

As of April 3, 2007 the CIT Online Grading System is live and Registrar's Office will no longer be accepting the old OPSCAN bubble sheets for grading. Instead, instructors and other personnel who are authorized to submit course grades will now be able to do so online, from any computer with a web browser and broadband Internet access.

The new Online Grading System has been designed to be very flexible and convenient. Grades may be entered using an online form, uploaded from an Excel spreadsheet, or imported from a Blackboard extract. The Grade Change process is also enabled online, with automated routing of requested changes to division offices for review and approval (for divisions that require approval) prior to posting any changes to SRS.

Email alerts will be sent out as courses become available for grading. For Spring 2007 regular term courses, these alerts will be mailed on or around Friday, April 13, 2007. Once grading for a course becomes available, you can access the system and start entering grades at any time.

The Online Grading system, which will be secured via PennKey authentication, is available at the U@Penn portal (<http://www.upenn.edu/u@penn>) as part of the Courses InTouch suite which also contains Class Lists and Course Problem Notices. Some schools will also be adding links to their own home pages to facilitate your access.

Several resources are available in the "Courses InTouch" section of the on the Registrar's home page (<http://www.upenn.edu/registrar/>) to support your use of the new system, including:

- A User Guide, which includes a one-page Quick Overview, as well as details about the new screens and related information
- A list of CIT School Administrators to contact with any questions or problems

We are very excited about the Online Grading System and are confident that it will improve the grading process for both faculty and students.