and identify the class for which you want to create assignments.
2. Describe the class assignments and define the class assignments on the Assignments page.
3. Create weight values for each category on the Category Weight page.
4. Create grading scales for the class on the Grading Scale page.

Prerequisites

Before you can create class assignment data:

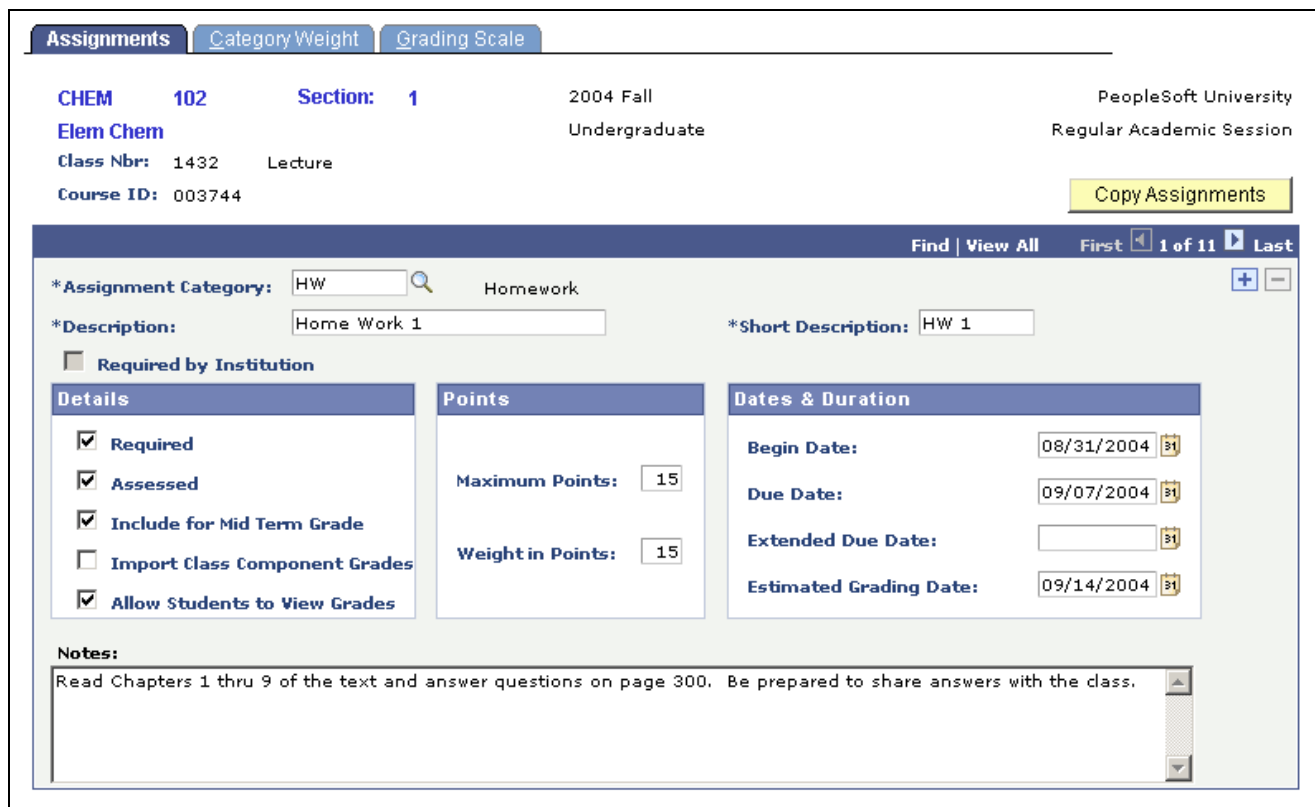
- To define class assignments, instructors must have grade roster access of *Approve* or *Post* for the class.
- Instructors with *Grade* access can only enter grades and modify existing assignments.
- To select a class within a term, first create assignment categories on the Gradebook Category page.
- To set weight values, first define assignment categories.
- To define marks and grades for class grading schemes, first define grading schemes and grading bases.

Pages Used to Create Class Assignment Data

Page Name	Object Name	Navigation	Usage
Assignments	LAM_CLASS_ACTIVITY	Self Service, Gradebook and click  .	Create, define, and cluster assignments by category.
Category Weight	LAM_CLASS_TYPE_PER	Self Service, Gradebook. Click  and select the Category Weight tab.	Set weight values for each class assignment category.
Grading Scale	LAM_CLASS_GRD_SCL	Self Service, Gradebook. Click  and select the Grading Scale tab.	Define marks and grades for each class's grading schemes.

Creating, Defining, and Clustering Assignments by Category

Access the Assignments page.



Assignments | Category Weight | Grading Scale

CHEM 102 **Section: 1** 2004 Fall PeopleSoft University
Elem Chem Undergraduate Regular Academic Session

Class Nbr: 1432 Lecture
 Course ID: 003744

Copy Assignments

Find | View All First 1 of 11 Last

*Assignment Category: HW Homework
 *Description: Home Work 1 *Short Description: HW 1

☐ Required by Institution

Details	Points	Dates & Duration
☒ Required ☒ Assessed ☒ Include for Mid Term Grade ☐ Import Class Component Grades ☒ Allow Students to View Grades	Maximum Points: 15 Weight in Points: 15	Begin Date: 08/31/2004 Due Date: 09/07/2004 Extended Due Date: Estimated Grading Date: 09/14/2004

Notes:
 Read Chapters 1 thru 9 of the text and answer questions on page 300. Be prepared to share answers with the class.

Assignments page

Note. You cannot delete an assignment that is required by the institution or that has been graded.

Copy Assignments

Click this button to copy the assignments from another class to the current class. Assignments can be copied only from other classes that are taught by the instructor of the current class. The copied assignments add to, rather than replace, any existing assignments on the current class.

Assignment Category

Select an assignment category for the class assignment. For example, select the user-defined assignment category *HW* (homework) to create a homework assignment.

Include for Mid Term Grade

Select if you want the assignment to count toward the midterm grade, for midterm deficiency reporting purposes.

Import Class Component Grades

Select to define this assignment as an import target. If instructors select this option, they can import grades from another class component into this assignment (almost as a placeholder). For example, because only one component can be graded, you can import the final grade from the ungraded laboratory component gradebook into an assignment for the graded lecture component. We recommend that you assign the target assignment to its own assignment category. Also, when you select the Import Grades check box, the system populates the Maximum Points field and Weight in Points field with *100* and makes the Weight in Points field unavailable for entry.

Allow Students to View Grades

Select if you want the system to display the student's grade for this assignment through the student gradebook view. Instructors may want to leave this check box clear until they have entered grades for all students in a class. That way one student does not see an assignment grade before another student sees it.

Note. If the instructor enters a grade, the system calculates it into the category average, midterm, or final grade, regardless of whether this check box is selected. If you do not select this check box, students see a course grade that is calculated differently than the grade that the instructor sees. The student's class grade does not include this hidden assignment, whereas the instructor's view includes all grades.

Begin Date

For non-open entry/open exit classes, enter the date that the assignment begins (such as when a thesis paper is assigned) or the date of the assignment (such as the date of an exam). This date is visible to students through the student gradebook.

Due Date

For non-open entry/open exit classes, enter the date when the assignment is due. This date is visible to students through the student gradebook. Grades are calculated into the cumulative grade as soon as they are entered. Ungraded assignments will not impact the cumulative grade until the system date is equal to or greater than the due date.

This field is neither required nor available for entry for open entry/open exit classes.

Extended Due Date

For non-open entry/open exit classes, enter the extended due date for this assignment if and when the instructor decides to extend the due date for the class. This value is also visible to students through the student gradebook.

Estimated Grading Date

For non-open entry/open exit classes, enter the estimated grading date to let students know when they can expect to see their grades for the assignment. This value is visible to students through the student gradebook.

Number Days after Class Begins

For open entry/open exit classes, enter the number of days after the student begins the class that they must start the assignment. The system uses this value in conjunction with the student's start date.

Duration

For open entry/open exit classes, enter the number of days (including the begin date) that the student has to complete the assignment. The system uses this value (in conjunction with the student's begin date) to dynamically generate a due date.

Notes

Enter any notes that the instructor might want to communicate to students about this assignment.

Setting Weight Values

Access the Category Weight page.

Assignments

Category Weight

Grading Scale

CHEM 102

Section: 1

2004 Fall

PeopleSoft University

Elem Chem

Undergraduate

Regular Academic Session

Class Nbr: 1432

Lecture

Course ID: 003744

Copy Category Weight

* Assignment Category		* Weight %		
FINAL	Final	25	+	-
HW	Homework	10	+	-
LAB	Lab Component	40	+	-
MIDTERM	Mid-Term	15	+	-
TEST	Test	10	+	-

Category Weight page

Copy Category Weight

Click to copy the assignment categories and weight percentage values from another class that you are assigned to as an instructor. Once you copy the category data, you can modify it. The system overwrites any existing category weight values with the copied category weight values.

Assignment Category

Enter an assignment category that corresponds to each of the assignment categories that you entered on the Assignments page. If the instructor attempts to save the page where there is an assignment, but the corresponding assignment category does not appear on this page, a warning appears.

Defining Marks and Grades for Grading Schemes

Access the Grading Scale page.

Assignments

Category Weight

Grading Scale

CHEM 102

Section: 1

2004 Fall

PeopleSoft University

Elem Chem

Undergraduate

Regular Academic Session

Class Nbr: 1432

Lecture

Course ID: 003744

Copy Grade Scale

Find | View All

First 1 of 4 Last

*Grading Scheme: GRA Graduate School Grading Scheme

*Grading Basis: GRD Graded

Mark	Grade		
95.00	A	+	-
85.00	B	+	-
75.00	C	+	-
65.00	D	+	-
	F	+	-

Grading Scale page

Note. If there are no assignments, category weights, or grading scales, the system populates those fields with the values on the Course Assignments - Grading Scale page. Also, the system creates grading scheme and grading scale records to match the grading scheme and grading scale on the Class Association page, in conjunction with any values at the course level. If the grading basis is optional, the system creates grading basis records to match the linked grading bases.

Copy Grade Scale	Click to copy the grade scale information from another class to which the instructor is assigned. The system overwrites existing grade scale values with the copied grade scale values.
Grading Scheme	The system populates this field with the course's grading scheme (as assigned on the Course Assignments - Grading Scale page). If there are no values on the Grading Scale page, the system populates this field with the default grading scheme for the career of the course. You can modify or add values. Do not delete the grading scheme values that are associated with students in your class, as this prevents the percentage grades from mapping to corresponding letter (or pass/no pass) grades. In cases where your institution uses the grading basis remapping feature, you might need to enter grade scales that are linked to grading schemes that are not normally associated with this class.
Grading Basis	The system populates this field with the course's grading basis (as defined on the Course Assignments - Grading Scale page). You can modify or add values. If there are no values on the Grading Scale page, the system populates this field with the grading basis on the Class Associations page. Do not delete the grading basis values that are associated with students in your class, as this would prevent the percentage grades from mapping to corresponding letter or pass/no pass grades. In cases where your institution uses the grading basis remapping feature, you might need to enter grading bases that are not normally associated with this class.

Entering Grades

This section provides an overview of the grading process, lists prerequisites, and discusses how to:

- Select the term for which you want to enter grades for a class.
- Select the class for which you want to enter grades.
- Enter points for each assignment and mark certain assignments for exclusion from cumulative grades.
- Enter grades for each student by assignment, exclude grades from calculation, and edit the due date and date submitted values on a student-by-student basis.
- View cumulative grades for each assignment, view or edit automatically generated midterm and current grades, update midterm and final grades, send grades to the roster for posting.
- Enter notes about students and communicate information that students can view.
- Enter requirement designation grades.
- Import grades from an ungraded component into an assignment in the graded component.
- Select the class from which you want to import grades.
- View the results of your class search.

- View further details about a class.

Understanding the Grade Entering Process

Once an instructor creates assignments and reviews the student assignments, the instructor can enter grades for the student assignments. Specific student assignments can be excluded from calculation if the instructor chooses. The instructor can also enter notes or comments for each student, override midterm and final grades, update the midterm grades to the roster for deficiency analysis and reporting, or send final grades to the grade roster for official posting.

