



FACULTY ORIENTATION
SAMUEL MERRITT UNIVERSITY

Systems - SMURF

Class Attendance & Grade
Reporting

Registrar's Office

SMURF – Samuel Merritt Records and Finance Faculty Overall Attendance and Final Grades

Introduction:

This document covers Attendance and Final Grades. It provides information about how the software works as well as information about how SMU has chosen to address Attendance and Final Grades.

Attendance in General:

“Overall Attendance” is **mandatory** and must be taken two designated times per semester to meet Enrollment Verification and Federal Regulations for Financial Aid. The Registrar’s office will provide the dates Attendance needs to be taken. SMURF also has functionality for “Daily Attendance.” “Daily Attendance” is an **optional** feature available to instructors.

Overall Attendance (Mandatory):

- 1) Click the “Classes” tab
- 2) Click the “Grading/Attendance” function
- 3) Click “Attendance” listed at left
- 4) Select the desired course
- 5) Click “View Overall Section Attendance” in the “Overall Attendance” section

Example of a course listing prior to taking Overall Attendance:

Final Grades

Attendance

Options

Select View

E-mail Selected

Download Attendance

Recent Courses

1. 2006/Fall/Undergrad Accelerate NURSG 158/Lecture Lab Clinical/2
2. 2009/Spring/ABSN Oakland 1 NURSG 129/Lecture Lab Clinical/2
3. 2010/Summer/ABSN Oakland 1 NURSG 125L/Lab/4
4. 2010/Fall/General NURSG 158L/Lab/3
5. 2004/Spring/Undergraduate NURSG 191L/Clinical/1

Grading/Attendance - Attendance

▼ **Select Course** Course: 2006/Fall/Undergrad Accelerate - NURSG 158/Lecture Lab Clinical/2
 Nursg Care of Infant, Children, & Youth
 Monday Saturday Sund 7:00 AM - 4:00 PM, Samuel Merritt Univ/Childrens Hospital Oakland
 Tuesday Wednesday 9:00 AM - 12:00 PM, Samuel Merritt Univ/Health Education Center/312

	Name	Absence		Tardiness		Overall Attendance	Last Date Attended
		Excused	Unexcused	Excused	Unexcused		
<input type="checkbox"/>	Gordon, Katherine	0	0	0	0	<input type="text" value=""/>	<input type="text" value=""/>
<input type="checkbox"/>	Salvador, Melanie	0	0	0	0	<input type="text" value=""/>	<input type="text" value=""/>
<input type="checkbox"/>	Selor, Jesse	0	0	0	0	<input type="text" value=""/>	<input type="text" value=""/>
<input type="checkbox"/>	Torres, Felipe	0	0	0	0	<input type="text" value=""/>	<input type="text" value=""/>
<input type="checkbox"/>	Tucker, Maryann	0	0	0	0	<input type="text" value=""/>	<input type="text" value=""/>
<input type="checkbox"/>	Utstein, Steven	0	0	0	0	<input type="text" value=""/>	<input type="text" value=""/>
<input type="checkbox"/>	Vandemark, Lucretia	0	0	0	0	<input type="text" value=""/>	<input type="text" value=""/>
<input type="checkbox"/>	Zimmerman, Daniel	0	0	0	0	<input type="text" value=""/>	<input type="text" value=""/>

- 6) Make individual selections for Overall Attendance:
- For each student who is **no longer attending** the class, click the drop down in the “**Overall Attendance**” column and select “**No**”. Please provide the last date of attendance in the “**Last Date Attended**” column. The remaining students will be automatically set to “Yes” after you press “Save”.
 - If **all students on the roster are attending** this class, click the drop down in the “**Overall Attendance**” column and select “**Yes**” for the **first student listed only**. The remaining students will be automatically set to “Yes” after you press “Save”.

