

GRADING ACTIVITIES

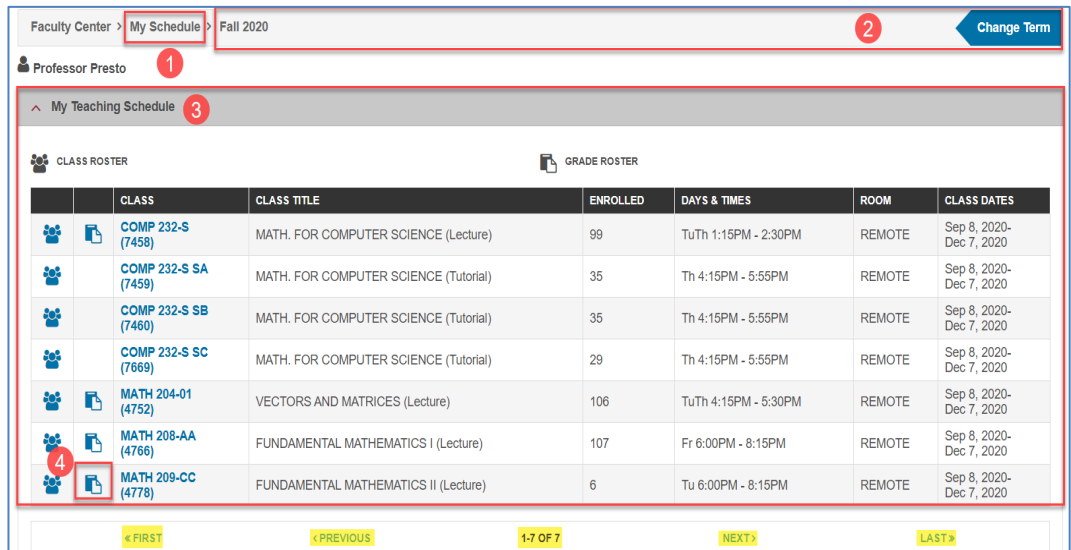
1. ACCESSING THE GRADE ROSTER

Log-in to your **Faculty Centre** via the *MyConcordia Portal* using your faculty netname and password.

1 Accessing the Grade Roster

- 1 Navigate to the **'My Schedule'** page in your Faculty Centre.
- 2 Click on the **'Change Term'** button if you need to view another term.
- 3 The **'My Teaching Schedule'** section shows your classes for the selected term.

NOTE: Use the arrows along the bottom of this section (highlighted yellow in the image) if you cannot see all of your classes for the selected term.



Faculty Center > My Schedule > Fall 2020 Change Term

Professor Presto

My Teaching Schedule

| CLASS | CLASS TITLE | ENROLLED | DAYS & TIMES | ROOM | CLASS DATES |
|----------------------|---------------------------------------|----------|----------------------|--------|--------------------------|
| COMP 232-S (7459) | MATH. FOR COMPUTER SCIENCE (Lecture) | 99 | TuTh 1:15PM - 2:30PM | REMOTE | Sep 8, 2020- Dec 7, 2020 |
| COMP 232-S SA (7459) | MATH. FOR COMPUTER SCIENCE (Tutorial) | 35 | Th 4:15PM - 5:55PM | REMOTE | Sep 8, 2020- Dec 7, 2020 |
| COMP 232-S SB (7460) | MATH. FOR COMPUTER SCIENCE (Tutorial) | 35 | Th 4:15PM - 5:55PM | REMOTE | Sep 8, 2020- Dec 7, 2020 |
| COMP 232-S SC (7689) | MATH. FOR COMPUTER SCIENCE (Tutorial) | 29 | Th 4:15PM - 5:55PM | REMOTE | Sep 8, 2020- Dec 7, 2020 |
| MATH 204-01 (4752) | VECTORS AND MATRICES (Lecture) | 106 | TuTh 4:15PM - 5:30PM | REMOTE | Sep 8, 2020- Dec 7, 2020 |
| MATH 208-AA (4768) | FUNDAMENTAL MATHEMATICS I (Lecture) | 107 | Fr 6:00PM - 8:15PM | REMOTE | Sep 8, 2020- Dec 7, 2020 |
| MATH 209-CC (4778) | FUNDAMENTAL MATHEMATICS II (Lecture) | 6 | Tu 6:00PM - 8:15PM | REMOTE | Sep 8, 2020- Dec 7, 2020 |

Navigation: < FIRST PREVIOUS 1-7 OF 7 NEXT > LAST >

- 4 Click the **'Grade Roster'** icon next to the class for which you want to enter grades.