Here's how to enter, import, and update grades:

1. Search and identify the class for which you want to enter grades.
2. Enter individual assignment grades (in numeric format) on the Class Gradebook page or the Grade by Assignment page.
3. Override midterm or final grades on the Cumulative Grades page (leave blank to use the system-generated values).
4. (Optional) Click the Notes link on the Cumulative Grades page to write private instructor comments for each student.
5. Enter requirement designation grades, if applicable, on the Requirement Designation page.
6. Import grades from other component assignments on the Import Component Grades page.
7. Click the Update button on the Cumulative Grades page to update midterm or final grades to the official grade roster.

Note. Grades are calculated into the cumulative grade as soon as they are entered. Ungraded assignments will not impact the cumulative grade until the system date is equal to or greater than the due date.

Prerequisites

Before the instructor can enter, import, update, or export grades:

- The instructor must be assigned to teach a class for the term, and he or she must have a grade roster access of *Grade*, *Approve*, or *Post*.
- Instructors must define class assignments.
- A system administrator must define the GRADEBOOK URL for your FTP server.

Pages Used to Enter, Import, Update, and View Grades

Page Name	Object Name	Navigation	Usage
Gradebook — Select a Class	SS_LAM_ASSIGN_LST	Self Service, Gradebook	Select the class for which you want to enter grades.
Gradebook — Select a Class	LAM_CLASS_GRADES	Self Service, Gradebook. Click the  .	Enter assignment points and exclude assignments from cumulative grades.

Page Name	Object Name	Navigation	Usage
Grade by Assignment	LAM_CLASS_GRD_DATE	Self Service, Gradebook. Click the  . Click the Grade by Assignment tab.	Enter grades for each student by assignment. Exclude grades from calculation. Edit the due date and date submitted values on a student-by-student basis.
Cumulative Grades	LAM_CLAS_GRADE_TOT	Self Service, Gradebook. Click the  . Click the Cumulative Grades tab.	View the cumulative grades for each assignment category. View or edit the generated midterm and current grades. Update midterm and final grades. Send grades to the roster for posting.
Gradebook Notes	LAM_GRADE_NOTE	Click the Notes link on the Cumulative Grades page.	Enter notes about the student and communicate information that the student can view on the Instructor Comments page.
Requirement Designation	LAM_CLAS_GRD_REQ_D	Self Service, Gradebook. Click the  . Click the Requirement Designation tab.	Enter requirement designation grades.
Import Component Grades	LAM_CLASS_COPY_GRD	Self Service, Gradebook. Click the  . Click the Import Component Grades tab.	Import grades from an ungraded component into an assignment in the graded component. The import grades feature is particularly useful for multiple component classes that have only one graded component, but where the instructor wants grades from all components to contribute to gradebook calculations for the final class grades.
Import Component Grades - Class Search	SSR_CLSRCH_ENTRY	Click the Import Grades button on the Import Component Grades page.	Select the class from which you want to import grades.
Import Component Grades - Class Search Results	SSR_CLSRCH_RSLT	Click the Search button on the Import Component Grades - Class Search page.	View the results of your class search.
Import Component Grades - Class Search Detail	SSR_CLSRCH_DTL	Click the Section link on the Import Component Grades - Class Search Results page.	View further details about a class.

Selecting the Class

Access the Gradebook — Select a Class page.

Gradebook - Select a Class

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Select a Class, then select Access Gradebook to edit student grades. Select Class Assignments to edit assignments, categories and grading scales.

2004 Fall > PeopleSoft University							
Course Title	Course ID	Class Nbr	Subject Catalog Nbr	Class Section	Academic Institution	Access Gradebook	Class Assignments
Elem Chem	003744	1432	CHEM 102	1	PSUNV		

Gradebook — Select a Class page

Instructors can select a term from the available options at the top of the page. Click the Access Gradebook button to view the Gradebook component.

Entering Points for Assignments

Access the Class Gradebook page.

Class Gradebook
Grade by Assignment
Cumulative Grades
Requirement Designation
Import Component Grades

CHEM 102 Section: 1
2004 Fall
PeopleSoft University
Elem Chem Undergraduate Regular Academic Session
Class Nbr: 1432
Export
Show Active Students Only
Next >

Select check box next to the grade field to exclude assignment from cumulative grade calculation.

Name	Student ID	HW 1	Quiz 1	HW 2	HW 3	HW 4	Quiz 2	HW 5
Alexander, Lucas	AA0042	15.00 ☐	23.00 ☐	14.00 ☐	15.00 ☐	13.00 ☐	22.00 ☐	13.00 ☐
Basile, Valerie	SR13582	14.00 ☐	20.00 ☐	13.00 ☐	12.00 ☐	14.00 ☐	22.00 ☐	12.00 ☐
Hardy, Michael	SR13017	13.00 ☐	21.00 ☐	12.00 ☐	13.00 ☐	11.00 ☐	20.00 ☐	13.00 ☐
Johnson, Sadie	SR13033	15.00 ☐	24.00 ☐	14.00 ☐	15.00 ☐	15.00 ☐	25.00 ☐	14.00 ☐
Jones, Alexis A.	SR13034	12.00 ☐	20.00 ☐	13.00 ☐	9.00 ☐	10.00 ☐	17.00 ☐	11.00 ☐
Keshishi, Khanom	SR12201	14.00 ☐	25.00 ☐	15.00 ☐	13.00 ☐	15.00 ☐	23.00 ☐	14.00 ☐
King, Martin Robert	SR13003	14.00 ☐	20.00 ☐	12.00 ☐	11.00 ☐	13.00 ☐	19.00 ☐	10.00 ☐
Langbehn, John Paul	SR13002	10.00 ☐	16.00 ☐	8.00 ☐	9.00 ☐	6.00 ☐	☐	☐
Lewis, Frederic	SR13000	13.00 ☐	22.00 ☐	10.00 ☐	13.00 ☐	12.00 ☐	19.00 ☐	14.00 ☐
Assignment Average:		13.33	21.22	12.33	12.22	12.11	20.88	12.63

Class Gradebook page

Note. This page uses deferred processing. Click the Refresh button or the Save button to update assignment average values.

Show Active Students Only Select for the system to exclude students who have withdrawn from the class.

(Grade)	A column of fields appears for each assignment that has the Assessed check box selected on the Assignments page. This is a grade field. Enter the points that each student earns for the assignment.
(Exclude Grade)	A column of check boxes appears for each assignment that has the Assessed check box selected on the Assignments page. Select this check box to exclude a particular assignment grade from all cumulative grades (including assignment averages) for a specific student. The grade field becomes unavailable for entry.
Assignment Average	The system calculates and displays a class assignment average for all graded assignments.
Export	Click this button to export your class grades to a temporary location, such as your C drive. You can export grades as many times as you want.
Next> and <Previous	Click this button to view the next or previous additional assignments. This button acts as a horizontal scroll bar.

See Also

Chapter 2, “Using the Self-Service Gradebook,” Exporting Grades, page 34

Entering Grades by Assignment

Access the Grade by Assignment page.

Class Gradebook
Grade by Assignment
Cumulative Grades
Requirement Designation
Import Component Grades

CHEM 102 Section: 1 2004 Fall PeopleSoft University
Elem Chem Undergraduate Regular Academic Session
Class Nbr: 1432
Select Assignment: 1 Home Work 1 Maximum: 15 Average: 13.33
Select check box next to the grade field to exclude assignment from cumulative grade calculation. [Class Assignments](#)

Name	Student ID	Submitted Dt	Due Date	Grade	Last Updated
Alexander,Lucas	AA0042	09/30/2004	09/07/2004	15.00	09/30/2004 11:31AM
Basile,Valerie	SR13582	09/30/2004	09/07/2004	14.00	09/30/2004 11:31AM
Hardy,Michael	SR13017	09/30/2004	09/07/2004	13.00	09/30/2004 11:32AM
Johnson,Sadie	SR13033	09/30/2004	09/07/2004	15.00	09/30/2004 11:33AM
Jones,Alexis A.	SR13034	09/30/2004	09/07/2004	12.00	09/30/2004 11:34AM
Keshishi,Khanom	SR12201	09/30/2004	09/07/2004	14.00	09/30/2004 11:35AM
King,Martin Robert	SR13003	09/30/2004	09/07/2004	14.00	09/30/2004 11:38AM
Langbehn,John Paul	SR13002	09/30/2004	09/07/2004	10.00	09/30/2004 11:38AM
Lewis,Frederic	SR13000	09/30/2004	09/07/2004	13.00	09/30/2004 11:38AM

Grade by Assignment page

Select Assignment	Enter the assignment for which you want to record the assignment submission date or grade. This refreshes the page.
Submitted Dt (submitted date)	Enter the date that the student submitted the assignment. The system populates this field with the date that you enter a grade. You can change this value. The

submitted date appears in the Date Rec'd (date received) field on the Student Assignment Dates page.

Due Date

Enter the due date of the assignment. The system populates this field with the due date that the instructor sets up on the Assignments page. If the instructor defines an extended due date on the Assignments page, the system displays that value. If the due date or extended due date is greater than the student due date, the system displays the latest of the three dates.

Grade

Enter the points that the student earns for the assignment.

(Exclude Grade)

A column of check boxes appears for each assignment that has the Assessed check box selected on the Assignments page. Select this check box to exclude a particular assignment grade from all cumulative grades (including assignment averages).

Last Updated

Displays the date and time when a user last modified any of the following fields: Submit Date, Grade, Exclude Grade, or Grade(s) copied from another assignment through an Import.

Class Assignments

Click this link to access the Class Assignments - Assignments page, where you can view or edit the class assignment. This is helpful if you forget the point range or some other piece of information about an assignment. If you make changes on the Assignments page through this link, the system does not display them on the gradebook unless you leave and reenter the component.

Reviewing Cumulative Grades and Posting Grades

Access the Cumulative Grades page.

Class Gradebook
Grade by Assignment
Cumulative Grades
Requirement Designation
Import Component Grades

CHEM 102
Elem Chem
Class Nbr: 1432

Section: 1

2004 Fall
Undergraduate

PeopleSoft University
Regular Academic Session

Select Grade Roster: ☐

Update

Next >

Name	Student ID	Final	Hm Wrk	Lab	MidTerm	--- Mid Term ---	-- Current Grade --
Alexander, Lucas	AA0042	94.00	93.33		96.00	95.37 A ☐	93.72 A ☐ Note
Basile, Valerie	SR13582	78.00	85.56		88.00	85.33 B ☐	82.76 B ☐ Note
Hardy, Michael	SR13017	79.00	82.22		82.00	83.27 B ☐	80.79 B ☐ Note
Johnson, Sadie	SR13033	97.00	97.78		98.00	97.37 A ☐	97.55 A ☐ Note
Jones, Alexis A.	SR13034	71.00	73.33		73.00	75.73 C ☐	72.39 C ☐ Note
Keshishi, Khanom	SR12201	89.00	93.33		92.00	94.67 A ☐	91.64 A ☐ Note
King, Martin Robert	SR13003	72.00	76.67		65.00	74.21 C ☐	72.03 C ☐ Note
Langbehn, John Paul	SR13002		55.00			62.00 D ☐	59.50 F ☐ Note
Lewis, Frederic	SR13000	80.00	83.33		82.00	83.14 B ☐	81.39 B ☐ Note

Cumulative Grades page

Select Grade Roster

If you are preparing to update midterm or current (final) grades, select the target grade roster.

Update

Click to send the midterm or current (final) grades to the grade roster. When you click this button, it does not post student grades for the course. A system administrator must post the grade roster before the students' grades are official.

Note. If you click the Update button and there is a missing Current Grade value for a student, the system presents you with a warning that grades have not been assigned for all students. You can cancel to go back and enter any missing grades, or you can proceed with the update. The update will set the grade roster to a status of *Partial Post*.

Conversely, if you click the Update button and all current grades are complete, the system sets the grade roster approval status value according to the instructor's access (as defined on the Meetings page). If the instructor's access is *Graded*, the system sets the approval status to *Ready to Review*. If the instructor's access is *Approve* or *Post*, the system sets the approval status to *Approved*.

Next> and <Previous

Click to view the next or previous cumulative category grades. This button acts as a horizontal scroll bar.

Mid Term

Enter a value in this field if you want to override the midterm grade that the system calculates. If you leave this field blank, the system-generated grade is sent to the grade roster when you click the Update button (with a target roster of Mid Term).

Current Grade

Enter a value if you want to override the current grade that the system calculates. If you leave this field blank, the system generated current grade is sent to the grade roster as the final grade when you click the Update button (with target roster of Final).

