

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

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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

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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!

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

https://dalonline.dal.ca/TEST/twbkwbis.P_GenMenu?name=amenu.P_FacultyMnu

DALHOUSIE UNIVERSITY
Inspiring Minds

DAL ONLINE (TEST)

RETURN TO MAIN MENU | SITE MAP | HELP | EXIT

Main Menu | Employees | **Faculty, Advisors and Academic Administrators** | Student | Personal Information | Administrators | Student Awards and Financial Aid

Click on this Tab

Web for Faculty, Advisors and Academic Administrators

Class Management

Class schedules, class lists, registration permits and overrides, block registration.

Student Information

Student phone numbers and e-mail addresses; student schedules and academic records for advisors.

Grade Submission

Set up proxies for grading, enter final grades, import grades, approve grades.

Click on Grade Submission

Degree Audit Reporting System (DARS)

Review students' outstanding degree requirements.

Transfer Credit Equivalencies

View Dal equivalents for transfer classes

View Academic Timetable

Class dates, times, locations, instructors

View In-Progress Academic Timetable

Working timetable for future terms

Step 2

The screenshot shows a web browser window with the URL https://dalonlinetest.dal.ca/TEST/twbkwbis.P_GenMenu?name=amenu.P_GradeMnu. The page header features the Dalhousie University logo and the text "DAL ONLINE (TEST)". A navigation menu includes "MENU | SITE MAP | HELP | EXIT". Below the menu, there are tabs for "Main Menu", "Employees", "Faculty, Advisors and Academic Administrators", "Student", "Personal Information", "Administrators", and "Student Awards and Financial Aid". The "Faculty, Advisors and Academic Administrators" tab is selected.

Grade Submission

Please refer to the [Online Help](#) for a detailed overview of the grading system.

Grading Proxy Information

Select a Class	Click on Select a Class
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- [Enter Final Grades](#)
- [Import Final Grades](#)
- [Approve Final Grades](#)
- [Electronic Gradebook](#)
(Optional) Define grade scales and gradable components for your courses, and record grades by component.
- [Grade Changes](#)

RELEASE: 8.0

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)

The screenshot shows the Dalhousie University DAL ONLINE (TEST) interface. The header includes the Dalhousie University logo and the text "DAL ONLINE (TEST)". Below the header is a navigation menu with options: Main Menu, Employees, Faculty, Advisors and Academic Administrators, Student, Personal Information, Administrators, and Student Awards and Financial Aid. The main content area is titled "Select Class" and contains an information icon and a paragraph: "Select a class from the list below and click 'Select Class' to proceed. If the class you are looking for is not in this list, please contact the primary instructor for the class. If you are the primary instructor and your class is not listed, please contact the Registrar's Office to be assigned to the class." Below this text is a form with a dropdown menu for "All Available Terms" and a text input field containing "(Primary Inst) (2014/2015 Winter) 22961 - SOSA 1003 01 - People and Society". A "Select Class" button is located below the form. A red box highlights the text "Make sure the correct term is selected" with a line pointing to the "(2014/2015 Winter)" term in the dropdown. Another red box highlights the "(2014/2015 Winter)" term in the dropdown. The footer of the page includes "RELEASE: 6.2.D1" and "© 2015 Ellucian Company L.P. and its affiliates."

Step 4

The screenshot shows a web browser window with the URL https://dalonline.dal.ca/TEST/fyskgssel_P_StoreClass. The page header features the Dalhousie University logo and the text "DAL ONLINE (TEST)". A navigation menu includes "MENU | SITE MAP | HELP | EXIT". Below the menu, there are tabs for "Main Menu", "Employees", "Faculty, Advisors and Academic Administrators", "Student", "Personal Information", "Administrators", and "Student Awards and Financial Aid". The main content area is titled "Grade Submission" and includes an information icon and the text: "Please refer to the [Online Help](#) for a detailed overview of the grading system." Below this, there is a section for "Grading Proxy Information" with a sub-section "Select a Class". Two buttons are highlighted with a red border: "Enter Final Grades" with a link "Click to Enter Final Grades", and "Import Final Grades" with a link "Click to Import Final Grades from a Spreadsheet". Other options listed are "Approve Final Grades", "Electronic Gradebook" (with a sub-note: "(Optional) Define grade scales and gradable components for your courses, and record grades by component."), and "Grade Changes". The footer of the page indicates "RELEASE: 8.0".

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DAL ONLINE (TEST)

MENU | SITE MAP | HELP | EXIT

Main Menu Employees Faculty, Advisors and Academic Administrators Student Personal Information Administrators Student Awards and Financial Aid

Grade Submission

Please refer to the [Online Help](#) for a detailed overview of the grading system.

