Grade Submission

WINTER 2017

MEET YOUR ACADEMIC SUPPORT TEAM

Nicole Douglas
Assistant Registrar, Records & Academic Support
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Originally from Charlottetown, Prince Edward Island, Nicole is a Dalhousie Bachelor of Commerce graduate who has worked in the Registrar's Office since 2008. She started at the Front Counter and has held various roles in the Registrar's Office over the years acting as the Assistant Manager of the Processing unit, the Assistant Registrar, Registration & Scheduling, the Assistant Registrar, Transfer Credit as well as working on the project team for the new scheduling software.

Janet MacDonald
Convocation & Academic Integrity Clerk
E-mail: **Janet.T.MacDonald@dal.ca** | Phone: **902.494.6777**

Janet MacDonald is involved in many initiatives in the Registrar's Office. You will find her coordinating Convocation Ceremonies and Parchments, managing Student Records, and supporting our Faculty campus-wide. When on sessional leave from the Registrar's Office during the summer months she is kept busy in her role as mom of 3 boys.

John Killawee
Academic Support Clerk
E-mail: **John.Killawee@dal.ca** | Phone: **902.494.6777**

John Killawee spent two years with the timetable and scheduling team in the Dalhousie Registrar's office, and now works in an academic support role providing confirmation letters for students, managing student records, and keeping an open dialogue with various departments on a variety of matters and concerns including grade return sheets. You may spot him at Pete's or Sobeys on the weekends doing tasting/sampling demos for his line of gourmet PepperHead products as well. Keep your eyes open!

Registrar's Office | Dalhousie University | 902-494-2450

Submission of Grades – Quick Reminders

Grades are submitted either by completing the online grade sheet, or by importing grades directly from a spreadsheet or text file. This document is intended to guide you step by step through the grade submission process.

If a student is in a course but not registered, please contact the Registrar's Office. The student will need to submit a waiver of an academic regulation to have retroactive registration in the course and the Assistant Dean of the student's faculty will reach out for a final grade.

If a student is on the course list but has not attended class, or written the examination, a grade of "F" should be recorded.

Grades are due seven calendar days after an examination scheduled by the Registrar or fourteen calendar days after the last class where there is no final examination scheduled by the Registrar.

Late submission of grades has a significant impact on students. Academic standing is not accurate until all grades are received. Late grades could result in a student deemed eligible to return to study to be ineligible and vice versa. Late grades can also affect prerequisites for the following term's registration, potentially resulting in students' no longer satisfying or meeting prerequisites. Due to the competitive nature of scholarships, late submission of grades have an adverse effect on scholarship assessment.

When will grades appear on a student's transcript?

The Registrar's Office initiates a nightly "grade roll" process that posts grades into the Student Information System starting the last day of classes of each term for approximately six weeks. All grades entered and approved by 5pm will be included in the overnight grade roll and will appear on transcripts by the next morning. Outside these time periods the process is run once a week.

Need to change a grade after your grades have been submitted?

Please refer to our Grade Changes guide for information and a step by step guide on changing grades online.

Step 1

Step 2

Step 3

Please note: If you do not see your class, even after ensuring you have selected the correct term, please call the Registrar's Office between 9am – 4pm (Ph: 902.494.2450)

Make sure the correct term is selected

Step 4

Step 5

Due Date for Grade Submission

*   Grades are due seven calendar days after an exam scheduled by the Registrar or fourteen days after the last class where there is no final exam schedule by the Registrar. The system will remain open for the submission of grades as noted below. X/Y courses should be graded for the Y portion only. Only final grades are to be recorded.

Online Grade Submission available for 2014/2015 Winter until 15-MAY-2015

22961 SOSA 1003 01 People and Society (Jan 05, 2015 - Apr 10, 2015)	
Primary Instructor: Kimberley D. Bonin	
Ungraded Records:	8
Graded/Not Approved:	0
Graded/Approved:	0
Total Enrollment:	8

None
A+
A
A-
B+
B
B-
C+
C
C-
D
FM
INC
F
ILL

Click here and you can begin entering in your final grades for the course

⚠ **Please click the Submit Grades button often. There** 0 minute time limit on this screen.