Note

Click to access the Gradebook Notes page, where you can enter notes for each student. Optionally, the student can be permitted to view notes through the student gradebook. Only the specific student for whom the note is written can see the note.

Entering Notes for Students

Access the Gradebook Notes page.

The screenshot displays the 'Gradebook Notes' interface. At the top, it shows the student's name 'Alexander, Lucas' and ID 'AA0042'. Below this, course details are listed: 'CHEM 102' and 'Section: 1', with 'Elem Chem' as the course name. The 'Class Nbr' is '1432' and the semester is '2004 Fall'. A section titled 'Instructor Comments' contains a checkbox labeled 'Display Note to Student' which is checked. Below the checkbox is a text area containing the note: 'Alexander, Your work shows great promise. Keep up the good work.' There are '+' and '-' buttons to the right of the text area.

Gradebook Notes page

Display Note to Student

Select for the student to view the note through the student gradebook. The system selects this check box by default. Clear this check box to hide the note from the student's view. For example, you might want to enter notes to yourself about the student.

Entering Requirement Designation Grades

Access the Requirement Designation page.

Class Gradebook		Grade by Assignment		Cumulative Grades		Requirement Designation		Import Component Grades	
CHEM	102	Section:	1	2004 Fall		PeopleSoft University			
Elem Chem				Undergraduate		Regular Academic Session			
Class Nbr:		1432							

Name	Student ID	- - Current Grade - -	Designation	RD Option	RD Grade
Alexander, Lucas	AA0042	93.72 A A			
Basile, Valerie	SR13582	82.76 B			
Hardy, Michael	SR13017	80.79 B			
Johnson, Sadie	SR13033	97.55 A			
Jones, Alexis A.	SR13034	72.39 C W			
Keshishi, Khanom	SR12201	91.64 A			
King, Martin Robert	SR13003	72.03 C			
Langbehn, John Paul	SR13002	59.50 F			
Lewis, Frederic	SR13000	81.39 B			

Requirement Designation page

If the class does not have a requirement designation that requires a separate grade, the fields on this page are unavailable for entry.

Current Grade

Displays the current grade for each student. At the end of the class, this is the student's final grade.

Designation

The system displays the code for the requirement designation that the student is attempting.

RD Option (requirement designation option)

Displays whether the student is attempting the requirement designation. The value that appears for students attempting the requirement designation is *Yes*. Otherwise, no information appears.

RD Grade (requirement designation grade)

If the requirement designation requires a separate grade, select a grade of *Satisfied* or *Not Satisfy*. If a separate grade is not required for this requirement designation, this field is unavailable for entry. Where no separate grade is required, the system determines whether the requirement designation is satisfied or not satisfied based on whether the student earns credit for the class. If the student receives a final grade that earns credit, the requirement designation is satisfied. If the student does not earn credit for the class, the requirement designation is not satisfied.

See Also

PeopleSoft Enterprise Student Records 8.9 PeopleBook, “Preparing for the Course Catalog and Schedule of Classes,” Understanding Requirement Designations

Importing Component Grades

Access the Import Component Grades page.

Import Component Grades page

Select Assignment

Select the assignment that will receive the grade import. You must set up this assignment in advance of the import, and the assignment must have the Import Class Component Grades check box selected on the Assignments page.

Import Grades

Click to access the Import Component Grades - Basic Class Search page, where you can select the class component from which you want to import grades. Only classes from the current term where you are one of the instructors are available. When you import the final grades, the system converts the grade percent into points (the maximum of which is 100) and displays the result in the target assignment on the Class Gradebook page and the Grade by Assignment page. You can edit the grades once you import them.

Selecting the Class From Which to Import Grades

Access the Import Component Grades - Class Search page.

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[Help ?](#)

Class Search

Search for Classes

Select at least 2 search criteria. Click Search to view your search results.

PeopleSoft University | 2004 Fall

Class Search Criteria

Course Subject	Chemistry
Course Number	is exactly
Course Career	

☒ **Show Open Classes Only**

☐ **Show Open Entry/Exit Classes Only**

Use Additional Search Criteria to narrow your search results.

 **Additional Search Criteria**

Import Component Grades - Class Search page

Note. The instructor of the graded component must also be entered as an instructor of the ungraded components to import grades from those class components (the instructor does not need to have grade roster access for the ungraded component). Also, assignment grades for another component must exist.

Use the fields on this page to specify your class search parameters.

Viewing the Results of the Class Search

Access the Import Component Grades - Class Search Results page.

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[class search](#)
[learning management systems](#)

[Help ?](#)

Class Search

Class Search Results

When available, click View All Sections to see all sections of the course.

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The following classes match your search criteria Course Subject: **Chemistry**, Show Open Classes Only: **Yes**

 Open
  Closed
  Wait List

[CLOSE](#)
[START A NEW SEARCH](#)

CHEM 102 - Elementary Chemistry II						
Schedule Print	Section	Days/Times	Location	Instructor	Status	Action
☒	1B-LAB (1742)	TBA	TBA	A. Edmundson		select class
☒	TR1-LEC (1630)	M 8:00AM - 10:30AM	King 406	A. Edmundson		select class

1-2 of 2

Import Component Grades - Class Search Results page

[select class](#)

If the system returns more than one class, click the select class button to specify the class from which you want to import grades.

Section

Click a Section link to access the Import Component Grades - Class Search Detail page, where you can view further detail about the class.

Viewing Further Details of the Class Search

Access the Import Component Grades - Class Search Detail page.

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Class Search

Class Search Detail

CHEM 102 - 1B Elem Chem

PeopleSoft University | 2004 Fall | Laboratory

CLOSE
RETURN TO RESULTS
SELECT CLASS

CLASS DETAILS

Status	● Open	Career	Undergraduate				
Class Number	1742	Dates	08/30/2004 - 12/12/2004				
Session	Regular Academic Session	Grading	Graded				
Units	3 units	Location	Hacienda				
Instruction Mode	In Person	Campus	Main Hacienda Campus				
Class Components	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Laboratory</td> <td style="width: 50%;">Required</td> </tr> <tr> <td>Lecture</td> <td>Required</td> </tr> </table>			Laboratory	Required	Lecture	Required
Laboratory	Required						
Lecture	Required						

MEETING INFORMATION

Days & Times	Location	Instructor	Start/End Date
TBA	TBA	A. Edmundson	8/30/2004 - 12/12/2004

CLASS AVAILABILITY

Class Capacity	35	Wait List Capacity	5
Enrollment Total	9	Wait List Total	0
Available Seats	26		

Import Component Grades - Class Search Detail page

Click the Select Class button to select the class and populate the assignment grade for students that exist in both classes. You can repeat this process and import from different classes, if you have one large lecture section with multiple laboratories or discussions.

Exporting Grades

Instructors can export class grades to a temporary location, such as their C drives. Instructors can export grades as many times as needed.

Here's how to export grades:

1. Click the Export button on the Class Gradebook page.

2. Wait for the export process to complete.
3. If your browser prompts you with the option to open the file from its present location or to save it to your local computer's hard drive, choose the latter.
4. Specify the location on your directory where you want the system to place your class gradebook csv file, and detach the file.
5. Launch your spreadsheet program (for example, Microsoft Excel).
6. Navigate to the directory that you specified, locate your csv file, and launch it.
7. Use the csv file to view or manipulate data locally, or save the file as a Microsoft Excel file and use it for your manipulations.

Prerequisite

Before you can export grades, you must define an FTP URL address for your system on the URL Maintenance page.

See Also

[Chapter 2, "Using the Self-Service Gradebook," Defining Gradebook URLs, page 14](#)

[Chapter 2, "Using the Self-Service Gradebook," Entering Points for Assignments, page 26](#)

Reviewing Class Assignments

If an instructor sets up a class for Gradebook, students in the class can access information about the class and their progress-to-date through the student gradebook. The student gradebook is accessible through the Student Center.

This section lists prerequisites and discusses how to:

- Select the term for which you want to review your assignments and grades.
- Select the course for which you want to review your assignments and grades.
- View summary information about your assignments and grades.
- View assignments in detail.
- View total points for each category.
- View the class grade scale that applies to you.
- View due dates and grades for assignments.

Prerequisites

Before a student can use the gradebook pages:

- The student must be enrolled in a class that has gradebook data.
- The instructor must have activated Gradebook information for the class.

The instructor does this by accessing and saving the Course Assignments component.

Pages Used to View Class Assignments

Page Name	Object Name	Navigation	Usage
Student Center	SSS_STUDENT_CENTER	Self Service, Student Center	Select the class for which you want to view assignments.
View My Assignments	LAM_STDNT_GRADES	- Self Service, Student Center. Click the  button. - Self Service, Student Center. Select <i>Assignments</i> value from the list. Select a class.	Select the assignment for which you want to view details.
Class Grades - View My Assignments	LAM_STDNT_GRADES	Self Service, Student Center. Click the  button.	View summary information about your class assignments and cumulative grades.
Assignment Details	LAM_STDNT_CLAS_ACT	Click the link for an assignment in the Assignment column on the Class Grades - View My Assignments page.	View each assignment in detail.
Assignment Categories	LAM_STDNT_CATEGORY	Click the Assignment Category link on the Class Grades - View My Assignments page.	View total points for each category.
Class Grade Scale	LAM_STDNT_GRAD_SCL	Click the Grade Scale link on the Class Grades - View My Assignments page.	View the class grade scale that applies to you.
Instructor Comments	LAM_STDNT_GRD_NOTE	Click the Instructor Comments link on the Class Grades - View My Assignments page.	View notes from your instructor.
Student Assignment Dates	LAM_STDNT_DATES	Click the Student Assignment Dates link on the Class Grades - View My Assignments page.	View due dates and grades for each assignment.

Selecting the Class

Access the Student Center page.

Valerie's Student Center

Academics

Enrollment
[My Class Schedule](#)
[Wish List](#)
[Add a Class](#)
[Drop a Class](#)

Academic History
[Grades](#)
[Degree Progress](#)

other academic...

Deadlines
URL
Grade book

This Week's Schedule

		Class	Schedule
		ARTHIST 322-1 LEC (1414)	MWF 3:00PM - 3:50PM Location: TBA
		BIOLOGY 335-1 LEC (1427)	MWF 10:00AM - 10:50AM Location: TBA
		BIOLOGY 335-1A LAB (1515)	TBA
		CHEM 102-1 LEC (1432)	MWF 9:00AM - 9:50AM Angel 102
		CHEM 102-1B LAB (1742)	TBA Location: TBA
		ETHS 210-1 LEC (1404)	MWF 9:00AM - 9:50AM Location: TBA
		MUSIC 140-1 LEC (1366)	TuTh 1:00PM - 2:20PM Location: TBA
		PHYSICS 130-1 LEC (1531)	TBA
		PHYSICS 130-1A LAB (1532)	TBA

weekly schedule

SEARCH FOR CLASSES

Holds
Financial Aid Refund
Financial Aid Refund
Financial Aid Refund

details

To Do List
Academic Transcripts
Application Fee
GRE Scores
Recommendation Letter
Orientation Questionnaire
Orientation Fee

details

Enrollment Dates
[Open Enrollment Dates](#)

Student Center page (1 of 2)

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The screenshot displays the Student Center page (2 of 2) with a blue header and a white background. The page is organized into several sections:

- Finances** (blue header):
 - My Account**: Links for [Account Inquiry](#) and [Payment Profile](#).
 - Financial Aid**: Links for [View Financial Aid](#) and [Accept/Decline Awards](#).
 - Account Summary** (light blue box):
 - You owe 6,554.00.**
 - Due Now 4,054.00
 - Future Due 2,500.00
 - ** You have a past due balance of 4,054.00. ****
 - Currency used is US Dollar.
 - make a payment** (blue button with right arrow).
 - Dropdown menu: "other financial..." with a right arrow.
- Personal Information** (blue header):
 - Demographic Data**: Links for [Emergency Contact](#), [Names](#), and [User Preferences](#).
 - Contact Information** (light blue box):
 - Permanent Address**: None
 - Billing Address**: None
 - Main Phone**: None
 - Home Email**: vbasile@prodigy.net
 - Dropdown menu: "other personal..." with a right arrow.
- Admissions** (blue header):
 - Links for [Request Information](#) and [Apply for Admission](#).
 - You have no pending applications.** (light blue box with information icon).
- Advisor** (blue header):
 - Program Advisor**: Ana Beck, Graduate Art History, Janice Diller.
 - details** (blue button with right arrow).
- News and Info** (blue header):
 - Links for [CNN](#), [BBC](#), and [NBC](#).
- Search Engines** (blue header):
 - Links for [Yahoo](#) and [Google](#).
- Other Links** (blue header):
 - Link for [Amazon](#).