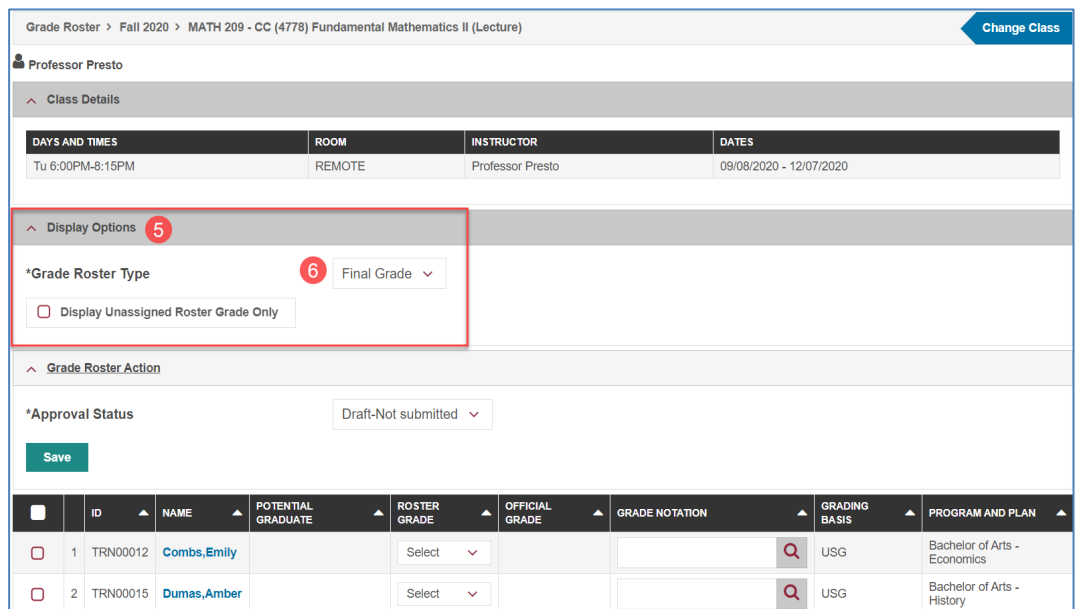
NOTE: The grade rosters are not accessible until after the DISC deadline.

- 5 The **'Display Options'** section shows the available roster types.

- 6 Enter grades on the **'Final Grade'** roster for all students.

OR

Select the **'Potential Graduate'** option (if available) to enter and submit grades for any potential graduating students.



Grade Roster > Fall 2020 > MATH 209 - CC (4778) Fundamental Mathematics II (Lecture) Change Class

Professor Presto

Class Details

| DAYS AND TIMES | ROOM | INSTRUCTOR | DATES |
|------------------|--------|------------------|-------------------------|
| Tu 6:00PM-8:15PM | REMOTE | Professor Presto | 09/08/2020 - 12/07/2020 |

