

COLLEAGUE – Student Information System

GRADING INSTRUCTIONS

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**Ministry of Education Science Technology & Innovation
Higher Education Development Unit**

Step 1:

Enter the following web address in a browser (**preferably FireFox or Internet Explorer**):
<http://tridentlearning.edu.bb>

This will then display a similar screen as shown below, **Figure 1**.

In the respective boxes, enter your given username and password and click “LOG ON”

e.g. Domain\username: jbrown

Password: jbrown13

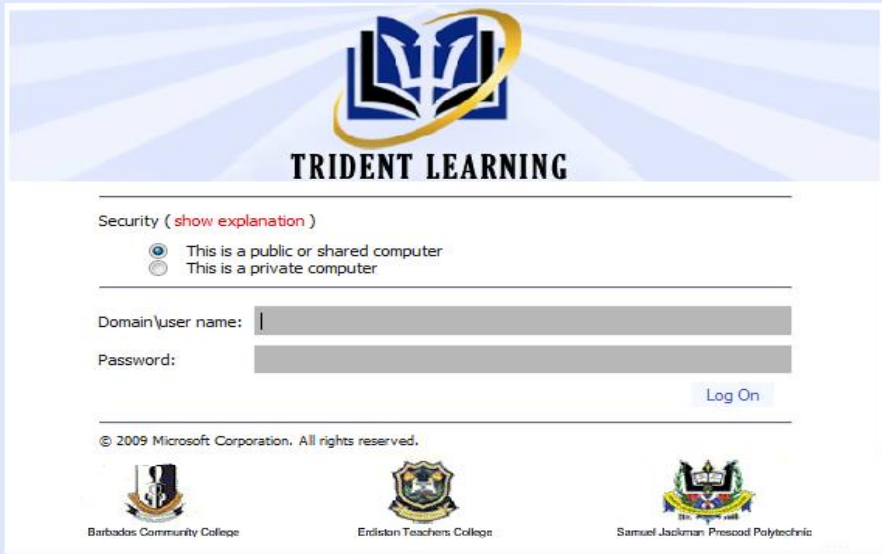


Figure 1

Note: Please notice the security section. Ensure that if using a public system to log in, select the option that states “This is a public or shared computer”.

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Step 2:

On successful log in, the user will be shown a screen similar to that displayed in **Figure 2**.