Student Center page (2 of 2)

Students can click the Grade book button to access the View My Assignments page, where they can view their assignments and grades.

Viewing Summary Information about Assignments and Grades

Access the View My Assignments page.

Valerie Basile
View My Assignments
2004 Fall

Class Grades

Undergraduate
PeopleSoft University

CHEM 102 Elem Chem
Section: 1 Class Nbr: 1432

Grades

Current Mid-Term Grade: 85.33 ~ B
Current Overall Grade: 82.76 ~ B

Begin Date	Due Date	Assignment	Category	Grade	Out of	Comments
08/31/2004	09/07/2004	Home Work 1	HmWrk	14.00	15	
09/13/2004	09/14/2004	Quiz 1	Test	20.00	25	
09/13/2004	09/20/2004	Home Work 2	HmWrk	13.00	15	
09/20/2004	09/27/2004	Homework 3	HmWrk	12.00	15	
09/27/2004	10/04/2004	Homework 4	HmWrk	14.00	15	
10/04/2004	10/05/2004	Quiz 2	Test	22.00	25	
10/04/2004	10/11/2004	Homework 5	HmWrk	12.00	15	
10/11/2004	10/12/2004	Mid-Term Exam	MidTerm	88.00	100	
10/11/2004	10/18/2004	Homework 6	HmWrk	12.00	15	
11/13/2004	11/14/2004	Laboratory Component	Lab		0	Excluded from class grade calculation
11/18/2004	11/19/2004	Final Exam	Final	78.00	100	

[View My Assignments page](#)

Current Mid Term Grade	Displays the student's current midterm grade, including the weighted points and letter grade to date. Only assignments for which the Include for Mid Term Grade check box is selected contribute to this percentage.
Current Overall Grade	Displays the student's current overall grade, including the points and letter grade to date for all assignments that have grades to date. All assignments (except those that are specifically excluded or not yet due) contribute to this percentage.
Begin Date	Displays the start date of the assignment. Typically, this is the date of the activity or the date that the instructor assigns the assignment.
Due Date	Displays the date that the assignment is due. The system includes all grades that were entered by this date in the cumulative grades. If the due date or extended due date is less than or equal to the system date, a missing grade counts as 0.
Assignment	Displays a description of the assignment, as entered by the instructor. Students can click an Assignment link to access the Assignment Details Page, where they can review each assignment in detail.
Category	Displays the category of the assignment, as defined by the instructor.
Grade	Displays the points that the student earns for the assignment.
Out of	Displays the maximum points that the assignment is worth.
Comments	Displays details about particular assignments.

Assignment Category, Grade Scale, Instructor Comments, and Student Assignment Dates

Click any link to access the page where you can view information about the linked topic.

Select Another Class

Click this link to access the View Assignments and Grades page, where you can select a different class to view.

View My Class Schedule

Click this link to view their schedule for the term.

Viewing Assignments in Detail

Access the Assignment Details page.

Assignment Details			
PeopleSoft University	2004 Fall	Regular Academic Session	
CHEM 102	Elem Chem		
Class Section: 1	Class Nbr: 1432		
Description: Home Work 1			
Description: Homework			
Begin Date: 08/31/2004	Extended Due Date:		
Due Date: 09/07/2004	Estimated Grading Date: 09/14/2004		
Maximum Points: 15	Weight in Points: 15		
☐ Required by Institution	☒ Required	☒ Assessed	☒ Include for Mid Term Grade
Notes:			
Read Chapters 1 thru 9 of the text and answer questions on page 300. Be prepared to share answers with the class.			

Assignment Details page

Viewing Total Points for Each Category

Access the Assignment Categories page.

Assignment Categories

Valerie Basile

PeopleSoft University

2004 Fall

Regular Academic Session

CHEM 102

Elem Chem

Class Section: 1 **Class Nbr:** 1432 **Course ID:** 003744

Grades

Current Mid-Term Grade: 85.33 ~ B

Current Overall Grade: 82.76 ~ B

Category	Weight %	Mid-Term Total	Out of	Mid-Term Grade	Category Total	Out of	Category Grade
Final	25				78.00	100.00	78.00
Homework	10	39.00	45.00	86.67	77.00	90.00	85.56
Lab Component	40						
Mid-Term	15	88.00	100.00	88.00	88.00	100.00	88.00
Test	10	20.00	25.00	80.00	42.00	50.00	84.00

Assignment Categories page

Viewing Your Class Grade Scale

Access the Class Grade Scale page.

Class Grade Scale

Valerie Basile

PeopleSoft University

2004 Fall

Regular Academic Session

CHEM 102

Elem Chem

Class Section: 1 **Class Nbr:** 1432 **Course ID:** 003744

Grades

Current Mid-Term Grade: 85.33 ~ B

Current Overall Grade: 82.76 ~ B

Mark	Grade
90.00	A
80.00	B
70.00	C
60.00	D
	F

Class Grade Scale page

Viewing Assignment Due Dates and Grades

Access the Student Assignment Dates page.

Instructor Comments**Valerie Basile**

PeopleSoft University

2004 Fall

Regular Academic Session

CHEM 102

Elem Chem

Class Section: 1 **Class Nbr:** 1432 **Course ID:** 003744**Grades****Current Mid-Term Grade:** 85.33 ~ B**Current Overall Grade:** 82.76 ~ B**Instructor Comments**

Excellent work this term. I look forward to having you in my advanced class next semester.

Student Assignment Dates page

Glossary of PeopleSoft Terms

absence entitlement	This element defines rules for granting paid time off for valid absences, such as sick time, vacation, and maternity leave. An absence entitlement element defines the entitlement amount, frequency, and entitlement period.
absence take	This element defines the conditions that must be met before a payee is entitled to take paid time off.
academic career	In PeopleSoft Enterprise Campus Solutions, all course work that a student undertakes at an academic institution and that is grouped in a single student record. For example, a university that has an undergraduate school, a graduate school, and various professional schools might define several academic careers—an undergraduate career, a graduate career, and separate careers for each professional school (law school, medical school, dental school, and so on).
academic institution	In PeopleSoft Enterprise Campus Solutions, an entity (such as a university or college) that is independent of other similar entities and that has its own set of rules and business processes.
academic organization	In PeopleSoft Enterprise Campus Solutions, an entity that is part of the administrative structure within an academic institution. At the lowest level, an academic organization might be an academic department. At the highest level, an academic organization can represent a division.
academic plan	In PeopleSoft Enterprise Campus Solutions, an area of study—such as a major, minor, or specialization—that exists within an academic program or academic career.
academic program	In PeopleSoft Enterprise Campus Solutions, the entity to which a student applies and is admitted and from which the student graduates.
accounting class	In PeopleSoft Enterprise Performance Management, the accounting class defines how a resource is treated for generally accepted accounting practices. The Inventory class indicates whether a resource becomes part of a balance sheet account, such as inventory or fixed assets, while the Non-inventory class indicates that the resource is treated as an expense of the period during which it occurs.
accounting date	The accounting date indicates when a transaction is recognized, as opposed to the date the transaction actually occurred. The accounting date and transaction date can be the same. The accounting date determines the period in the general ledger to which the transaction is to be posted. You can only select an accounting date that falls within an open period in the ledger to which you are posting. The accounting date for an item is normally the invoice date.
accounting split	The accounting split method indicates how expenses are allocated or divided among one or more sets of accounting ChartFields.
accumulator	You use an accumulator to store cumulative values of defined items as they are processed. You can accumulate a single value over time or multiple values over time. For example, an accumulator could consist of all voluntary deductions, or all company deductions, enabling you to accumulate amounts. It allows total flexibility for time periods and values accumulated.
action reason	The reason an employee's job or employment information is updated. The action reason is entered in two parts: a personnel action, such as a promotion, termination, or change from one pay group to another—and a reason for that action. Action reasons are used by PeopleSoft Human Resources, PeopleSoft Benefits Administration,

	PeopleSoft Stock Administration, and the COBRA Administration feature of the Base Benefits business process.
action template	In PeopleSoft Receivables, outlines a set of escalating actions that the system or user performs based on the period of time that a customer or item has been in an action plan for a specific condition.
activity	In PeopleSoft Enterprise Learning Management, an instance of a catalog item (sometimes called a class) that is available for enrollment. The activity defines such things as the costs that are associated with the offering, enrollment limits and deadlines, and waitlisting capacities. In PeopleSoft Enterprise Performance Management, the work of an organization and the aggregation of actions that are used for activity-based costing. In PeopleSoft Project Costing, the unit of work that provides a further breakdown of projects—usually into specific tasks. In PeopleSoft Workflow, a specific transaction that you might need to perform in a business process. Because it consists of the steps that are used to perform a transaction, it is also known as a step map.
address usage	In PeopleSoft Enterprise Campus Solutions, a grouping of address types defining the order in which the address types are used. For example, you might define an address usage code to process addresses in the following order: billing address, dormitory address, home address, and then work address.
adjustment calendar	In PeopleSoft Enterprise Campus Solutions, the adjustment calendar controls how a particular charge is adjusted on a student's account when the student drops classes or withdraws from a term. The charge adjustment is based on how much time has elapsed from a predetermined date, and it is determined as a percentage of the original charge amount.
administrative function	In PeopleSoft Enterprise Campus Solutions, a particular functional area that processes checklists, communication, and comments. The administrative function identifies which variable data is added to a person's checklist or communication record when a specific checklist code, communication category, or comment is assigned to the student. This key data enables you to trace that checklist, communication, or comment back to a specific processing event in a functional area.
admit type	In PeopleSoft Enterprise Campus Solutions, a designation used to distinguish first-year applications from transfer applications.
agreement	In PeopleSoft eSettlements, provides a way to group and specify processing options, such as payment terms, pay from a bank, and notifications by a buyer and supplier location combination.
allocation rule	In PeopleSoft Enterprise Incentive Management, an expression within compensation plans that enables the system to assign transactions to nodes and participants. During transaction allocation, the allocation engine traverses the compensation structure from the current node to the root node, checking each node for plans that contain allocation rules.
alternate account	A feature in PeopleSoft General Ledger that enables you to create a statutory chart of accounts and enter statutory account transactions at the detail transaction level, as required for recording and reporting by some national governments.
analysis database	In PeopleSoft Enterprise Campus Solutions, database tables that store large amounts of student information that may not appear in standard report formats. The analysis database tables contain keys for all objects in a report that an application program can use to reference other student-record objects that are not contained in the printed report. For instance, the analysis database contains data on courses that are considered for satisfying a requirement but that are rejected. It also contains information on

	courses captured by global limits. An analysis database is used in PeopleSoft Enterprise Academic Advisement.
Application Messaging	PeopleSoft Application Messaging enables applications within the PeopleSoft Enterprise product family to communicate synchronously or asynchronously with other PeopleSoft and third-party applications. An application message defines the records and fields to be published or subscribed to.
AR specialist	Abbreviation for <i>receivables specialist</i> . In PeopleSoft Receivables, an individual in who tracks and resolves deductions and disputed items.
arbitration plan	In PeopleSoft Enterprise Pricer, defines how price rules are to be applied to the base price when the transaction is priced.
assessment rule	In PeopleSoft Receivables, a user-defined rule that the system uses to evaluate the condition of a customer's account or of individual items to determine whether to generate a follow-up action.
asset class	An asset group used for reporting purposes. It can be used in conjunction with the asset category to refine asset classification.
attribute/value pair	In PeopleSoft Directory Interface, relates the data that makes up an entry in the directory information tree.
audience	In PeopleSoft Enterprise Campus Solutions, a segment of the database that relates to an initiative, or a membership organization that is based on constituent attributes rather than a dues-paying structure. Examples of audiences include the Class of '65 and Undergraduate Arts & Sciences.
authentication server	A server that is set up to verify users of the system.
base time period	In PeopleSoft Business Planning, the lowest level time period in a calendar.
benchmark job	In PeopleSoft Workforce Analytics, a benchmark job is a job code for which there is corresponding salary survey data from published, third-party sources.
billing career	In PeopleSoft Enterprise Campus Solutions, the one career under which other careers are grouped for billing purposes if a student is active simultaneously in multiple careers.
bio bit or bio brief	In PeopleSoft Enterprise Campus Solutions, a report that summarizes information stored in the system about a particular constituent. You can generate standard or specialized reports.
book	In PeopleSoft Asset Management, used for storing financial and tax information, such as costs, depreciation attributes, and retirement information on assets.
branch	A tree node that rolls up to nodes above it in the hierarchy, as defined in PeopleSoft Tree Manager.
budgetary account only	An account used by the system only and not by users; this type of account does not accept transactions. You can only budget with this account. Formerly called "system-maintained account."
budget check	In commitment control, the processing of source transactions against control budget ledgers, to see if they pass, fail, or pass with a warning.
budget control	In commitment control, budget control ensures that commitments and expenditures don't exceed budgets. It enables you to track transactions against corresponding budgets and terminate a document's cycle if the defined budget conditions are not met. For example, you can prevent a purchase order from being dispatched to a vendor if there are insufficient funds in the related budget to support it.