<input type="checkbox"/>	Name	Absence		Tardiness		Overall Attendance	Last Date Attended
		Excused	Unexcused	Excused	Unexcused		
<input type="checkbox"/>	 Bailey, Bryanna	0	0	0	0	No ▾	9/24/2010 
<input type="checkbox"/>	 Bailey, Lauren	0	0	0	0	▾	
<input type="checkbox"/>	 Boot, Alea	0	0	0	0	▾	

- 7) Click the “**Save**” button listed at the bottom to retain entries that were made. Any Overall Attendance field left blank will be automatically set to “**Yes**” after you press “**Save**”.

Daily Attendance (Optional):

- 1) Click the “**Classes**” tab
- 2) Click the “**Grading/Attendance**” function
- 3) Click “**Attendance**” listed at left
- 4) Select the desired course
- 5) Select the desired date listed in the “**Daily Attendance**” section. The following is a partial screen shot with the status drop down selected that may be used to populate all of the students with one value:



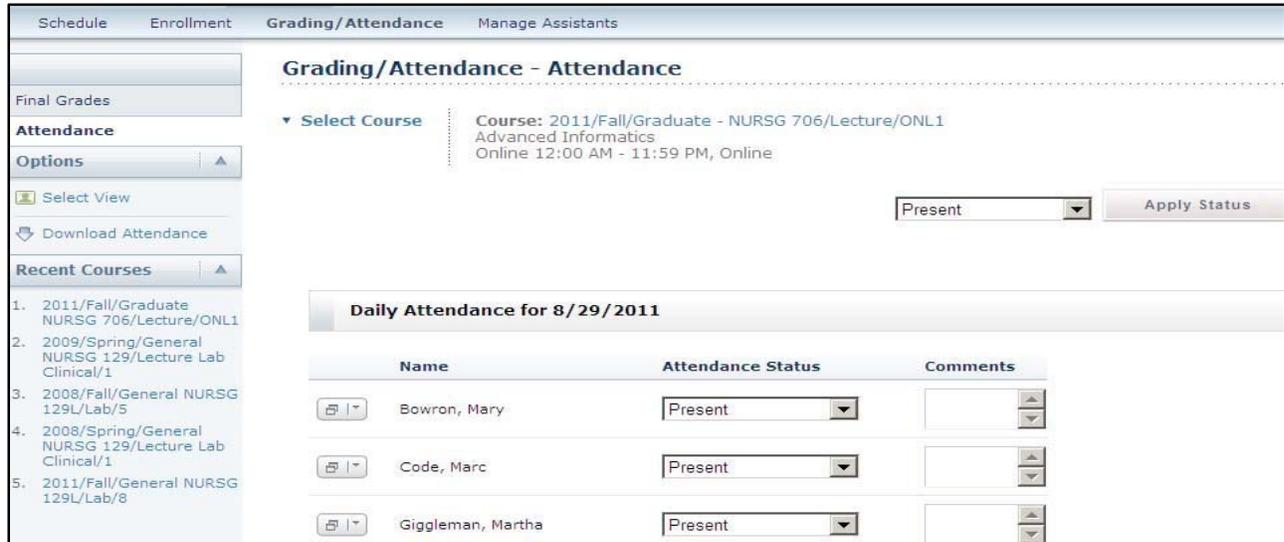
The screenshot shows the 'Grading/Attendance - Attendance' interface. On the left, there is a sidebar with 'Attendance' selected. The main area shows the course '2011/Fall/Graduate - NURSG 706/Lecture/ONL1' and a date selector for '8/29/2011'. A table lists students with their names and attendance status dropdowns. The 'Attendance Status' dropdown is open, showing options: 'Absent', 'Absent - Unexcused', and 'Present'. An 'Apply Status' button is visible to the right of the dropdown.

Name	Attendance Status	Comments
Bowron, Mary	[Dropdown]	[Dropdown]
Code, Marc	[Dropdown]	[Dropdown]
Giggleman, Martha	[Dropdown]	[Dropdown]

To populate all of the students with the status of “**Present**”:

- a. Select the value of “**Present**” to the left of the “**Apply Status**” button
- b. Click the “**Apply Status**” button

Partial screen shot after “Present” was selected and “Apply Status” button was clicked:



The screenshot shows the 'Grading/Attendance - Attendance' interface. The course selected is '2011/Fall/Graduate - NURSG 706/Lecture/ONL1 Advanced Informatics Online 12:00 AM - 11:59 PM, Online'. The attendance status for all three students is set to 'Present'. The 'Apply Status' button is visible.