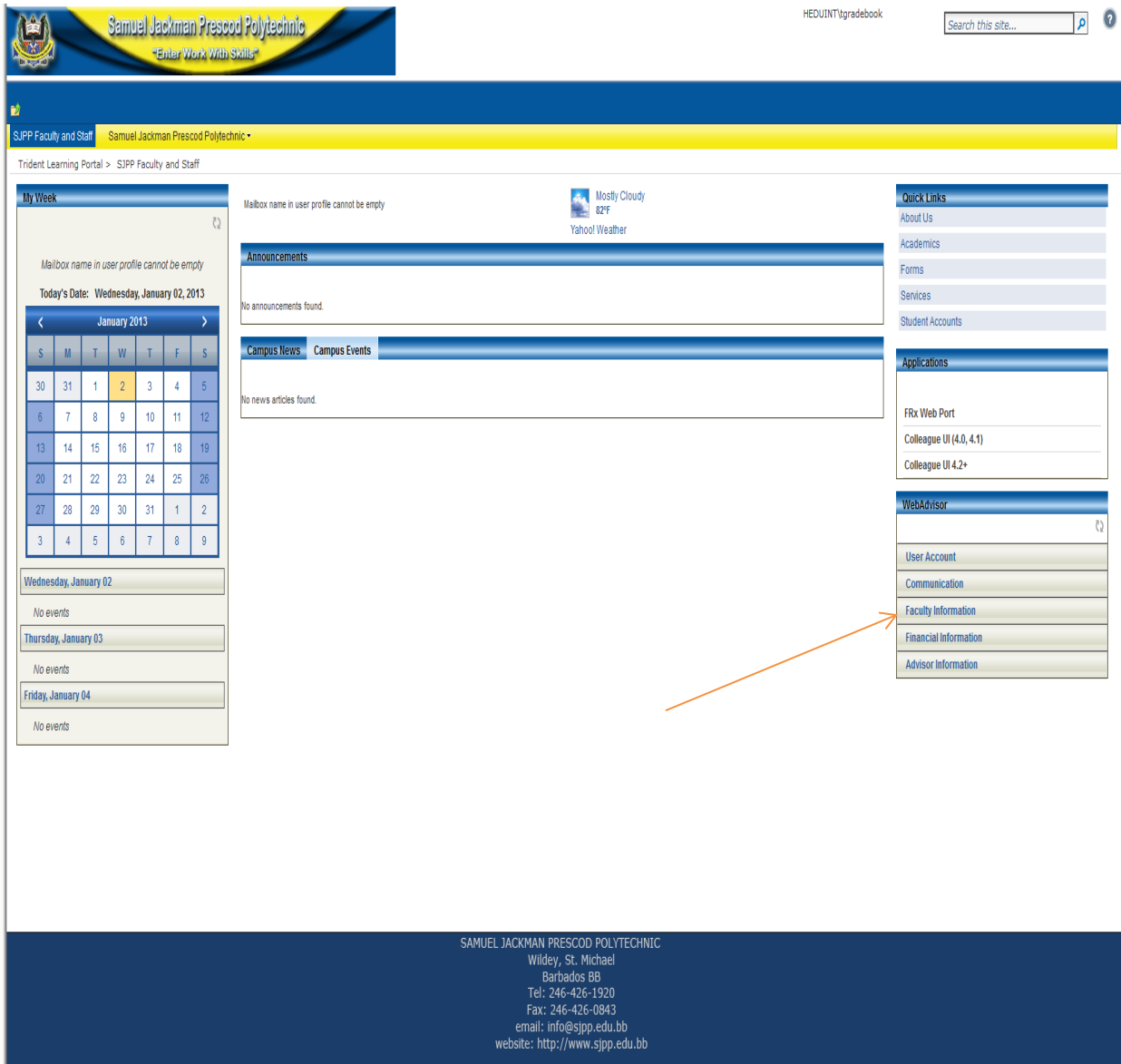


Figure 2

Under the WebAdvisor Section, which is located to the bottom right of the screen, the user will then select the menu option “Faculty Information”.

Note: The WebAdvisor Section provides other options to allow users to manage their accounts, view course information etc.

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Step 3:

Under the menu option “Faculty Information”, a number of other options are displayed, from this list select “Grading”. **Figure 3**

The screenshot shows the web portal for Samuel Jackman Prescod Polytechnic. The header includes the institution's name and logo, a search bar, and the user's name 'HEDU/INT\gradebook'. The main navigation bar shows 'SJPP Faculty and Staff' and 'Samuel Jackman Prescod Polytechnic'. The content area is divided into several sections: 'My Week' with a calendar for January 2013 and event lists for Wednesday, Thursday, and Friday; 'Announcements' with a message 'Mailbox name in user profile cannot be empty' and 'No announcements found.'; 'Campus News' and 'Campus Events' with 'No news articles found.'; and a 'Quick Links' sidebar on the right. The 'WebAdvisor' sidebar is expanded to show a 'Main Menu' with 'Faculty Information' selected. Under 'Faculty Information', the 'Grading' option is highlighted with an orange arrow.

S	M	T	W	T	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

- Quick Links
 - About Us
 - Academics
 - Forms
 - Services
 - Student Accounts
- Applications
 - FRx Web Port
 - Colleague UI (4.0, 4.1)
 - Colleague UI 4.2+
- WebAdvisor
 - Main Menu
 - Faculty Information
 - My Advisees
 - Advisees
 - Class Roster
 - Grading
 - Search for Sections
 - My Class Schedule
 - Student educational planning
 - Student profile
 - My To Do List
 - Retention Case Reminder Pref
 - My Contributions to Cases
 - Count of Open Retention Cases
 - Closed Retention Cases
 - Contribute Retention Info
 - Retention Cases for Student
 - Maintain Books

Figure 3

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Step 4:

At the Grading screen, in the Term box, select the current semester to be graded, then click “Submit”. **Figure 4**