budget period	The interval of time (such as 12 months or 4 quarters) into which a period is divided for budgetary and reporting purposes. The ChartField allows maximum flexibility to define operational accounting time periods without restriction to only one calendar.
business activity	The name of a subset of a detailed business process. This might be a specific transaction, task, or action that you perform in a business process.
business event	In PeopleSoft Receivables, defines the processing characteristics for the Receivable Update process for a draft activity. In PeopleSoft Sales Incentive Management, an original business transaction or activity that may justify the creation of a PeopleSoft Enterprise Incentive Management event (a sale, for example).
business process	A standard set of 17 business processes are defined and maintained by the PeopleSoft product families and are supported by Business Process Engineering group at PeopleSoft. An example of a business process is Order Fulfillment, which is a business process that manages sales orders and contracts, inventory, billing, and so forth. See also <i>detailed business process</i> .
business task	The name of the specific function depicted in one of the business processes.
business unit	A corporation or a subset of a corporation that is independent with regard to one or more operational or accounting functions.
buyer	In PeopleSoft eSettlements, an organization (or business unit, as opposed to an individual) that transacts with suppliers (vendors) within the system. A buyer creates payments for purchases that are made in the system.
campus	In PeopleSoft Enterprise Campus Solutions, an entity that is usually associated with a distinct physical administrative unit, that belongs to a single academic institution, that uses a unique course catalog, and that produces a common transcript for students within the same academic career.
catalog item	In PeopleSoft Enterprise Learning Management, a specific topic that a learner can study and have tracked. For example, "Introduction to Microsoft Word." A catalog item contains general information about the topic and includes a course code, description, categorization, keywords, and delivery methods. A catalog item can have one or more learning activities.
catalog map	In PeopleSoft Catalog Management, translates values from the catalog source data to the format of the company's catalog.
catalog partner	In PeopleSoft Catalog Management, shares responsibility with the enterprise catalog manager for maintaining catalog content.
categorization	Associates partner offerings with catalog offerings and groups them into enterprise catalog categories.
category	In PeopleSoft Enterprise Campus Solutions, a broad grouping to which specific comments or communications (contexts) are assigned. Category codes are also linked to 3C access groups so that you can assign data-entry or view-only privileges across functions.
channel	In PeopleSoft MultiChannel Framework, email, chat, voice (computer telephone integration [CTI]), or a generic event.
ChartField	A field that stores a chart of accounts, resources, and so on, depending on the PeopleSoft application. ChartField values represent individual account numbers, department codes, and so forth.
ChartField balancing	You can require specific ChartFields to match up (balance) on the debit and the credit side of a transaction.

ChartField combination edit	The process of editing journal lines for valid ChartField combinations based on user-defined rules.
ChartKey	One or more fields that uniquely identify each row in a table. Some tables contain only one field as the key, while others require a combination.
checkbook	In PeopleSoft Promotions Management, enables you to view financial data (such as planned, incurred, and actual amounts) that is related to funds and trade promotions.
checklist code	In PeopleSoft Enterprise Campus Solutions, a code that represents a list of planned or completed action items that can be assigned to a staff member, volunteer, or unit. Checklists enable you to view all action assignments on one page.
class	In PeopleSoft Enterprise Campus Solutions, a specific offering of a course component within an academic term. See also <i>course</i> .
Class ChartField	A ChartField value that identifies a unique appropriation budget key when you combine it with a fund, department ID, and program code, as well as a budget period. Formerly called <i>sub-classification</i> .
clearance	In PeopleSoft Enterprise Campus Solutions, the period of time during which a constituent in PeopleSoft Contributor Relations is approved for involvement in an initiative or an action. Clearances are used to prevent development officers from making multiple requests to a constituent during the same time period.
clone	In PeopleCode, to make a unique copy. In contrast, to <i>copy</i> may mean making a new reference to an object, so if the underlying object is changed, both the copy and the original change.
cohort	In PeopleSoft Enterprise Campus Solutions, the highest level of the three-level classification structure that you define for enrollment management. You can define a cohort level, link it to other levels, and set enrollment target numbers for it. See also <i>population</i> and <i>division</i> .
collection	To make a set of documents available for searching in Verity, you must first create at least one collection. A collection is set of directories and files that allow search application users to use the Verity search engine to quickly find and display source documents that match search criteria. A collection is a set of statistics and pointers to the source documents, stored in a proprietary format on a file server. Because a collection can only store information for a single location, PeopleSoft maintains a set of collections (one per language code) for each search index object.
collection rule	In PeopleSoft Receivables, a user-defined rule that defines actions to take for a customer based on both the amount and the number of days past due for outstanding balances.
comm key	See <i>communication key</i> .
communication key	In PeopleSoft Enterprise Campus Solutions, a single code for entering a combination of communication category, communication context, communication method, communication direction, and standard letter code. Communication keys (also called <i>comm keys</i> or <i>speed keys</i>) can be created for background processes as well as for specific users.
compensation object	In PeopleSoft Enterprise Incentive Management, a node within a compensation structure. Compensation objects are the building blocks that make up a compensation structure's hierarchical representation.

compensation structure	In PeopleSoft Enterprise Incentive Management, a hierarchical relationship of compensation objects that represents the compensation-related relationship between the objects.
component interface	A component interface is a set of application programming interfaces (APIs) that you can use to access and modify PeopleSoft database information using a program instead of the PeopleSoft client.
condition	In PeopleSoft Receivables, occurs when there is a change of status for a customer's account, such as reaching a credit limit or exceeding a user-defined balance due.
configuration parameter catalog	Used to configure an external system with PeopleSoft. For example, a configuration parameter catalog might set up configuration and communication parameters for an external server.
configuration plan	In PeopleSoft Enterprise Incentive Management, configuration plans hold allocation information for common variables (not incentive rules) and are attached to a node without a participant. Configuration plans are not processed by transactions.
constituents	In PeopleSoft Enterprise Campus Solutions, friends, alumni, organizations, foundations, or other entities affiliated with the institution, and about which the institution maintains information. The constituent types delivered with PeopleSoft Enterprise Contributor Relations Solutions are based on those defined by the Council for the Advancement and Support of Education (CASE).
content reference	Content references are pointers to content registered in the portal registry. These are typically either URLs or iScripts. Content references fall into three categories: target content, templates, and template pagelets.
context	In PeopleCode, determines which buffer fields can be contextually referenced and which is the current row of data on each scroll level when a PeopleCode program is running. In PeopleSoft Enterprise Campus Solutions, a specific instance of a comment or communication. One or more contexts are assigned to a category, which you link to 3C access groups so that you can assign data-entry or view-only privileges across functions. In PeopleSoft Enterprise Incentive Management, a mechanism that is used to determine the scope of a processing run. PeopleSoft Enterprise Incentive Management uses three types of context: plan, period, and run-level.
control table	Stores information that controls the processing of an application. This type of processing might be consistent throughout an organization, or it might be used only by portions of the organization for more limited sharing of data.
cost profile	A combination of a receipt cost method, a cost flow, and a deplete cost method. A profile is associated with a cost book and determines how items in that book are valued, as well as how the material movement of the item is valued for the book.
cost row	A cost transaction and amount for a set of ChartFields.
course	In PeopleSoft Enterprise Campus Solutions, a course that is offered by a school and that is typically described in a course catalog. A course has a standard syllabus and credit level; however, these may be modified at the class level. Courses can contain multiple components such as lecture, discussion, and lab. See also <i>class</i>.
course share set	In PeopleSoft Enterprise Campus Solutions, a tag that defines a set of requirement groups that can share courses. Course share sets are used in PeopleSoft Enterprise Academic Advisement.

current learning	In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's in-progress learning activities and programs.
data acquisition	In PeopleSoft Enterprise Incentive Management, the process during which raw business transactions are acquired from external source systems and fed into the operational data store (ODS).
data cube	In PeopleSoft Analytic Calculation Engine, a data cube is a container for one kind of data (such as Sales data) and works with in tandem with one or more dimensions. Dimensions and data cubes in PeopleSoft Analytic Calculation Engine are unrelated to dimensions and online analytical processing (OLAP) cubes in PeopleSoft Cube Manager.
data elements	Data elements, at their simplest level, define a subset of data and the rules by which to group them. For Workforce Analytics, data elements are rules that tell the system what measures to retrieve about your workforce groups.
dataset	A data grouping that enables role-based filtering and distribution of data. You can limit the range and quantity of data that is displayed for a user by associating dataset rules with user roles. The result of dataset rules is a set of data that is appropriate for the user's roles.
delivery method	In PeopleSoft Enterprise Learning Management, identifies the primary type of delivery method in which a particular learning activity is offered. Also provides default values for the learning activity, such as cost and language. This is primarily used to help learners search the catalog for the type of delivery from which they learn best. Because PeopleSoft Enterprise Learning Management is a blended learning system, it does not enforce the delivery method. In PeopleSoft Supply Chain Management, identifies the method by which goods are shipped to their destinations (such as truck, air, rail, and so on). The delivery method is specified when creating shipment schedules.
delivery method type	In PeopleSoft Enterprise Learning Management, identifies how learning activities can be delivered—for example, through online learning, classroom instruction, seminars, books, and so forth—in an organization. The type determines whether the delivery method includes scheduled components.
detailed business process	A subset of the business process. For example, the detailed business process named Determine Cash Position is a subset of the business process called Cash Management.
dimension	In PeopleSoft Analytic Calculation Engine, a dimension contains a list of one kind of data that can span various contexts, and it is a basic component of an analytic model. Within the analytic model, a dimension is attached to one or more data cubes. In PeopleSoft Cube Manager, a dimension is the most basic component of an OLAP cube and specifies the PeopleSoft metadata to be used to create the dimension's rollout structure. Dimensions and data cubes in PeopleSoft Analytic Calculation Engine are unrelated to dimensions and OLAP cubes in PeopleSoft Cube Manager.
directory information tree	In PeopleSoft Directory Interface, the representation of a directory's hierarchical structure.
division	In PeopleSoft Enterprise Campus Solutions, the lowest level of the three-level classification structure that you define in PeopleSoft Enterprise Recruiting and Admissions for enrollment management. You can define a division level, link it to other levels, and set enrollment target numbers for it. See also <i>population</i> and <i>cohort</i>.