⦿ display grades as selection list   ◯ display grades as text input field

Page 1 2 3 4 5 6 7 8 9 10   next 25 records >>

Rec#	ID ☐	Name ▽	Reg. Status/Date	☐ ade ☐	Approved ☐	Rolled	Grade Change
1	B00770745	Kent, Clark	**Web Registered** / Jan 06, 2015	None ▾		No	

Step 6

https://dalonlinetest.dal.ca/TEST/fyskffgd.P_FacFinGrd

File Edit View Favorites Tools Help

18	B00770745 Kent, Clark	**Web Registered** / Jun 07, 2014	A+	No
19	B00770745 Kent, Clark	**Web Registered** / Jun 07, 2014	A	No
20	B00770745 Kent, Clark	**Web Registered** / Dec 17, 2014	A+	No
21	B00770745 Kent, Clark	**Web Registered** / Jul 17, 2014	A-	No
22	B00770745 Kent, Clark	**Web Registered** / Apr 03, 2014	A+	No
23	B00770745 Kent, Clark	**Web Registered** / Jun 07, 2014	A+	No
24	B00770745 Kent, Clark	**Web Registered** / Jan 04, 2015	A	No
25	B00770745 Kent, Clark	**Web Registered** / Jul 28, 2014	A	No

Page 1 2 3 4 5 6 7 8 9 10   next 25 records >>

2

Submit Grades   Reset

Click on Submit Grades for students with available grades

ten. There is a 30 minute time limit on this screen.

3

Select another Class   Import Final Grades   Approve Final Grades   Grade Changes

RELEASE: 5.2.D1

Click on Approve Final Grades to confirm all submitted grades

THIS TAKES YOU TO A FINAL APPROVAL SCREEN

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Step 7

*Please note: any grades left **unchecked** or **not graded** will automatically change to INC (incomplete) after the deadline for grade submission. (After the deadline the process becomes a Grade Change process – see Grade Changes)

B00770745 Kent, Clark	A	☑
B00770745 Kent, Clark	A	☑
B00770745 Kent, Clark	A	☑
B00770745 Kent, Clark	A	☑
B00770745 Kent, Clark	A	☑
B00770745 Kent, Clark	A	☑
B00770745 Kent, Clark	A	☑
B00770745 Kent, Clark	A	☑
B00770745 Kent, Clark	A	☑
B00770745 Kent, Clark	A	☑
B00770745 Kent, Clark	A	☐
B00770745 Kent, Clark	A	☑
B00770745 Kent, Clark	A-	☑
B00770745 Kent, Clark	(not graded)	
B00770745 Kent, Clark	(not graded)	
B00770745 Kent, Clark	(not graded)	
B00770745 Kent, Clark	(not graded)	
B00770745 Kent, Clark	(not graded)	
B00770745 Kent, Clark	(not graded)	

Upon arrival at this screen you will see an option to **uncheck** any student from final approval. This allows you to submit and approve any grades that **are** final whilst giving you the option to return later to submit and approve outstanding grades

Any grades **unchecked** will not be submitted upon clicking "Approve Grades" and can be revisited for later entry
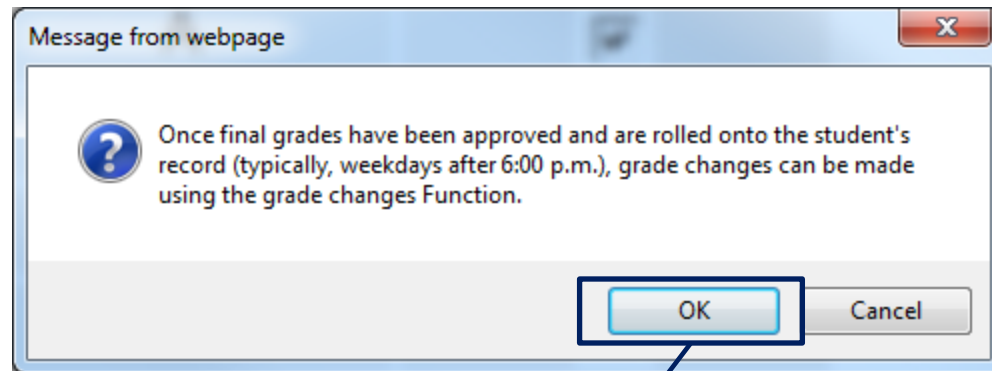
Any grades **(not graded)** will <u>not</u> be submitted upon clicking "Approve Grades" and can be revisited for later entry.
*Note that these will lapse to Incomplete grades after May 15

Approve Grades

Select another Class

RELEASE: 5.2 D1

Step 8

Message from webpage

Once final grades have been approved and are rolled onto the student's record (typically, weekdays after 6:00 p.m.), grade changes can be made using the grade changes Function.

OK   Cancel

Select: OK

Grade Submission

If you have any questions about this process please do not hesitate to contact the Registrar's Office at 902-494-2450

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