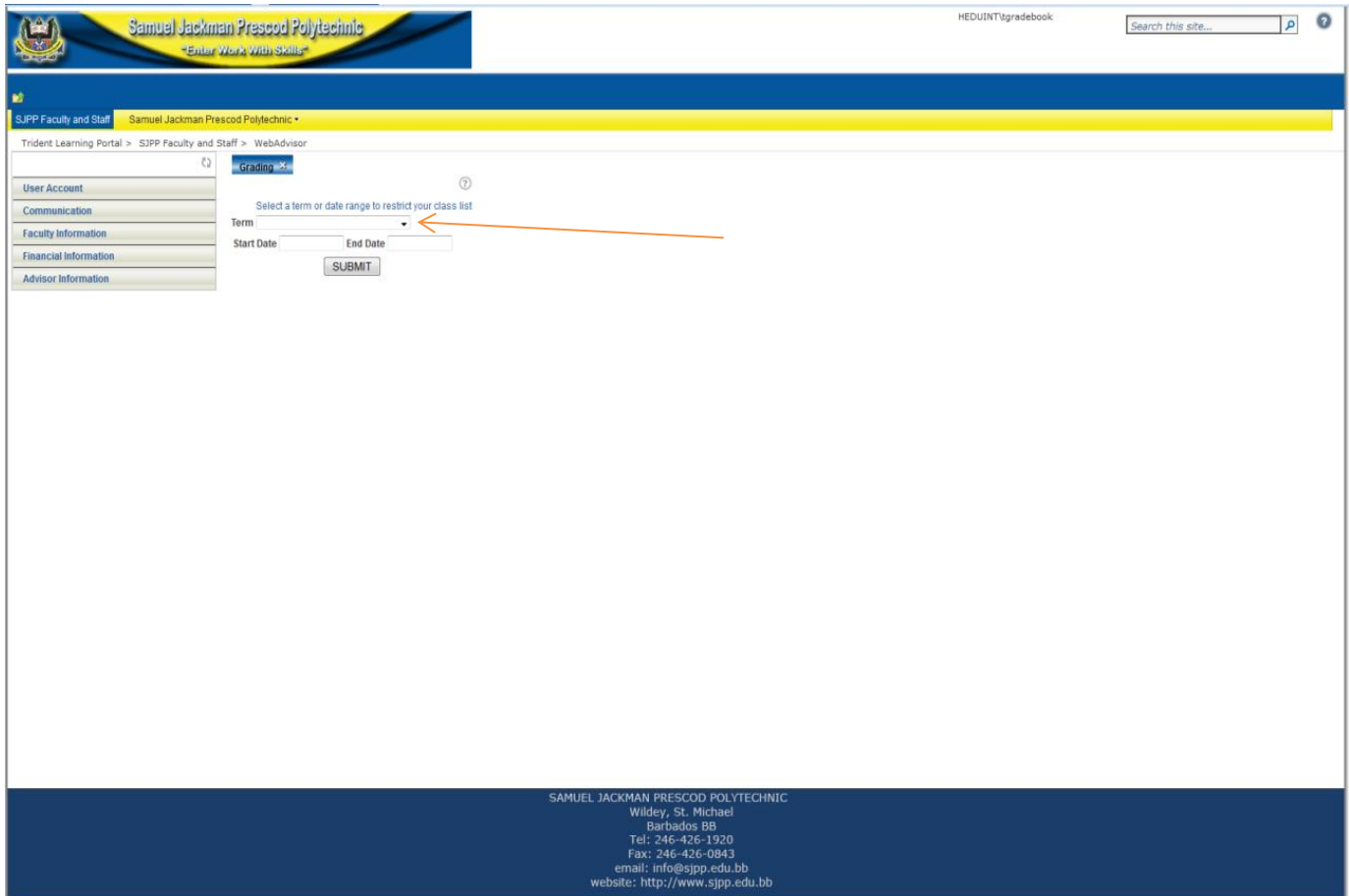


Figure 4

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Step 5:

All courses are displayed that are assigned to a tutor. **Figure 5**

- Select Final/Midterm Grading from the drop down box.
- Select the desired course to be graded, then click “Submit”.

The screenshot shows the WebAdvisor interface for Samuel Jackman Prescod Polytechnic. The header includes the institution's name and logo, and a search bar. The main content area is titled "Grading" and features a dropdown menu for "Final or Midterm/Intermediate Grading". Below this is a table of courses with columns for "Choose One", "Class Name and Title", "Start Date", "End Date", "Bldg", "Room", "Meeting Times", "Days of Week", "Loc", and "Term". A "SUBMIT" button is located below the table.

Choose One	Class Name and Title	Start Date	End Date	Bldg	Room	Meeting Times	Days of Week	Loc	Term
⊕	GRDBK-001-TST1 Gradebook Test	08/20/12	12/21/12			02:00PM - 04:00PM	M		SJPP 2012S1

Figure 5

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Step 6:

This displays a list of registered students for the respective course. **Figure 6**

Grades are then entered under the Grade column for each respective student.

Note: Only Grades can be entered into the system. Also all grades entered must be verified first and grades cannot be changed once the file has been submitted.

Trident Learning Portal > SJPJ Faculty and Staff > WebAdvisor

Final Grading

Class Name GRDBK-001-TST1
 Title Gradebook Test
 Location Samuel Jackman Prescod Polytech
 Term 2012-2013 Semester 1
 Instructor
 Mr. Tutor Gradebook

Student	ID	Status	Grade	Expire Date	Last Date of Attendance	Never Attended	Inter Gr 1	Inter Gr 2	Inter Gr 3	Inter Gr 4	Inter Gr 5	Inter Gr 6	Class	Credits	CEUS	Cross-Listed	Section
Student1	0000802	N	B			<input type="checkbox"/>	A	B	D	D	B	F	FR	6.00			
Student2	0000806	N	B			<input type="checkbox"/>							FR	6.00			
Student3	0000807	N	C+			<input type="checkbox"/>							FR	6.00			
Student4	0000808	N	D			<input type="checkbox"/>							FR	6.00			
Student5	0000810	N	B-			<input type="checkbox"/>							FR	6.00			

** Please review carefully before submitting. Once submitted, these grades will be transcribed and cannot be changed through this form.

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Figure 6