document sequencing	A flexible method that sequentially numbers the financial transactions (for example, bills, purchase orders, invoices, and payments) in the system for statutory reporting and for tracking commercial transaction activity.
dynamic detail tree	A tree that takes its detail values—dynamic details—directly from a table in the database, rather than from a range of values that are entered by the user.
edit table	A table in the database that has its own record definition, such as the Department table. As fields are entered into a PeopleSoft application, they can be validated against an edit table to ensure data integrity throughout the system.
effective date	A method of dating information in PeopleSoft applications. You can predate information to add historical data to your system, or postdate information in order to enter it before it actually goes into effect. By using effective dates, you don't delete values; you enter a new value with a current effective date.
EIM ledger	Abbreviation for <i>Enterprise Incentive Management ledger</i> . In PeopleSoft Enterprise Incentive Management, an object to handle incremental result gathering within the scope of a participant. The ledger captures a result set with all of the appropriate traces to the data origin and to the processing steps of which it is a result.
elimination set	In PeopleSoft General Ledger, a related group of intercompany accounts that is processed during consolidations.
entry event	In PeopleSoft General Ledger, Receivables, Payables, Purchasing, and Billing, a business process that generates multiple debits and credits resulting from single transactions to produce standard, supplemental accounting entries.
equitization	In PeopleSoft General Ledger, a business process that enables parent companies to calculate the net income of subsidiaries on a monthly basis and adjust that amount to increase the investment amount and equity income amount before performing consolidations.
equity item limit	In PeopleSoft Enterprise Campus Solutions, the amounts of funds set by the institution to be awarded with discretionary or gift funds. The limit could be reduced by amounts equal to such things as expected family contribution (EFC) or parent contribution. Students are packaged by Equity Item Type Groups and Related Equity Item Types. This limit can be used to assure that similar student populations are packaged equally.
event	A predefined point either in the Component Processor flow or in the program flow. As each point is encountered, the event activates each component, triggering any PeopleCode program that is associated with that component and that event. Examples of events are FieldChange, SavePreChange, and RowDelete. In PeopleSoft Human Resources, also refers to an incident that affects benefits eligibility.
event propagation process	In PeopleSoft Sales Incentive Management, a process that determines, through logic, the propagation of an original PeopleSoft Enterprise Incentive Management event and creates a derivative (duplicate) of the original event to be processed by other objects. Sales Incentive Management uses this mechanism to implement splits, roll-ups, and so on. Event propagation determines who receives the credit.
exception	In PeopleSoft Receivables, an item that either is a deduction or is in dispute.
exclusive pricing	In PeopleSoft Order Management, a type of arbitration plan that is associated with a price rule. Exclusive pricing is used to price sales order transactions.
fact	In PeopleSoft applications, facts are numeric data values from fields from a source database as well as an analytic application. A fact can be anything you want to measure your business by, for example, revenue, actual, budget data, or sales numbers. A fact is stored on a fact table.

financial aid term	In PeopleSoft Enterprise Campus Solutions, a combination of a period of time that the school determines as an instructional accounting period and an academic career. It is created and defined during the setup process. Only terms eligible for financial aid are set up for each financial aid career.
forecast item	A logical entity with a unique set of descriptive demand and forecast data that is used as the basis to forecast demand. You create forecast items for a wide range of uses, but they ultimately represent things that you buy, sell, or use in your organization and for which you require a predictable usage.
fund	In PeopleSoft Promotions Management, a budget that can be used to fund promotional activity. There are four funding methods: top down, fixed accrual, rolling accrual, and zero-based accrual.
gap	In PeopleSoft Enterprise Campus Solutions, an artificial figure that sets aside an amount of unmet financial aid need that is not funded with Title IV funds. A gap can be used to prevent fully funding any student to conserve funds, or it can be used to preserve unmet financial aid need so that institutional funds can be awarded.
generic process type	In PeopleSoft Process Scheduler, process types are identified by a generic process type. For example, the generic process type SQR includes all SQR process types, such as SQR process and SQR report.
gift table	In PeopleSoft Enterprise Campus Solutions, a table or so-called <i>donor pyramid</i> describing the number and size of gifts that you expect will be needed to successfully complete the campaign in PeopleSoft Contributor Relations. The gift table enables you to estimate the number of donors and prospects that you need at each gift level to reach the campaign goal.
GL business unit	Abbreviation for <i>general ledger business unit</i> . A unit in an organization that is an independent entity for accounting purposes. It maintains its own set of accounting books. See also <i>business unit</i> .
GL entry template	Abbreviation for <i>general ledger entry template</i> . In PeopleSoft Enterprise Campus Solutions, a template that defines how a particular item is sent to the general ledger. An item-type maps to the general ledger, and the GL entry template can involve multiple general ledger accounts. The entry to the general ledger is further controlled by high-level flags that control the summarization and the type of accounting—that is, accrual or cash.
GL Interface process	Abbreviation for <i>General Ledger Interface process</i> . In PeopleSoft Enterprise Campus Solutions, a process that is used to send transactions from PeopleSoft Enterprise Student Financials to the general ledger. Item types are mapped to specific general ledger accounts, enabling transactions to move to the general ledger when the GL Interface process is run.
group	In PeopleSoft Billing and Receivables, a posting entity that comprises one or more transactions (items, deposits, payments, transfers, matches, or write-offs). In PeopleSoft Human Resources Management and Supply Chain Management, any set of records that are associated under a single name or variable to run calculations in PeopleSoft business processes. In PeopleSoft Time and Labor, for example, employees are placed in groups for time reporting purposes.
incentive object	In PeopleSoft Enterprise Incentive Management, the incentive-related objects that define and support the PeopleSoft Enterprise Incentive Management calculation process and results, such as plan templates, plans, results data, user interaction objects, and so on.

incentive rule	In PeopleSoft Sales Incentive Management, the commands that act on transactions and turn them into compensation. A rule is one part in the process of turning a transaction into compensation.
incur	In PeopleSoft Promotions Management, to become liable for a promotional payment. In other words, you owe that amount to a customer for promotional activities.
initiative	In PeopleSoft Enterprise Campus Solutions, the basis from which all advancement plans are executed. It is an organized effort targeting a specific constituency, and it can occur over a specified period of time with specific purposes and goals. An initiative can be a campaign, an event, an organized volunteer effort, a membership drive, or any other type of effort defined by the institution. Initiatives can be multipart, and they can be related to other initiatives. This enables you to track individual parts of an initiative, as well as entire initiatives.
inquiry access	In PeopleSoft Enterprise Campus Solutions, a type of security access that permits the user only to view data. See also <i>update access</i> .
institution	In PeopleSoft Enterprise Campus Solutions, an entity (such as a university or college) that is independent of other similar entities and that has its own set of rules and business processes.
integration	A relationship between two compatible integration points that enables communication to take place between systems. Integrations enable PeopleSoft applications to work seamlessly with other PeopleSoft applications or with third-party systems or software.
integration point	An interface that a system uses to communicate with another PeopleSoft application or an external application.
integration set	A logical grouping of integrations that applications use for the same business purpose. For example, the integration set ADVANCED_SHIPPING_ORDER contains all of the integrations that notify a customer that an order has shipped.
item	In PeopleSoft Inventory, a tangible commodity that is stored in a business unit (shipped from a warehouse). In PeopleSoft Demand Planning, Inventory Policy Planning, and Supply Planning, a noninventory item that is designated as being used for planning purposes only. It can represent a family or group of inventory items. It can have a planning bill of material (BOM) or planning routing, and it can exist as a component on a planning BOM. A planning item cannot be specified on a production or engineering BOM or routing, and it cannot be used as a component in a production. The quantity on hand will never be maintained. In PeopleSoft Receivables, an individual receivable. An item can be an invoice, a credit memo, a debit memo, a write-off, or an adjustment.
item shuffle	In PeopleSoft Enterprise Campus Solutions, a process that enables you to change a payment allocation without having to reverse the payment.
joint communication	In PeopleSoft Enterprise Campus Solutions, one letter that is addressed jointly to two people. For example, a letter might be addressed to both Mr. Sudhir Awat and Ms. Samantha Mortelli. A relationship must be established between the two individuals in the database, and at least one of the individuals must have an ID in the database.
keyword	In PeopleSoft Enterprise Campus Solutions, a term that you link to particular elements within PeopleSoft Student Financials, Financial Aid, and Contributor Relations. You can use keywords as search criteria that enable you to locate specific records in a search dialog box.

KPI	An abbreviation for <i>key performance indicator</i> . A high-level measurement of how well an organization is doing in achieving critical success factors. This defines the data value or calculation upon which an assessment is determined.
LDIF file	Abbreviation for <i>Lightweight Directory Access Protocol (LDAP) Data Interchange Format file</i> . Contains discrepancies between PeopleSoft data and directory data.
learner group	In PeopleSoft Enterprise Learning Management, a group of learners who are linked to the same learning environment. Members of the learner group can share the same attributes, such as the same department or job code. Learner groups are used to control access to and enrollment in learning activities and programs. They are also used to perform group enrollments and mass enrollments in the back office.
learning components	In PeopleSoft Enterprise Learning Management, the foundational building blocks of learning activities. PeopleSoft Enterprise Learning Management supports six basic types of learning components: web-based, session, webcast, test, survey, and assignment. One or more of these learning component types compose a single learning activity.
learning environment	In PeopleSoft Enterprise Learning Management, identifies a set of categories and catalog items that can be made available to learner groups. Also defines the default values that are assigned to the learning activities and programs that are created within a particular learning environment. Learning environments provide a way to partition the catalog so that learners see only those items that are relevant to them.
learning history	In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's completed learning activities and programs.
ledger mapping	You use ledger mapping to relate expense data from general ledger accounts to resource objects. Multiple ledger line items can be mapped to one or more resource IDs. You can also use ledger mapping to map dollar amounts (referred to as <i>rates</i>) to business units. You can map the amounts in two different ways: an actual amount that represents actual costs of the accounting period, or a budgeted amount that can be used to calculate the capacity rates as well as budgeted model results. In PeopleSoft Enterprise Warehouse, you can map general ledger accounts to the EW Ledger table.
library section	In PeopleSoft Enterprise Incentive Management, a section that is defined in a plan (or template) and that is available for other plans to share. Changes to a library section are reflected in all plans that use it.
linked section	In PeopleSoft Enterprise Incentive Management, a section that is defined in a plan template but appears in a plan. Changes to linked sections propagate to plans using that section.
linked variable	In PeopleSoft Enterprise Incentive Management, a variable that is defined and maintained in a plan template and that also appears in a plan. Changes to linked variables propagate to plans using that variable.
LMS	Abbreviation for <i>learning management system</i> . In PeopleSoft Enterprise Campus Solutions, LMS is a PeopleSoft Student Records feature that provides a common set of interoperability standards that enable the sharing of instructional content and data between learning and administrative environments.
load	In PeopleSoft Inventory, identifies a group of goods that are shipped together. Load management is a feature of PeopleSoft Inventory that is used to track the weight, the volume, and the destination of a shipment.
local functionality	In PeopleSoft HRMS, the set of information that is available for a specific country. You can access this information when you click the appropriate country flag in the global window, or when you access it by a local country menu.

location	Locations enable you to indicate the different types of addresses—for a company, for example, one address to receive bills, another for shipping, a third for postal deliveries, and a separate street address. Each address has a different location number. The primary location—indicated by a <i>1</i> —is the address you use most often and may be different from the main address.
logistical task	In PeopleSoft Services Procurement, an administrative task that is related to hiring a service provider. Logistical tasks are linked to the service type on the work order so that different types of services can have different logistical tasks. Logistical tasks include both preapproval tasks (such as assigning a new badge or ordering a new laptop) and postapproval tasks (such as scheduling orientation or setting up the service provider email). The logistical tasks can be mandatory or optional. Mandatory preapproval tasks must be completed before the work order is approved. Mandatory postapproval tasks, on the other hand, must be completed before a work order is released to a service provider.
market template	In PeopleSoft Enterprise Incentive Management, additional functionality that is specific to a given market or industry and is built on top of a product category.
mass change	In PeopleSoft Enterprise Campus Solutions, mass change is a SQL generator that can be used to create specialized functionality. Using mass change, you can set up a series of Insert, Update, or Delete SQL statements to perform business functions that are specific to the institution. See also <i>3C engine</i> .
match group	In PeopleSoft Receivables, a group of receivables items and matching offset items. The system creates match groups by using user-defined matching criteria for selected field values.
MCF server	Abbreviation for <i>PeopleSoft MultiChannel Framework server</i> . Comprises the universal queue server and the MCF log server. Both processes are started when <i>MCF Servers</i> is selected in an application server domain configuration.
merchandising activity	In PeopleSoft Promotions Management, a specific discount type that is associated with a trade promotion (such as off-invoice, billback or rebate, or lump-sum payment) that defines the performance that is required to receive the discount. In the industry, you may know this as an offer, a discount, a merchandising event, an event, or a tactic.
meta-SQL	Meta-SQL constructs expand into platform-specific Structured Query Language (SQL) substrings. They are used in functions that pass SQL strings, such as in SQL objects, the SQLExec function, and PeopleSoft Application Engine programs.
metastring	Metastings are special expressions included in SQL string literals. The metastings, prefixed with a percent (%) symbol, are included directly in the string literals. They expand at run time into an appropriate substring for the current database platform.
multibook	In PeopleSoft General Ledger, multiple ledgers having multiple-base currencies that are defined for a business unit, with the option to post a single transaction to all base currencies (all ledgers) or to only one of those base currencies (ledgers).
multicurrency	The ability to process transactions in a currency other than the business unit's base currency.
national allowance	In PeopleSoft Promotions Management, a promotion at the corporate level that is funded by nondiscretionary dollars. In the industry, you may know this as a national promotion, a corporate promotion, or a corporate discount.
need	In PeopleSoft Enterprise Campus Solutions, the difference between the cost of attendance (COA) and the expected family contribution (EFC). It is the gap between the cost of attending the school and the student's resources. The financial aid package

