Grade Encoding Concerns

Faculty and Staff · https://usa.edu.ph/faqs/grade-encoding-concerns/

1. 1. Who do I contact if I do not have classes tagged to my Mastersoft account? ***(Faculty)***
    - For tagging of subjects, kindly contact the Academic Supervisor or the Office of the Registrar.

1. 2. How can I download my classlist from the Mastersoft Portal? ***(Faculty)***
    - For downloading of classlist, **click here.**

2.
1. 4. How to encode grades on the Mastersoft Portal? ***(Faculty)***
    - For encoding of grades on the system, kindly refer to the links below:
        - For Undergraduate Programs: **click here**
        - For Graduate Programs: **click here**

1. 5. How to Download and Upload Grade Encoding Templates? ***(Faculty)***
    - For downloading and uploading grade encoding template, kindly refer to the links below:
        - For Undergraduate Programs: **click here**
        - For Graduate Programs: **click here**

1. 6. How to submit the encoded grades to the Program Head/Academic Supervisor? ***(Faculty)***
    - For grade submission, kindly refer to the links below:
        - For Undergraduate Programs: **click here**
        - For Graduate Programs: **click here**

1. 7. How can I access the grade encoding portal if the Grade Encoding Period has ended? ***(Faculty)***
    - *If the subject is not yet submitted to the Program Head*- visit the Vice President for Academic Affairs (VPAA) Office to request for Grade Encoding Extension.

- *If the subject has been submitted to the Program Head/Dean***-** visit the Vice President for Academic Affairs (VPAA) Office to request for Grade Encoding Extension. Then, contact the Academic Supervisor/Dean to open for moderation the submitted subject.

1. 8. How can I edit the grades if I already submitted to the Program Head/Academic Supervisor? ***(Faculty)***
   - *If the request to "Open for Moderation" a subject is during the Grade Encoding Period***-** contact the Program Head/Academic Supervisor and Dean to open the subject for moderation.
   - *If the request to "Open for Moderation" a subject is beyond the Grade Encoding Period***-** visit the Vice President for Academic Affairs (VPAA) Office to request grade encoding extension. Then, contact the Academic Supervisor/Dean to open for moderation the submitted subject.

1. 9. What should I do if my grades are not reflecting on my Mastersoft Portal?
   - Contact your teacher to confirm if your grades have been released.
   - If grades have been released but not yet reflecting, kindly fill out the **EdTech Help Desk Form**

1. 10. What should I do if the Final Rating and Remarks are not reflecting on my Semestral Grade Sheet Report even though the term grades have been released by the Dean?
   - Contact the Dean to release the Final Rating.

1. 11. What should I do if the term grade is not reflecting on the Semestral Grade Sheet report and remarks are all failed?
   - Report the issue to the EdTecheSS Office by filling out the **EdTech Help Desk Form**