

Manual

Covering material in the training course:

Supervisor Progress Assessment

Date created: 14 November 2013

Last update: 12 September 2025

***This document and the information herein is the property of the University of Cape Town and may only be used for training purposes. The reproduction and distribution of the training manual, in whole or in part, is strictly prohibited.*

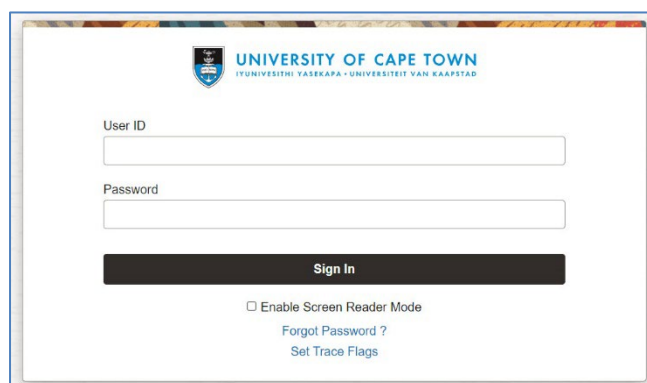
Purpose of Revisions to System:

Several interventions to the SAT/UNS process were made after academics and administrators complained that the functionality was difficult to navigate. Previously, UNS(AT) grades were often submitted without comments. In response to complaints made, the system was changed to be more efficient and user-friendly.

Login to PeopleSoft

Your first task is to login into the PeopleSoft Staff interface, which is used to administer student records at UCT. You will be required to enter your eight digit staff number and a network password.

- Go to the UCT website: <https://staffonline.uct.ac.za>.



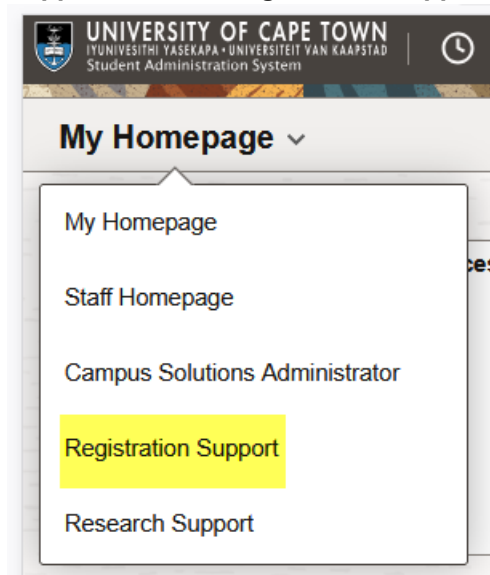
The image shows the PeopleSoft login page for the University of Cape Town. It features the university's logo and name at the top. Below this, there are two input fields: 'User ID' and 'Password'. A 'Sign In' button is positioned below the password field. At the bottom, there are links for 'Enable Screen Reader Mode', 'Forgot Password?', and 'Set Trace Flags'.

- A **PeopleSoft Login** page will appear



You will be required to enter your **Staff Number** and **Network Password**.

The PeopleSoft landing page will be displayed. Click on **My Homepage** and then scroll down to **Registration Support**. Click on **Registration Support**.




Adding Satisfactory and Unsatisfactory Grades to Students Records

Alternative Navigational path: Self Service > Supervisor Progress Capture tile


The PeopleSoft landing page will be displayed.

Research Support ▾


MoU / PPA




Supervisor Progress Capture



GRM



Supervisor Progress Capture



- Select the **Supervisor Progress Capture** tile

Supervisor Progress Capture

Supervisor: 10000000

Name: Mark Thompson-London

Term: 1251

Year: 2025

Submit

Empl ID ↑↓	Name ↑↓	Candidate Number ↑↓	Subject ↑↓	Catalog Nbr ↑↓	Class Nbr ↑↓	Grade Input ↑↓	Status ↑↓	Comments
1	10000000	000000108037	PPH	7015W	3140	<input type="text"/>		<input type="button" value="Comments"/>
2	10000000	000000085696	PPH	7055W	3141	<input type="text"/>		<input type="button" value="Comments"/>
3	10000000	000000052021	PPH	7055W	3141	<input type="text"/>		<input type="button" value="Comments"/>
4	10000000	000000090304	AAE	7002W	3038	<input type="text"/>		<input type="button" value="Comments"/>
5	10000000	000000074154	PPH	7055W	3141	<input type="text"/>		<input type="button" value="Comments"/>
6	10000000	000000074227	PPH	7055W	3141	<input type="text"/>		<input type="button" value="Comments"/>

10000000

7055W

Empl ID ↑↓	Name ↑↓	Candidate Number ↑↓	Subject ↑↓	Catalog Nbr ↑↓	Class Nbr ↑↓	Grade Input ↑↓
1	10000000	000000108037	PPH	7015W	3140	<input type="text"/>
2	10000000	000000085696	PPH	7055W	3141	<input type="text"/>

Click on the Magnifying Class icon to input SAT/UNS

Cancel

Lookup

Search for: Grade Input

Search Criteria

Search Results

Grid

List

Grade Input ↑↓

Description ↑↓

SAT	Satisfactory
UNS	Unsatisfactory

When you choose SAT, you are not prompted to add comments.