Daily Attendance for 8/29/2011		
Name	Attendance Status	Comments
Bowron, Mary	Present	
Code, Marc	Present	
Giggleman, Martha	Present	

If not all of the students were “Present” then select the appropriate value for those students.

- 6) Select Attendance Status values and enter Comments appropriately.
- 7) Click the “Save” button listed at the bottom to retain entries that were made.

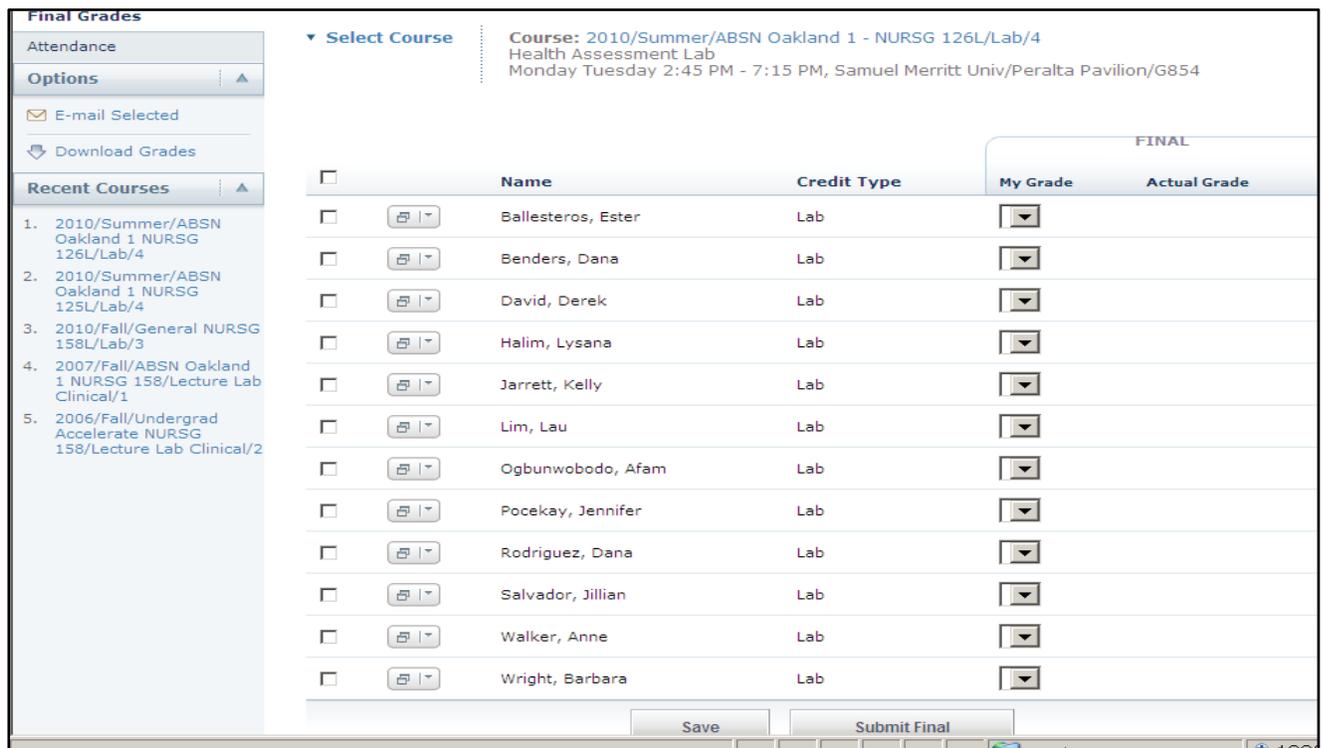
Final Grades in General:

SMURF / PowerCAMPUS are considered to be the system of record where Official Grades are entered and viewed. It is a fairly easy process for a faculty or staff member to enter “Final Grades” for students via SMURF. As long as a Faculty member is listed as teaching a course (any percentage of time for example 20%, 30%, 50%, etc) they will have the ability to enter “Final Grades”. If a Faculty member has assigned an assistant the right to enter grades the assistant will also be able to view and enter “Final Grades”. The Registrar sets up the grading periods in PowerCAMPUS during which “Final Grades” may be submitted online. “Final Grades” may only be submitted online during the open grading period. No grade changes can be made via SMURF once they are submitted.

