

Student Records

A Registrar's Guide to Reviewing Exception Reports for the Oncourse Grade Load

I. Introduction

Every night between the date that the Oncourse Final Grades Grade Book feature is turned “on” and the date it is turned “off”, an email message will be sent from **WCCOPS** to the distribution list called **ONCOURSE Roster Exchange List**. Recipients of the email message are Registrar users who have been added to this Exchange distribution list. The email message will have an attached file named “sissr_sy_oncourse_grade_load.csv” containing the exceptions which occurred in the nightly upload of data from Oncourse to SIS. This .csv-formatted file can be opened easily using Microsoft Excel. After opening the file with Excel, you may also wish to immediately turn on the “AutoFilter” feature (Data → AutoFilter), and then click on the “INST” column to limit the display of the exceptions to your institution.

II. Screen Shot

Below is a screen shot of the exceptions report in the .csv file and a description of the data found in each column.

	A	B	C	D	E	F	G	H	I	J
	ERR-TYP	INST	STRM	SESS-CD	CLASS-NBR	EMPLID	FNL GRD	LAST AT	REQ	MESSAGE
47	E	IUBLA	4055	SS2	3111	326963	FNN			INVALID FINAL GRADE ERROR; GRADE SCHEME:UGD
50	R	IUBLA	4055	SS2	3111					FINAL ROSTER MISSING GRADE(S)
59	R	IUBLA	4055	SS2	3414					FINAL ROSTER MISSING GRADE(S)
64	R	IUBLA	4055	SS2	3506					FINAL ROSTER MISSING GRADE(S)
75	E	IUBLA	4055	SS2	4536	1607243	FN	7/20/2005		INVALID FINAL GRADE ERROR; GRADE SCHEME:UGD
77	R	IUBLA	4055	SS2	4536					FINAL ROSTER MISSING GRADE(S)
91	R	IUBLA	4055	SS2	4602					FINAL ROSTER MISSING GRADE(S)
92	R	IUBLA	4055	SS2	4603					FINAL ROSTER MISSING GRADE(S)
106	E	IUEAA	4055	6W2	5333	1429602	FN	6/29/2005		LAST ATTEND DT ERR; NOT WITHIN SESS DATES: 2005
107	R	IUEAA	4055	6W2	5333					FINAL ROSTER MISSING GRADE(S)
120	E	IUINA	4055	NON	5457	1452456	W			INVALID FINAL GRADE ERROR; GRADE SCHEME:GRD
127	R	IUINA	4055	NON	5457					FINAL ROSTER MISSING GRADE(S)
154	E	IUSEA	4055	SS2	9316	1624746	W			INVALID FINAL GRADE ERROR; GRADE SCHEME:UGD
164	R	IUSEA	4055	SS2	9316					FINAL ROSTER MISSING GRADE(S)
171	R	IUSEA	4055	SS1	9776					ROSTER ERROR: NOT WITHIN BEGIN/END DATES.
192	E	IUSEA	4055	SS2	9785	2094962	W			INVALID FINAL GRADE ERROR; GRADE SCHEME:UGD
193	R	IUSEA	4055	SS2	9785					FINAL ROSTER MISSING GRADE(S)
195	E	IUSEA	4055	SS2	9791	188621	W			INVALID FINAL GRADE ERROR; GRADE SCHEME:UGD
197	R	IUSEA	4055	SS2	9791					FINAL ROSTER MISSING GRADE(S)
223	E	IUSEA	4055	SS2	10420	333980	W			INVALID FINAL GRADE ERROR; GRADE SCHEME:UGD
238	E	IUSEA	4055	SS2	10420	1497776	W			INVALID FINAL GRADE ERROR; GRADE SCHEME:UGD
246	R	IUSEA	4055	SS2	10420					FINAL ROSTER MISSING GRADE(S)
262	E	IUINA	4055	NON	10462	1496173	W			INVALID FINAL GRADE ERROR; GRADE SCHEME:UGD
273	R	IUINA	4055	NON	10462					FINAL ROSTER MISSING GRADE(S)
279	E	IUSEA	4055	SS2	10569	1729481	W			INVALID FINAL GRADE ERROR; GRADE SCHEME:UGD
281	R	IUSEA	4055	SS2	10569					FINAL ROSTER MISSING GRADE(S)
283	E	IUSEA	4055	NON	10572	1435730	W			INVALID FINAL GRADE ERROR; GRADE SCHEME:UGD
285	E	IUSEA	4055	NON	10572	1667657	W			INVALID FINAL GRADE ERROR; GRADE SCHEME:UGD
286	R	IUSEA	4055	NON	10572					FINAL ROSTER MISSING GRADE(S)
289	E	IUSEA	4055	SS2	10622	383528	W	7/25/2005		INVALID FINAL GRADE ERROR; GRADE SCHEME:UGD
289	R	IUSEA	4055	SS2	10622	383528	W	7/25/2005		INVALID FINAL GRADE ERROR; GRADE SCHEME:UGD