Empl ID ↑↓	Name ↑↓	Candidate Number ↑↓	Subject ↑↓	Catalog Nbr ↑↓	Class Nbr ↑↓	Grade Input ↑↓	Status ↑↓	Comments
1	10000000	000000108037	PPH	7015W	3140	SAT		<input type="button" value="Comments"/>

Cancel

Lookup

Search for: Grade Input

> Search Criteria

Search Results

2 rows

Grade Input ↑↓	Description ↑↓
SAT	Satisfactory
UNS	Unsatisfactory

When you choose UNS, you are prompted to add comments:

Capture Supervisor Comments

×

Empl ID

Candidate Number

Assignment Type PA

Description Progress and Planned Activity (PPA)

Add Comment

Comment

Status UNSPROG

Save

Back

Candidate Number ↑↓

Subject ↑↓

Catalog Nbr ↑↓

Class Nbr ↑↓

Grade Input ↑↓

Capture Supervisor Comments

×

Empl ID

Candidate Number

Assignment Type PA

Description Progress and Planned Activity (PPA)

Add Comment

Comment

Student did not complete the agreed upon deliverables and failed to respond to emails.

Status UNSPROG

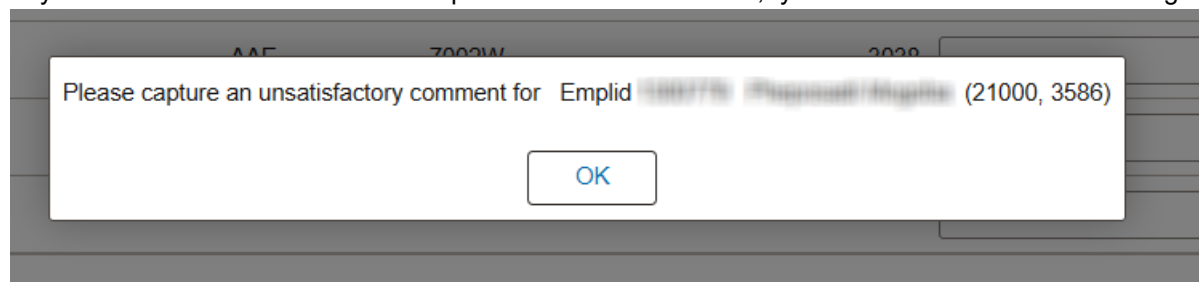
Save

Back

Please add your comments and click **Save**.



If you do not add comments and proceed to click **Submit**, you will encounter the following message:



To access your comments or add further comments, click on **Comments** of the student in question.

PPH	7055W	3141	UNS	<input type="button" value="Comments"/>
-----	-------	------	-----	---

Capture Supervisor Comments

Empl ID 1000776

Candidate Number 000000108037

Assignment Type PA

Description Progress and Planned Activity (PPA)

Existing Comment

Comment Student did not complete the agreed upon deliverables and failed to respond to emails.

Status UNSPROG

Add Comment

Comment

Status UNSPROG

Click **Save** after adding additional comments (if there was an error in your original comment or if you would like to add an addition). Please note the report generated by faculty will only reflect the most recent comment so ensure that you include all relevant information in the last comment.

Comments functionality is NOT available for students graded **SAT**.

Empl ID T1	Name T1	Candidate Number T1	Subject T1	Catalog Nbr T1	Class Nbr T1	Grade Input T1	Status T1	Comments
1	1000776	000000108037	PPH	7015W	3140	SAT		<input type="button" value="Comments"/>

You can click **Submit** after you input individual grades and comments or after you have completed grading the entire list.

Please note **Grade Inputs** and **Comments** are no longer accessible after you click **Submit** for those students who have been grade:

Supervisor
1000070

Name
Helen Berggren / London

Term
1251

Year
2025

Submit

Empl ID	Name	Candidate Number	Subject	Catalog Nbr	Class Nbr	Grade Input	Success	Comments
1	1000700	Carlson / Capotegorio	000000108037	PPH	7015W	3140 SAT	Success	Comments
2	1000770	Phapornchai / Ngulika	000000085696	PPH	7055W	3141 UNS	Success	Comments
3	1000780	Tang / Chan	000000052021	PPH	7055W	3141 <input type="text"/>		Comments
4	1000790	Adams / Nils	000000090304	AAE	7002W	3038 <input type="text"/>		Comments
5	1000800	Lake / Hansen	000000074154	PPH	7055W	3141 <input type="text"/>		Comments
6	1001700	Staudty / Rasmussen	000000074227	PPH	7055W	3141 <input type="text"/>		Comments

You are able to input grades and comments on the students who are yet to be graded before submitting your list.

If you input a number or an invalid grade (i.e. other than SAT/UNS), the system will prompt an error message:

Personnel/Regimen	000000085696	PPH	7055W	3141	UNS	Success
Person/Team	000000052021	PPH	7055W	3141	<input type="text" value="78"/>	

Possible Errors

If you encounter any of the following scenarios, please contact SSS for assistance: sss-helpdesk@uct.ac.za

Error 1: Not all your students are displayed.

Error 2: No students are displayed.

Error 3: You encounter an error when submitting the grades.

Error 4: If a student is duplicated on the list.