Display Options

*Grade Roster Type: Final Grade

Display Unassigned Roster Grade Only

Grade Roster Action

*Approval Status: Draft-Not submitted

Save

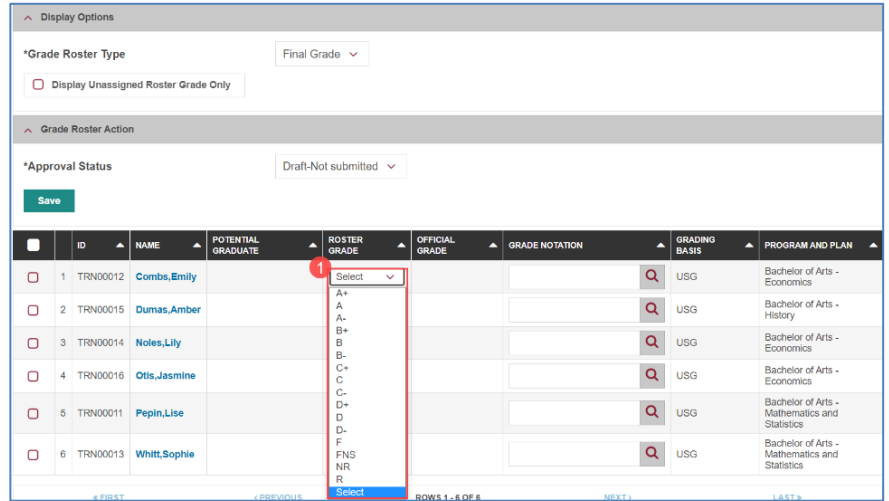
| ID | NAME | POTENTIAL GRADUATE | ROSTER GRADE | OFFICIAL GRADE | GRADE NOTATION | GRADING BASIS | PROGRAM AND PLAN |
|----|-----------------------|--------------------|--------------|----------------|----------------|---------------|------------------------------|
| 1 | TRN00012 Combs, Emily | | Select | | | USG | Bachelor of Arts - Economics |
| 2 | TRN00015 Dumas, Amber | | Select | | | USG | Bachelor of Arts - History |

To begin with, you need to access the grade roster for your class. See **1. Accessing the Grade Roster** for more information.

2 Entering Grades for Students

OPTION 1: Entering grades individually

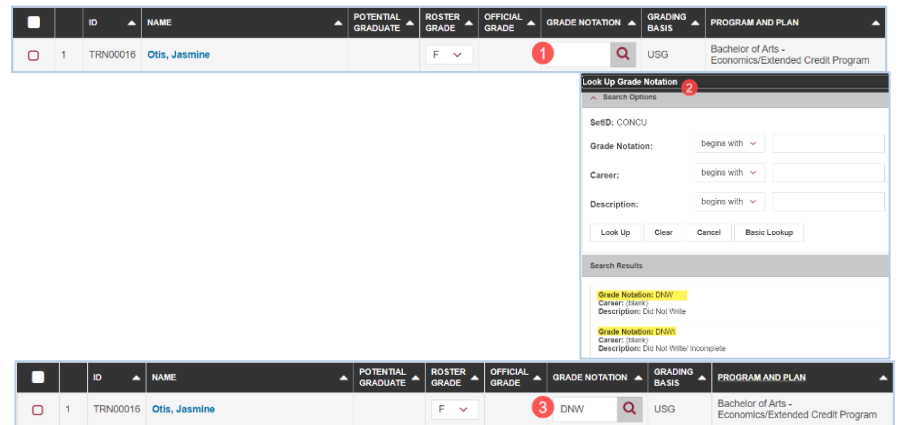
- 1 For each student, click the drop-down list in the Roster Grade column, and select the appropriate grade.



The screenshot shows the 'Grade Roster' interface. At the top, there are filters for 'Grade Roster Type' (set to 'Final Grade') and 'Approval Status' (set to 'Draft-Not submitted'). A 'Save' button is visible. Below is a table with columns: ID, NAME, POTENTIAL GRADUATE, ROSTER GRADE, OFFICIAL GRADE, GRADE NOTATION, GRADING BASIS, and PROGRAM AND PLAN. A dropdown menu is open for the 'Roster Grade' column of the first student, showing options from A+ to R. A red circle '1' highlights the dropdown menu.