- **ERR-TYPE** – Error type (see section III. below for detailed descriptions)
- **INST** – Institution
- **STRM** – Term

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- **SESS-CD** – Session code
- **CLASS-NBR** – Class number
- **EMPLID** – Student UID
- **FNL GRD** – Final grade coming from Oncourse
- **LAST ATND DT** – Last date of attendance coming from Oncourse. Should accompany final grades of “FN”. Oncourse will only allow a Last Attend Date if the grade is “FN”. If the Last Attend Date is out of the range of the term begin and end dates, the default action taken by the upload is to use the term begin date (see roster warning below).
- **REQ DSG GRD** – Requirement Designation grade coming from Oncourse
- **MESSAGE** – The associated message for this exception.

III. Error Types

A. Row-Level Errors - Error Types “E”, “I”, and “W”

1. Error Type “E”

E = Error on a particular student row. These are row-level errors (i.e. an individual grade entry). The roster will *not* be approved in today's run and the particular student's grade entry will *not* be updated on the Grade Roster. This should *not* affect the update of other grades for the same roster. ***Follow-up will be necessary by the Registrar's office to correct the student error and set the roster status to “Approved” so that the roster can be posted.***

Possible Messages:

Type	Message	Explanation
E	ONCOURSE FINAL GRADE IS BLANK	Since Oncourse will only allow submission of rosters where all entries have a grade, this theoretically should not happen.
E	GRADE ROSTER ROW NOT FOUND; STUDENT NOT ON SIS GRADE ROSTER; TYP-SEQ: xxx	Student is no longer on the SIS Grade Roster for some reason.
E	STDNT_ENRL ROW NOT FOUND; STUDENT NOT ENROLLED IN CLASS; CAREER: xxxxx	Student is no longer enrolled in the class. Grade roster not updated with the Oncourse grade.
E	REQUIRMENT DESIGNATION ERROR; REQ DESIG OPT: x	A requirement designation grade was required but was not entered. Oncourse validates for this, so this theoretically should not happen.
E	REQUIRMENT DESIGNATION GRADE ERROR; GRADE NOT EQUAL TO S/N	Since Oncourse is validating for “S” or “N”, this should theoretically never occur.
E	INVALID FINAL GRADE ERROR; GRADE SCHEME: xxxxx GRADE BASIS: xxx	An invalid final grade was entered in Oncourse for that student's grading basis/grading scheme on the SIS roster
E	LAST ATTEND DATE ERROR; CONFLICT W/FINAL GRADE	

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2. Error Type "I"

I = Row-level "ignore" message. The input row from Oncourse was ignored and the SIS roster was not updated for this student. This "ignore" message will occur for all students with "W" (withdrawn) and "NC" (auditor) grades.

Possible Messages:

Type	Message	Explanation
I	GRADE ROSTER GRADE ALREADY EXISTS – IGNORE ENTRY	Grade entry has taken place on the SIS roster for this student. The Oncourse grade will not write over the SIS roster.

3. Error Type "W"

W = Warning on row. Some default action was taken on populating SIS. This will not affect roster approval status..

Possible Messages:

Type	Message	Explanation
W	LAST ATTEND DATE BLANK; USING TERM BEGIN DATE: xx/xx/xxx	Theoretically, this should never happen. This will only appear if the validation of the date fails on the Oncourse side.
W	LAST ATTEND DATE OUT OF RANGE; USING TERM BEGIN DATE	Date provided in Oncourse does not fall between term begin/end dates. Term begin date will be used by default.
W	LAST ATTEND DATE FOUND, BUT GRADE NOT FN	Date found in Oncourse but associated grade not FN.
W	LAST ATTEND DT ERR; NOT WITHIN SESS DATES: xx/xx/xxxx xx/xx/xxxx	An FN grade and a Last Attend Date were found in Oncourse, but the date is outside the dates of the class meeting.
W	OFFICIAL GRADE ALREADY EXISTS: xx	This message will appear if an official grade already exists on the student's enrollment record

B. Roster-Level Errors - Error Type "R"

The "R" error messages indicate errors which apply to a whole roster. It means that the roster was either ignored for this run (i.e., because of being outside the acceptable date range for the given institution for that day's run) or that there was an error on the roster (e.g. missing a grade due to a row-level error). Rosters with an "R" message type will *not* be approved. **Follow-up by the Registrar's office may be necessary to correct the error and may require setting the roster status to "Approved" so that the roster can be posted.**

Possible Messages:

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R ROSTER ERROR: GRADE_RSTR_TYPE ROW NOT FOUND; TYP-SEQ: xxx
R ROSTER ERROR: CLASS_TBL ROW NOT FOUND.
R ROSTER ERROR: NOT WITHIN BEGIN/END DATES.
R FINAL ROSTER MISSING GRADE(S)