Final Grades (Mandatory):

- 1) Click the “**Classes**” tab
- 2) Click the “**Grading/Attendance**” function
- 3) Select the desired course

Example of course listing prior to entering Final Grades:



Final Grades

Attendance

Options

E-mail Selected

Download Grades

Recent Courses

1. 2010/Summer/ABSN Oakland 1 NURSG 126L/Lab/4

2. 2010/Summer/ABSN Oakland 1 NURSG 125L/Lab/4

3. 2010/Fall/General NURSG 158L/Lab/3

4. 2007/Fall/ABSN Oakland 1 NURSG 158/Lecture Lab Clinical/1

5. 2006/Fall/Undergrad Accelerate NURSG 158/Lecture Lab Clinical/2

Select Course

Course: 2010/Summer/ABSN Oakland 1 - NURSG 126L/Lab/4
Health Assessment Lab
Monday Tuesday 2:45 PM - 7:15 PM, Samuel Merritt Univ/Peralta Pavilion/G854

				FINAL	
	Name	Credit Type	My Grade	Actual Grade	
<input type="checkbox"/>	Ballesteros, Ester	Lab	<input type="text"/>		
<input type="checkbox"/>	Benders, Dana	Lab	<input type="text"/>		
<input type="checkbox"/>	David, Derek	Lab	<input type="text"/>		
<input type="checkbox"/>	Halim, Lysana	Lab	<input type="text"/>		
<input type="checkbox"/>	Jarrett, Kelly	Lab	<input type="text"/>		
<input type="checkbox"/>	Lim, Lau	Lab	<input type="text"/>		
<input type="checkbox"/>	Ogbunwobodo, Afam	Lab	<input type="text"/>		
<input type="checkbox"/>	Pocekay, Jennifer	Lab	<input type="text"/>		
<input type="checkbox"/>	Rodriguez, Dana	Lab	<input type="text"/>		
<input type="checkbox"/>	Salvador, Jillian	Lab	<input type="text"/>		
<input type="checkbox"/>	Walker, Anne	Lab	<input type="text"/>		
<input type="checkbox"/>	Wright, Barbara	Lab	<input type="text"/>		

Save Submit Final

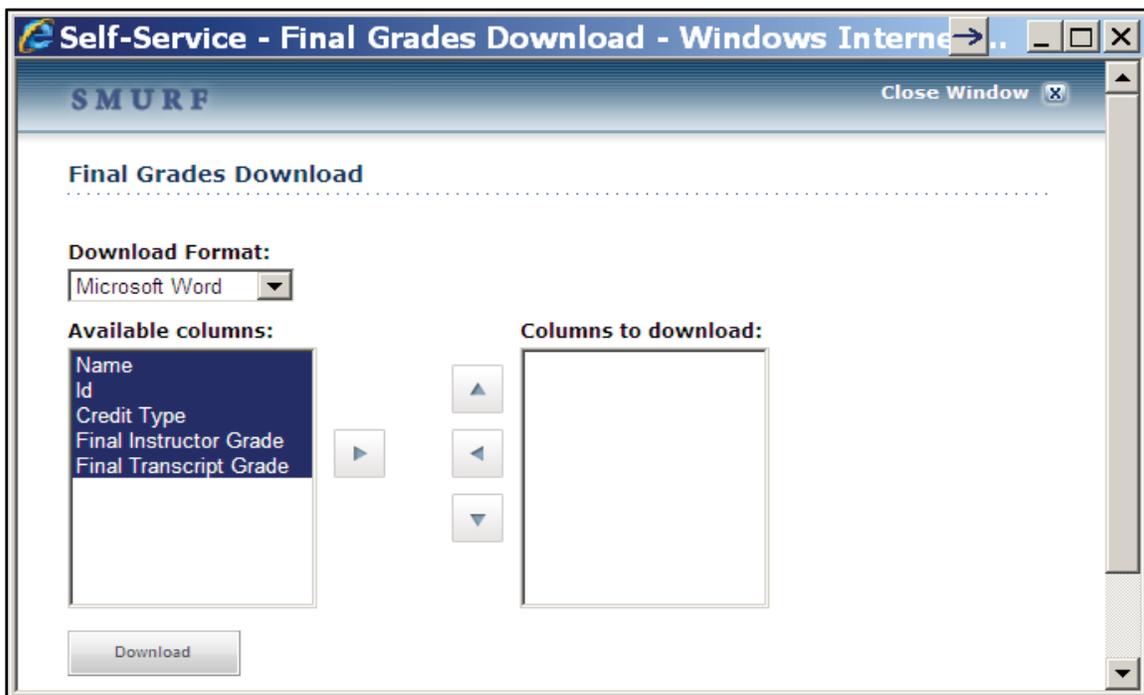
The example above shows the “**Save**” and the “**Submit Final**” buttons. The “**Save**” button is used to save the values you entered. You can enter some grades, “**Save**” and enter more on another day. As mentioned earlier, the “**Submit Final**” button will appear under specific conditions and once selected no changes may be made via SMURF.