ADDING A GRADE NOTATION

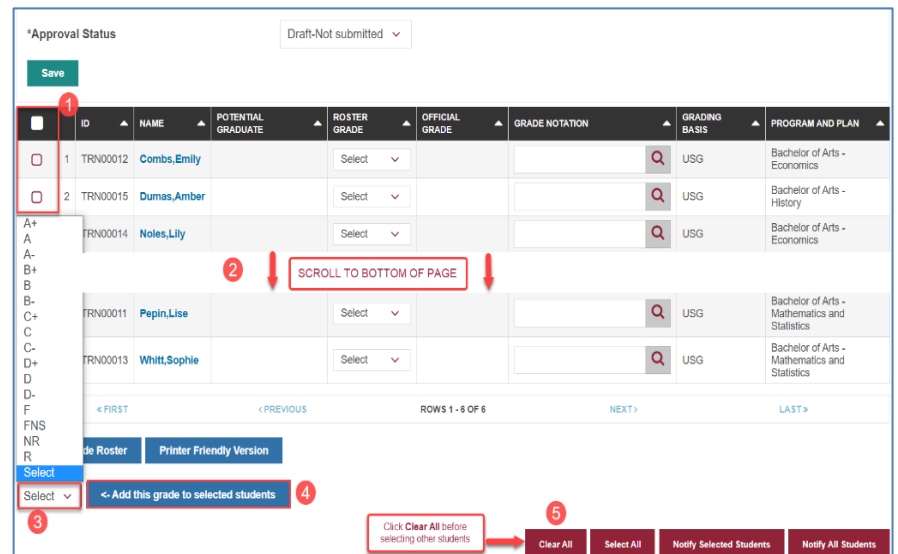
- 1 Click the look-up icon in the **Grade Notation** column.
- 2 Select the appropriate notation.
- 3 This grade notation will be assigned to the student.



The screenshot shows the 'Grade Roster' interface with a 'Look Up Grade Notation' dialog box open. The dialog box has search criteria for 'SetID: CONCU', 'Grade Notation', 'Career', and 'Description'. Below the search criteria are 'Look Up', 'Clear', 'Cancel', and 'Basic Lookup' buttons. The 'Search Results' section shows two options for 'Grade Notation: DNW'. A red circle '1' highlights the look-up icon in the 'Grade Notation' column of the table, and a red circle '2' highlights the dialog box. The table below shows the student 'Otis, Jasmine' with 'F' in the 'Roster Grade' column and 'DNW' in the 'Grade Notation' column, with a red circle '3' highlighting the 'DNW' entry.

OPTION 2: Entering the same grade for multiple students

- 1 Select all of the students to be assigned the same grade.
- 2 Once the students are selected, scroll to the bottom of the page.
- 3 Pick the relevant grade from the drop-down list.
- 4 Click '**Add this grade to selected students**' - the grade will be added to the Roster Grade column for the selected students.
- 5 Click '**Clear All**' before selecting other students for further grade entry.



The screenshot shows the 'Grade Roster' interface with multiple students selected (rows 1 and 2). A red box highlights the 'Roster Grade' dropdown for the first student, with a red circle '1' and a red arrow pointing to the 'Add this grade to selected students' button at the bottom. A red box highlights the 'Add this grade to selected students' button, with a red circle '4'. A red box highlights the 'Clear All' button, with a red circle '5' and a red arrow pointing to it. A red box highlights the 'SCROLL TO BOTTOM OF PAGE' instruction, with a red circle '2' and a red arrow pointing to the bottom of the table. A red box highlights the 'Select' dropdown for the first student, with a red circle '3'.

To know how to enter the grades for your students, see **2. Entering Grades for Students** for more information.

3 Viewing the Grade Distribution for your class

To view the Grade Distribution Report for your class, you must have entered grades for the students.

- 1 Ensure that **'Draft-Not submitted'** is displayed in the Approval Status drop-down.
- 2 Click **"Save"** if you have not already saved your grades.
- 3 The **View Grade Distribution** link will appear. Click the link to open the Grade Distribution Report.
- 4 To return to the Grade Roster, click either **"OK"** or **"Cancel"**.

Display Options

*Grade Roster Type Final Grade ▾

Display Unassigned Roster Grade Only

Grade Roster Action

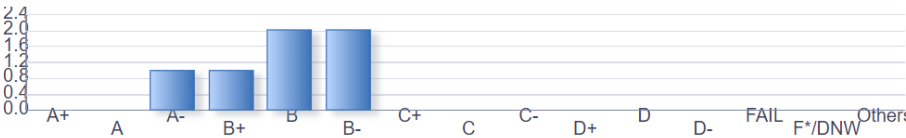
*Approval Status 1 Draft-Not submitted ▾

