Submitting eGrades for Cross-listed Courses

If your course is cross-listed with another course, only the Course Lead can submit grades for all course sections. eGrades has checks in place to make sure that a person who is not the Instructor of Record (IOR) of the course is not trying to submit grades. While you may be the IOR for your section, there is a Course Lead who will be designated as the IOR who must enter grades. As a result, the instructors for the secondary courses cannot submit their sections grades via eGrades.

Problem

The Course Lead for the parent/primary course (more than likely the first section with the lead instructor) passes the check and can submit grades for their section but not the other instructors for the other sections. The second instructor(s), the one(s) for the child/secondary course(s) that was/were crosslisted, fails the check (they are not the IOR of the parent course), and eGrades denies them access. Thus, they cannot submit their grades via eGrades.

Solution

If your course is cross-listed and you cannot submit grades for your section, follow this process.

1. The section instructor will:
   a. Ensure their grades have been entered and are accurate for each student.
   b. Contact the Course Lead (more than likely the instructor overseeing all of the sections) to inform him/her that their grades are ready to be submitted.
2. The Course Lead will:
   a. Verify with **all section instructors' grades** have been entered and are ready to be submitted to eGrades.
   b. Contact the Office of Assessment & Evaluation via email at usfnurdata@usf.edu. In the email, include the course number and sections that have been cross-listed.
3. The Office of Assessment & Evaluation will make the Course Lead the IOR for **all sections** so grades can be submitted to eGrades and notify the Course Lead when this has been completed.
4. The Course Lead will:
   a. Submit **all sections** grades to eGrades.
   b. Verify all grades have been submitted for **all sections**.
   c. Email the Office of Assessment & Evaluation at usfnurdata@usf.edu indicating that grades have been successfully submitted for **all sections** so that the original IORs can be returned to each section.
5. The Office of Assessment & Evaluation will make the section instructors the IOR for their section.