	is based on the amount of financial need. The process of determining a student's need is called <i>need analysis</i> .
node-oriented tree	A tree that is based on a detail structure, but the detail values are not used.
pagelet	Each block of content on the home page is called a pagelet. These pagelets display summary information within a small rectangular area on the page. The pagelet provide users with a snapshot of their most relevant PeopleSoft and non-PeopleSoft content.
participant	In PeopleSoft Enterprise Incentive Management, participants are recipients of the incentive compensation calculation process.
participant object	Each participant object may be related to one or more compensation objects. See also <i>compensation object</i> .
partner	A company that supplies products or services that are resold or purchased by the enterprise.
pay cycle	In PeopleSoft Payables, a set of rules that define the criteria by which it should select scheduled payments for payment creation.
payment shuffle	In PeopleSoft Enterprise Campus Solutions, a process allowing payments that have been previously posted to a student's account to be automatically reapplied when a higher priority payment is posted or the payment allocation definition is changed.
pending item	In PeopleSoft Receivables, an individual receivable (such as an invoice, a credit memo, or a write-off) that has been entered in or created by the system, but hasn't been posted.
PeopleCode	PeopleCode is a proprietary language, executed by the PeopleSoft component processor. PeopleCode generates results based on existing data or user actions. By using various tools provided with PeopleTools, external services are available to all PeopleSoft applications wherever PeopleCode can be executed.
PeopleCode event	See <i>event</i> .
PeopleSoft Pure Internet Architecture	The fundamental architecture on which PeopleSoft 8 applications are constructed, consisting of a relational database management system (RDBMS), an application server, a web server, and a browser.
performance measurement	In PeopleSoft Enterprise Incentive Management, a variable used to store data (similar to an aggregator, but without a predefined formula) within the scope of an incentive plan. Performance measures are associated with a plan calendar, territory, and participant. Performance measurements are used for quota calculation and reporting.
period context	In PeopleSoft Enterprise Incentive Management, because a participant typically uses the same compensation plan for multiple periods, the period context associates a plan context with a specific calendar period and fiscal year. The period context references the associated plan context, thus forming a chain. Each plan context has a corresponding set of period contexts.
person of interest	A person about whom the organization maintains information but who is not part of the workforce.
personal portfolio	In PeopleSoft Enterprise Campus Solutions, the user-accessible menu item that contains an individual's name, address, telephone number, and other personal information.
plan	In PeopleSoft Sales Incentive Management, a collection of allocation rules, variables, steps, sections, and incentive rules that instruct the PeopleSoft Enterprise Incentive Management engine in how to process transactions.

plan context	In PeopleSoft Enterprise Incentive Management, correlates a participant with the compensation plan and node to which the participant is assigned, enabling the PeopleSoft Enterprise Incentive Management system to find anything that is associated with the node and that is required to perform compensation processing. Each participant, node, and plan combination represents a unique plan context—if three participants are on a compensation structure, each has a different plan context. Configuration plans are identified by plan contexts and are associated with the participants that refer to them.
plan template	In PeopleSoft Enterprise Incentive Management, the base from which a plan is created. A plan template contains common sections and variables that are inherited by all plans that are created from the template. A template may contain steps and sections that are not visible in the plan definition.
planned learning	In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's planned learning activities and programs.
planning instance	In PeopleSoft Supply Planning, a set of data (business units, items, supplies, and demands) constituting the inputs and outputs of a supply plan.
population	In PeopleSoft Enterprise Campus Solutions, the middle level of the three-level classification structure that you define in PeopleSoft Enterprise Recruiting and Admissions for enrollment management. You can define a population level, link it to other levels, and set enrollment target numbers for it. See also <i>division</i> and <i>cohort</i> .
portal registry	In PeopleSoft applications, the portal registry is a tree-like structure in which content references are organized, classified, and registered. It is a central repository that defines both the structure and content of a portal through a hierarchical, tree-like structure of folders useful for organizing and securing content references.
price list	In PeopleSoft Enterprise Pricer, enables you to select products and conditions for which the price list applies to a transaction. During a transaction, the system either determines the product price based on the predefined search hierarchy for the transaction or uses the product's lowest price on any associated, active price lists. This price is used as the basis for any further discounts and surcharges.
price rule	In PeopleSoft Enterprise Pricer, defines the conditions that must be met for adjustments to be applied to the base price. Multiple rules can apply when conditions of each rule are met.
price rule condition	In PeopleSoft Enterprise Pricer, selects the price-by fields, the values for the price-by fields, and the operator that determines how the price-by fields are related to the transaction.
price rule key	In PeopleSoft Enterprise Pricer, defines the fields that are available to define price rule conditions (which are used to match a transaction) on the price rule.
primacy number	In PeopleSoft Enterprise Campus Solutions, a number that the system uses to prioritize financial aid applications when students are enrolled in multiple academic careers and academic programs at the same time. The Consolidate Academic Statistics process uses the primacy number indicated for both the career and program at the institutional level to determine a student's primary career and program. The system also uses the number to determine the primary student attribute value that is used when you extract data to report on cohorts. The lowest number takes precedence.
primary name type	In PeopleSoft Enterprise Campus Solutions, the name type that is used to link the name stored at the highest level within the system to the lower-level set of names that an individual provides.

process category	In PeopleSoft Process Scheduler, processes that are grouped for server load balancing and prioritization.
process group	In PeopleSoft Financials, a group of application processes (performed in a defined order) that users can initiate in real time, directly from a transaction entry page.
process definition	Process definitions define each run request.
process instance	A unique number that identifies each process request. This value is automatically incremented and assigned to each requested process when the process is submitted to run.
process job	You can link process definitions into a job request and process each request serially or in parallel. You can also initiate subsequent processes based on the return code from each prior request.
process request	A single run request, such as a Structured Query Report (SQR), a COBOL or Application Engine program, or a Crystal report that you run through PeopleSoft Process Scheduler.
process run control	A PeopleTools variable used to retain PeopleSoft Process Scheduler values needed at runtime for all requests that reference a run control ID. Do not confuse these with application run controls, which may be defined with the same run control ID, but only contain information specific to a given application process request.
product	A PeopleSoft or third-party product. PeopleSoft organizes its software products into product families and product lines. Interactive Services Repository contains information about every release of every product that PeopleSoft sells, as well as products from certified third-party companies. These products are displayed with the product name and release number.
product category	In PeopleSoft Enterprise Incentive Management, indicates an application in the Enterprise Incentive Management suite of products. Each transaction in the PeopleSoft Enterprise Incentive Management system is associated with a product category.
product family	A group of products that are related by common functionality. The family names that can be searched using Interactive Service Repository are PeopleSoft Enterprise, PeopleSoft EnterpriseOne, PeopleSoft World, and third-party, certified PeopleSoft partners.
product line	The name of a PeopleSoft product line or the company name of a third-party certified partner. Integration Services Repository enables you to search for integration points by product line.
programs	In PeopleSoft Enterprise Learning Management, a high-level grouping that guides the learner along a specific learning path through sections of catalog items. PeopleSoft Enterprise Learning Systems provides two types of programs—curricula and certifications.
progress log	In PeopleSoft Services Procurement, tracks deliverable-based projects. This is similar to the time sheet in function and process. The service provider contact uses the progress log to record and submit progress on deliverables. The progress can be logged by the activity that is performed, by the percentage of work that is completed, or by the completion of milestone activities that are defined for the project.
project transaction	In PeopleSoft Project Costing, an individual transaction line that represents a cost, time, budget, or other transaction row.
promotion	In PeopleSoft Promotions Management, a trade promotion, which is typically funded from trade dollars and used by consumer products manufacturers to increase sales volume.

prospects	In PeopleSoft Enterprise Campus Solutions, students who are interested in applying to the institution. In PeopleSoft Enterprise Contributor Relations, individuals and organizations that are most likely to make substantial financial commitments or other types of commitments to the institution.
publishing	In PeopleSoft Enterprise Incentive Management, a stage in processing that makes incentive-related results available to participants.
rating components	In PeopleSoft Enterprise Campus Solutions, variables used with the Equation Editor to retrieve specified populations.
record group	A set of logically and functionally related control tables and views. Record groups help enable TableSet sharing, which eliminates redundant data entry. Record groups ensure that TableSet sharing is applied consistently across all related tables and views.
record input VAT flag	Abbreviation for <i>record input value-added tax flag</i> . Within PeopleSoft Purchasing, Payables, and General Ledger, this flag indicates that you are recording input VAT on the transaction. This flag, in conjunction with the record output VAT flag, is used to determine the accounting entries created for a transaction and to determine how a transaction is reported on the VAT return. For all cases within Purchasing and Payables where VAT information is tracked on a transaction, this flag is set to Yes. This flag is not used in PeopleSoft Order Management, Billing, or Receivables, where it is assumed that you are always recording only output VAT, or in PeopleSoft Expenses, where it is assumed that you are always recording only input VAT.
record output VAT flag	Abbreviation for <i>record output value-added tax flag</i>. See <i>record input VAT flag</i>.
recname	The name of a record that is used to determine the associated field to match a value or set of values.
recognition	In PeopleSoft Enterprise Campus Solutions, the recognition type indicates whether the PeopleSoft Enterprise Contributor Relations donor is the primary donor of a commitment or shares the credit for a donation. Primary donors receive hard credit that must total 100 percent. Donors that share the credit are given soft credit. Institutions can also define other share recognition-type values such as memo credit or vehicle credit.
reference data	In PeopleSoft Sales Incentive Management, system objects that represent the sales organization, such as territories, participants, products, customers, channels, and so on.
reference object	In PeopleSoft Enterprise Incentive Management, this dimension-type object further defines the business. Reference objects can have their own hierarchy (for example, product tree, customer tree, industry tree, and geography tree).
reference transaction	In commitment control, a reference transaction is a source transaction that is referenced by a higher-level (and usually later) source transaction, in order to automatically reverse all or part of the referenced transaction's budget-checked amount. This avoids duplicate postings during the sequential entry of the transaction at different commitment levels. For example, the amount of an encumbrance transaction (such as a purchase order) will, when checked and recorded against a budget, cause the system to concurrently reference and relieve all or part of the amount of a corresponding pre-encumbrance transaction, such as a purchase requisition.
regional sourcing	In PeopleSoft Purchasing, provides the infrastructure to maintain, display, and select an appropriate vendor and vendor pricing structure that is based on a regional sourcing model where the multiple ship to locations are grouped. Sourcing may occur at a level higher than the ship to location.

relationship object	In PeopleSoft Enterprise Incentive Management, these objects further define a compensation structure to resolve transactions by establishing associations between compensation objects and business objects.
remote data source data	Data that is extracted from a separate database and migrated into the local database.
REN server	Abbreviation for <i>real-time event notification server</i> in PeopleSoft MultiChannel Framework.
requester	In PeopleSoft eSettlements, an individual who requests goods or services and whose ID appears on the various procurement pages that reference purchase orders.
reversal indicator	In PeopleSoft Enterprise Campus Solutions, an indicator that denotes when a particular payment has been reversed, usually because of insufficient funds.
role	Describes how people fit into PeopleSoft Workflow. A role is a class of users who perform the same type of work, such as clerks or managers. Your business rules typically specify what user role needs to do an activity.
role user	A PeopleSoft Workflow user. A person's role user ID serves much the same purpose as a user ID does in other parts of the system. PeopleSoft Workflow uses role user IDs to determine how to route worklist items to users (through an email address, for example) and to track the roles that users play in the workflow. Role users do not need PeopleSoft user IDs.
roll up	In a tree, to roll up is to total sums based on the information hierarchy.
run control	A run control is a type of online page that is used to begin a process, such as the batch processing of a payroll run. Run control pages generally start a program that manipulates data.
run control ID	A unique ID to associate each user with his or her own run control table entries.
run-level context	In PeopleSoft Enterprise Incentive Management, associates a particular run (and batch ID) with a period context and plan context. Every plan context that participates in a run has a separate run-level context. Because a run cannot span periods, only one run-level context is associated with each plan context.
SCP SCBM XML message	Abbreviation for <i>Supply Chain Planning Supply Chain Business Modeler Extensible Markup Language message</i> . PeopleSoft EnterpriseOne Supply Chain Business Modeler uses XML as the format for all data that it imports and exports.
search query	You use this set of objects to pass a query string and operators to the search engine. The search index returns a set of matching results with keys to the source documents.
search/match	In PeopleSoft Enterprise Campus Solutions and PeopleSoft Enterprise Human Resources Management Solutions, a feature that enables you to search for and identify duplicate records in the database.
seasonal address	In PeopleSoft Enterprise Campus Solutions, an address that recurs for the same length of time at the same time of year each year until adjusted or deleted.
section	In PeopleSoft Enterprise Incentive Management, a collection of incentive rules that operate on transactions of a specific type. Sections enable plans to be segmented to process logical events in different sections.
security event	In commitment control, security events trigger security authorization checking, such as budget entries, transfers, and adjustments; exception overrides and notifications; and inquiries.
serial genealogy	In PeopleSoft Manufacturing, the ability to track the composition of a specific, serial-controlled item.