Grading Proxy Information

Select a Class

Enter Final Grades [Click to Enter Final Grades](#)

Import Final Grades [Click to Import Final Grades from a Spreadsheet](#)

Approve Final Grades

Electronic Gradebook
(Optional) Define grade scales and gradable components for your courses, and record grades by component.

Grade Changes

RELEASE: 8.0

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. XY 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:	None	8
Graded/Not Approved:	A+	0
Graded/Approved:	A	0
Total Enrollment:	A-	0
	B+	3
	B	
	B-	
	C+	
	C	
	C-	
	D	
	FM	
	INC	
	F	
	ILL	

Please click the Submit Grades button often. There is a 30 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	Grade	Approved	Rolled	Grade Change
1	B00770745	Kent, Clark	**Web Registered** / Jan 06, 2015	None	<input type="checkbox"/>	No	

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

Step 6

1

Enter your Student's grades in this column
(Note: Grades are not lost when flipping between pages)

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

2

Submit Grades

Reset

3

Click on Submit Grades for students with available grades ten. There is a 30 minute time limit on this screen.

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

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](#))

Any grades **unchecked** will not be submitted upon clicking "Approve Grades" and can be revisited for later entry

Approve Grades

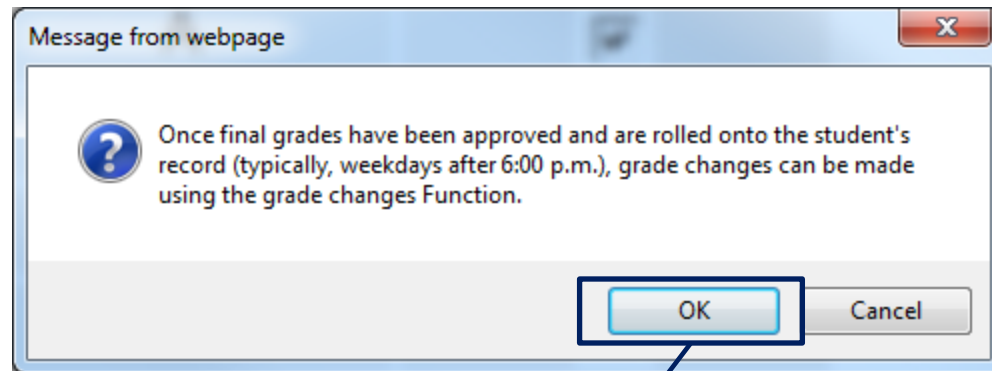
Select another Class

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

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

B00770745	Kent, Clark	A	<input checked="" type="checkbox"/>
B00770745	Kent, Clark	A	<input checked="" type="checkbox"/>
B00770745	Kent, Clark	A	<input checked="" type="checkbox"/>
B00770745	Kent, Clark	A	<input checked="" type="checkbox"/>
B00770745	Kent, Clark	A	<input checked="" type="checkbox"/>
B00770745	Kent, Clark	A	<input checked="" type="checkbox"/>
B00770745	Kent, Clark	A	<input checked="" type="checkbox"/>
B00770745	Kent, Clark	A	<input checked="" type="checkbox"/>
B00770745	Kent, Clark	A	<input checked="" type="checkbox"/>
B00770745	Kent, Clark	A	<input checked="" type="checkbox"/>
B00770745	Kent, Clark	A	<input checked="" type="checkbox"/>
B00770745	Kent, Clark	A	<input checked="" type="checkbox"/>
B00770745	Kent, Clark	A	<input checked="" type="checkbox"/>
B00770745	Kent, Clark	A	<input checked="" type="checkbox"/>
B00770745	Kent, Clark	A	<input checked="" type="checkbox"/>
B00770745	Kent, Clark	A-	<input checked="" type="checkbox"/>
B00770745	Kent, Clark	(not graded)	<input checked="" type="checkbox"/>
B00770745	Kent, Clark	(not graded)	<input checked="" type="checkbox"/>
B00770745	Kent, Clark	(not graded)	<input checked="" type="checkbox"/>
B00770745	Kent, Clark	(not graded)	<input checked="" type="checkbox"/>
B00770745	Kent, Clark	(not graded)	<input checked="" type="checkbox"/>
B00770745	Kent, Clark	(not graded)	<input checked="" type="checkbox"/>
B00770745	Kent, Clark	(not graded)	<input checked="" type="checkbox"/>
B00770745	Kent, Clark	(not graded)	<input checked="" type="checkbox"/>
B00770745	Kent, Clark	(not graded)	<input checked="" type="checkbox"/>
B00770745	Kent, Clark	(not graded)	<input checked="" type="checkbox"/>
B00770745	Kent, Clark	(not graded)	<input checked="" type="checkbox"/>

Step 8



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