2 Save View Grade Distribution 3

Grading Summary

| A+ | A | A- | B+ | B | B- | C+ | C | C- | D+ | D | D- | FAIL | F*/DNW | OTHERS | TOTAL |
|-------|------|-------|-------|-------|-------|------|------|------|------|------|------|------|--------|--------|-------|
| 0 | 0 | 1 | 1 | 2 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 6 |
| 0.0% | 0.0% | 16.7% | 16.7% | 33.3% | 33.3% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | |
| 1 | | 5 | | | | 0 | | 0 | | 0 | | 0 | | | |
| 16.7% | | 83.3% | | | | 0.0% | | 0.0% | | 0.0% | | 0.0% | | | |

| | |
|---|------|
| Average GPA (Based on A ,B, C, D, F, FNS and R grades) | 3.07 |
| Students | 6 |
| Average GPA (excluding DNW and Other Grades) | 3.07 |
| Students | 6 |
| Maximum GP | 3.70 |
| Minimum GP | 2.70 |
| Fail (in Percentage) | 0.0% |

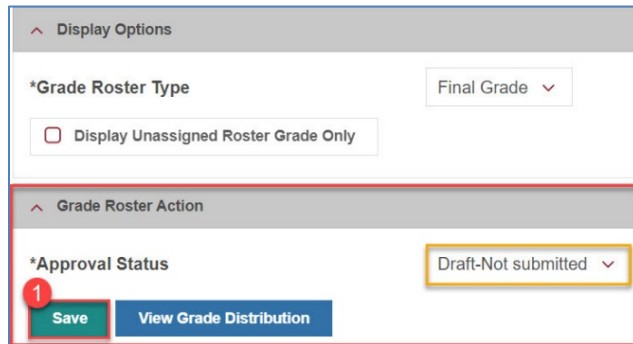


4 OK Cancel Apply

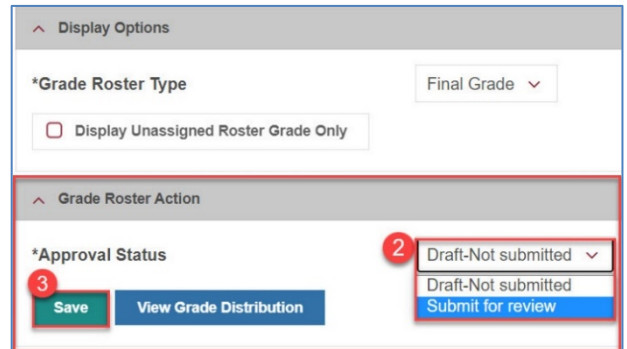
To begin with, you need to enter the grades for your students. See **2. Entering Grades for Students** for more information.

4 Submitting the Grades for Approval

1 Click the **"Save"** button to save all the entered grades.

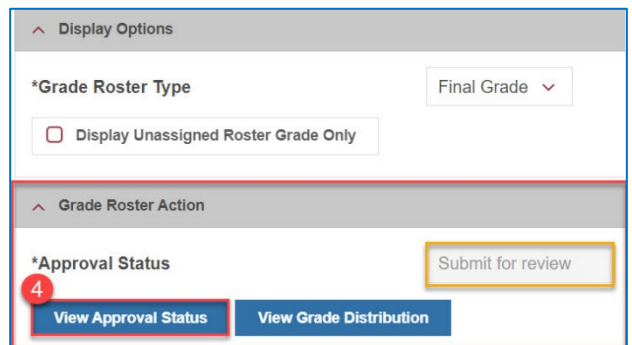


2 Select **"Submit for Review"** from the drop-down menu.



3 Click **"Save"**. Your grades are now submitted. The **"View Approval Status"** link appears.

4 Click the **View Approval Status** link to view the status of your grade submission.



NOTE: If you made an error and need to change submitted grades, contact your approver to ask them to reject the grade so that you can resubmit them.

Viewing the status of your Grade Submission

Click on the **View Approval Status** link to view the **Grade Approval Status** page. This will allow you to track your grade submission during the approval process. To return to the Grade Roster, click either **"OK"** or **"Cancel"**.

| GRADE ROSTER | STUDENT ID | DESCR | APPROVER LEVELS | INSTRUCTOR | LEVEL 1 APPROVER | LEVEL 2 APPROVER | LEVEL 3 APPROVER | LEVEL 4 APPROVER | LEVEL 5 APPROVER |
|------------------------|------------|----------------------------|-----------------|---|-------------------------|-------------------------|------------------|------------------|------------------|
| 1 MATH 204 - 01 (4752) | | VECTORS AND MATRICES | | Approved by Instructor (Presto,Professor) on 2021-01-25 | Not Approved by Level 1 | Not Approved by Level 2 | Not Applicable | Not Applicable | Not Applicable |
| 2 MATH 209 - CC (4778) | | FUNDAMENTAL MATHEMATICS II | | Approved by Instructor (Presto,Professor) on 2020-12-02 | Not Approved by Level 1 | Not Approved by Level 2 | Not Applicable | Not Applicable | Not Applicable |

NOTE: You will receive an email if your grade submission has been rejected by any of the approvers or once the final approver has approved your grades.