serial in production	In PeopleSoft Manufacturing, enables the tracing of serial information for manufactured items. This is maintained in the Item Master record.
service impact	In PeopleSoft Enterprise Campus Solutions, the resulting action triggered by a service indicator. For example, a service indicator that reflects nonpayment of account balances by a student might result in a service impact that prohibits registration for classes.
service indicator	In PeopleSoft Enterprise Campus Solutions, indicates services that may be either withheld or provided to an individual. Negative service indicators indicate holds that prevent the individual from receiving specified services, such as check-cashing privileges or registration for classes. Positive service indicators designate special services that are provided to the individual, such as front-of-line service or special services for disabled students.
session	In PeopleSoft Enterprise Campus Solutions, time elements that subdivide a term into multiple time periods during which classes are offered. In PeopleSoft Contributor Relations, a session is the means of validating gift, pledge, membership, or adjustment data entry. It controls access to the data entered by a specific user ID. Sessions are balanced, queued, and then posted to the institution's financial system. Sessions must be posted to enter a matching gift or pledge payment, to make an adjustment, or to process giving clubs or acknowledgements. In PeopleSoft Enterprise Learning Management, a single meeting day of an activity (that is, the period of time between start and finish times within a day). The session stores the specific date, location, meeting time, and instructor. Sessions are used for scheduled training.
session template	In PeopleSoft Enterprise Learning Management, enables you to set up common activity characteristics that may be reused while scheduling a PeopleSoft Enterprise Learning Management activity—characteristics such as days of the week, start and end times, facility and room assignments, instructors, and equipment. A session pattern template can be attached to an activity that is being scheduled. Attaching a template to an activity causes all of the default template information to populate the activity session pattern.
setup relationship	In PeopleSoft Enterprise Incentive Management, a relationship object type that associates a configuration plan with any structure node.
share driver expression	In PeopleSoft Business Planning, a named planning method similar to a driver expression, but which you can set up globally for shared use within a single planning application or to be shared between multiple planning applications through PeopleSoft Enterprise Warehouse.
single signon	With single signon, users can, after being authenticated by a PeopleSoft application server, access a second PeopleSoft application server without entering a user ID or password.
source key process	In PeopleSoft Enterprise Campus Solutions, a process that relates a particular transaction to the source of the charge or financial aid. On selected pages, you can drill down into particular charges.
source transaction	In commitment control, any transaction generated in a PeopleSoft or third-party application that is integrated with commitment control and which can be checked against commitment control budgets. For example, a pre-encumbrance, encumbrance, expenditure, recognized revenue, or collected revenue transaction.
speed key	See <i>communication key</i> .
SpeedChart	A user-defined shorthand key that designates several ChartKeys to be used for voucher entry. Percentages can optionally be related to each ChartKey in a SpeedChart definition.

SpeedType	A code representing a combination of ChartField values. SpeedTypes simplify the entry of ChartFields commonly used together.
staging	A method of consolidating selected partner offerings with the offerings from the enterprise's other partners.
standard letter code	In PeopleSoft Enterprise Campus Solutions, a standard letter code used to identify each letter template available for use in mail merge functions. Every letter generated in the system must have a standard letter code identification.
statutory account	Account required by a regulatory authority for recording and reporting financial results. In PeopleSoft, this is equivalent to the Alternate Account (ALTACCT) ChartField.
step	In PeopleSoft Sales Incentive Management, a collection of sections in a plan. Each step corresponds to a step in the job run.
storage level	In PeopleSoft Inventory, identifies the level of a material storage location. Material storage locations are made up of a business unit, a storage area, and a storage level. You can set up to four storage levels.
subcustomer qualifier	A value that groups customers into a division for which you can generate detailed history, aging, events, and profiles.
Summary ChartField	You use summary ChartFields to create summary ledgers that roll up detail amounts based on specific detail values or on selected tree nodes. When detail values are summarized using tree nodes, summary ChartFields must be used in the summary ledger data record to accommodate the maximum length of a node name (20 characters).
summary ledger	An accounting feature used primarily in allocations, inquiries, and PS/nVision reporting to store combined account balances from detail ledgers. Summary ledgers increase speed and efficiency of reporting by eliminating the need to summarize detail ledger balances each time a report is requested. Instead, detail balances are summarized in a background process according to user-specified criteria and stored on summary ledgers. The summary ledgers are then accessed directly for reporting.
summary time period	In PeopleSoft Business Planning, any time period (other than a base time period) that is an aggregate of other time periods, including other summary time periods and base time periods, such as quarter and year total.
summary tree	A tree used to roll up accounts for each type of report in summary ledgers. Summary trees enable you to define trees on trees. In a summary tree, the detail values are really nodes on a detail tree or another summary tree (known as the <i>basis</i> tree). A summary tree structure specifies the details on which the summary trees are to be built.
syndicate	To distribute a production version of the enterprise catalog to partners.
system function	In PeopleSoft Receivables, an activity that defines how the system generates accounting entries for the general ledger.
TableSet	A means of sharing similar sets of values in control tables, where the actual data values are different but the structure of the tables is the same.
TableSet sharing	Shared data that is stored in many tables that are based on the same TableSets. Tables that use TableSet sharing contain the SETID field as an additional key or unique identifier.
target currency	The value of the entry currency or currencies converted to a single currency for budget viewing and inquiry purposes.

tax authority	In PeopleSoft Enterprise Campus Solutions, a user-defined element that combines a description and percentage of a tax with an account type, an item type, and a service impact.
template	A template is HTML code associated with a web page. It defines the layout of the page and also where to get HTML for each part of the page. In PeopleSoft, you use templates to build a page by combining HTML from a number of sources. For a PeopleSoft portal, all templates must be registered in the portal registry, and each content reference must be assigned a template.
territory	In PeopleSoft Sales Incentive Management, hierarchical relationships of business objects, including regions, products, customers, industries, and participants.
third party	A company or vendor that has extensive PeopleSoft product knowledge and whose products and integrations have been certified and are compatible with PeopleSoft applications.
3C engine	Abbreviation for <i>Communications, Checklists, and Comments engine</i> . In PeopleSoft Enterprise Campus Solutions, the 3C engine enables you to automate business processes that involve additions, deletions, and updates to communications, checklists, and comments. You define events and triggers to engage the engine, which runs the mass change and processes the 3C records (for individuals or organizations) immediately and automatically from within business processes.
3C group	Abbreviation for <i>Communications, Checklists, and Comments group</i> . In PeopleSoft Enterprise Campus Solutions, a method of assigning or restricting access privileges. A 3C group enables you to group specific communication categories, checklist codes, and comment categories. You can then assign the group inquiry-only access or update access, as appropriate.
TimeSpan	A relative period, such as year-to-date or current period, that can be used in various PeopleSoft General Ledger functions and reports when a rolling time frame, rather than a specific date, is required. TimeSpans can also be used with flexible formulas in PeopleSoft Projects.
trace usage	In PeopleSoft Manufacturing, enables the control of which components will be traced during the manufacturing process. Serial- and lot-controlled components can be traced. This is maintained in the Item Master record.
transaction allocation	In PeopleSoft Enterprise Incentive Management, the process of identifying the owner of a transaction. When a raw transaction from a batch is allocated to a plan context, the transaction is duplicated in the PeopleSoft Enterprise Incentive Management transaction tables.
transaction state	In PeopleSoft Enterprise Incentive Management, a value assigned by an incentive rule to a transaction. Transaction states enable sections to process only transactions that are at a specific stage in system processing. After being successfully processed, transactions may be promoted to the next transaction state and “picked up” by a different section for further processing.
Translate table	A system edit table that stores codes and translate values for the miscellaneous fields in the database that do not warrant individual edit tables of their own.
tree	The graphical hierarchy in PeopleSoft systems that displays the relationship between all accounting units (for example, corporate divisions, projects, reporting groups, account numbers) and determines roll-up hierarchies.
tuition lock	In PeopleSoft Enterprise Campus Solutions, a feature in the Tuition Calculation process that enables you to specify a point in a term after which students are charged a minimum (or <i>locked</i>) fee amount. Students are charged the locked fee amount even if they later drop classes and take less than the normal load level for that tuition charge.

unclaimed transaction	In PeopleSoft Enterprise Incentive Management, a transaction that is not claimed by a node or participant after the allocation process has completed, usually due to missing or incomplete data. Unclaimed transactions may be manually assigned to the appropriate node or participant by a compensation administrator.
universal navigation header	Every PeopleSoft portal includes the universal navigation header, intended to appear at the top of every page as long as the user is signed on to the portal. In addition to providing access to the standard navigation buttons (like Home, Favorites, and signoff) the universal navigation header can also display a welcome message for each user.
update access	In PeopleSoft Enterprise Campus Solutions, a type of security access that permits the user to edit and update data. See also <i>inquiry access</i> .
user interaction object	In PeopleSoft Sales Incentive Management, used to define the reporting components and reports that a participant can access in his or her context. All Sales Incentive Management user interface objects and reports are registered as user interaction objects. User interaction objects can be linked to a compensation structure node through a compensation relationship object (individually or as groups).
variable	In PeopleSoft Sales Incentive Management, the intermediate results of calculations. Variables hold the calculation results and are then inputs to other calculations. Variables can be plan variables that persist beyond the run of an engine or local variables that exist only during the processing of a section.
VAT exception	Abbreviation for <i>value-added tax exception</i> . A temporary or permanent exemption from paying VAT that is granted to an organization. This term refers to both VAT exoneration and VAT suspension.
VAT exempt	Abbreviation for <i>value-added tax exempt</i> . Describes goods and services that are not subject to VAT. Organizations that supply exempt goods or services are unable to recover the related input VAT. This is also referred to as exempt without recovery.
VAT exoneration	Abbreviation for <i>value-added tax exoneration</i> . An organization that has been granted a permanent exemption from paying VAT due to the nature of that organization.
VAT suspension	Abbreviation for <i>value-added tax suspension</i> . An organization that has been granted a temporary exemption from paying VAT.
warehouse	A PeopleSoft data warehouse that consists of predefined ETL maps, data warehouse tools, and DataMart definitions.
work order	In PeopleSoft Services Procurement, enables an enterprise to create resource-based and deliverable-based transactions that specify the basic terms and conditions for hiring a specific service provider. When a service provider is hired, the service provider logs time or progress against the work order.
worker	A person who is part of the workforce; an employee or a contingent worker.
workset	A group of people and organizations that are linked together as a set. You can use worksets to simultaneously retrieve the data for a group of people and organizations and work with the information on a single page.
worksheet	A way of presenting data through a PeopleSoft Business Analysis Modeler interface that enables users to do in-depth analysis using pivoting tables, charts, notes, and history information.
worklist	The automated to-do list that PeopleSoft Workflow creates. From the worklist, you can directly access the pages you need to perform the next action, and then return to the worklist for another item.

XML link	The XML Linking language enables you to insert elements into XML documents to create a links between resources.
XML schema	An XML definition that standardizes the representation of application messages, component interfaces, or business interlinks.
XPI	Abbreviation for <i>eXtended Process Integrator</i> . PeopleSoft XPI is the integration infrastructure that enables both real-time and batch communication with EnterpriseOne applications.
yield by operation	In PeopleSoft Manufacturing, the ability to plan the loss of a manufactured item on an operation-by-operation basis.
zero-rated VAT	Abbreviation for <i>zero-rated value-added tax</i> . A VAT transaction with a VAT code that has a tax percent of zero. Used to track taxable VAT activity where no actual VAT amount is charged. Organizations that supply zero-rated goods and services can still recover the related input VAT. This is also referred to as exempt with recovery.

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