- 1) For each student, in the “**My Grade**” column, click the drop down arrow to select the appropriate grade.

You should **not see** the choice of “**I**” for an “**Incomplete**” grade”

because an “**Incomplete Grade Petition**” needs to be filled out and returned to the Registrar’s office for this situation. In the case of an “**Incomplete Grade**”, it is suggest that no value is selected for that student.

- 2) Click the “**Save**” button to save the entries.
- 3) **It is strongly advised that Final Grades be verified prior to submission.** To verify information via paper or other electronic means:
 - a. Select the “**Download Grades**” option in the left menu bar to download the grades via SMURF which looks like the following:



- i. **Download Format:** You may choose to download to Microsoft Word, Excel, or as Tab-separated or Comma-separated files. Excel is the most user friendly option.
- ii. **Columns to download:** You also have to select the columns you wish to download by selecting columns and by using the arrows.
The necessary columns to download are the “**Name**” and “**Final Instructor Grade.**” For security and student privacy, it

is recommended you only download the students' names (not their "**Id**"). There is no "**Final Transcript Grade**" at this point, so that is unnecessary to download.

- iii. Click the "**Download**" button after the columns are selected
 - iv. Click "**Open**" or "**Save**" – Open the file or Save the file respectively.
- b. The data from SMURF may then be compared to other grade sources (e.g. Blackboard grade book or the instructor's records) to verify the entries.
- 4) When you are satisfied with the entries, click the "**Submit Final**" button.
- 5) The following is a partial screen shot of the Grading section after "**Submit Final**" button was clicked – note that grades are now listed in the "**Actual Grades**" column:

FINAL	
My Grade	Actual Grade
	B+(Posted)
	B+(Posted)
	B(Posted)
	B-(Posted)
	A-(Posted)

Useful information from the vendor about grading:

Button	Description
Save	<p>If the time period is <i>not open</i> for grading, you will only be able to Save the students' grades.</p> <p>If the time period is <i>open</i> for grading but you are not ready to submit the students' grades, select Save to just record the grades for now.</p>
Submit Final	If the time period is <i>open</i> for grading and you are ready to submit the students' overall grades for the course section, select Submit Final .

- If grade approval IS required, the grade will be saved in the PowerCAMPUS Transcript Detail Record and the **Actual Grade** will be displayed for the student upon approval by the Department Head.
- If grade approval is NOT required, the grade will be saved in the PowerCAMPUS Transcript Detail Record and the **Actual Grade** will be displayed for the student when the grade is submitted.

Note about the text above from the vendor:

The text next to the "**Submit Final**" mentions "**overall grades**". Since at SMU only "**Final Grades**" will be entered via SMURF we changed the name of "**Overall Grades**" to "**Final Grades**".