APPROVAL STATUSES

APPROVED – In the Instructor column, this signifies the date that you submitted the grades. In the Approver column(s), it indicates that the specific person has approved the grades.

NOT APPROVED – The grades have not yet been reviewed by the approver.

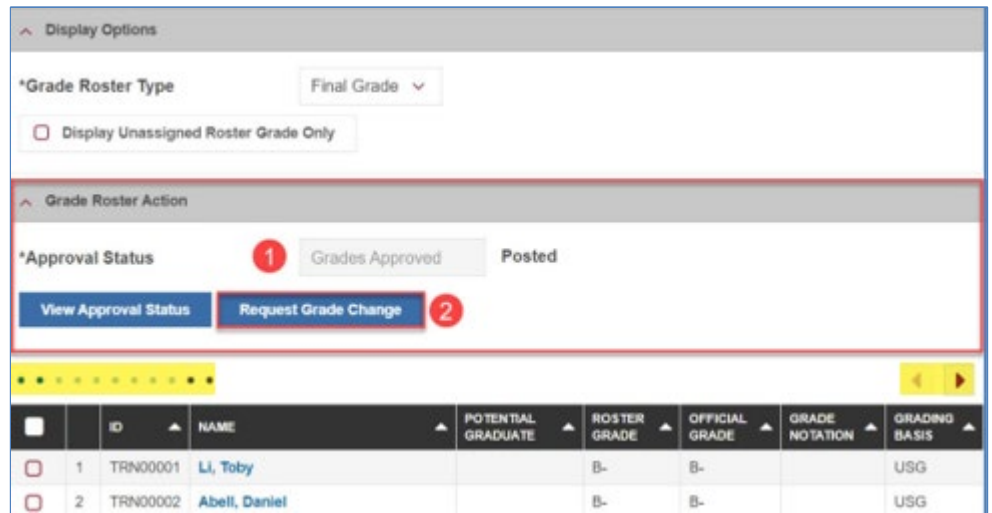
5 Entering and Submitting Grade Changes

NOTE: You can only make a grade change once your initial grade submission has been approved and posted. You can only submit a grade change request for one student at a time.

To change a grade once the original grades have been approved:

- 1 Ensure the Approval Status displays '**Grades Approved**' and '**Posted**'
- 2 Click on the '**Request Grade Change**' link.

NOTE: Use the arrows or dots to navigate to the left or right of the page.



The screenshot shows the 'Grade Roster Action' section with the 'Approval Status' set to 'Grades Approved' (circled 1). The 'Request Grade Change' button is highlighted with a red circle 2. Below this is a table with columns: ID, NAME, POTENTIAL GRADUATE, ROSTER GRADE, OFFICIAL GRADE, GRADE NOTATION, and GRADING BASIS. Two rows are visible: 1. TRN00001, Li, Toby (Roster: B-, Official: B-, Notation: USG); 2. TRN00002, Abell, Daniel (Roster: B-, Official: B-, Notation: USG).

- 3 Enter the new grade in the '**Official Grade**'
- 4 If required, enter or delete a '**Grade Notation**' (to remove a grade notation, highlight the grade notation and delete)
- 5 Select the appropriate '**Reason Code**'.
- 6 Enter supporting information in the '**Comments**' box. For example, if the change is due to an error in calculation, simply type 'Error in calculation'
- 7 Once you've revised the required grade and provided a reason code and comment, scroll to the bottom of the page.
- 8 Press **SUBMIT** to send your grade change request to the approver.

| ID | NAME | ROSTER GRADE | OFFICIAL GRADE | GRADE NOTATION | *REASON CODE | DESCRIPTION | COMMENTS |
|------------------------------|----------------|--------------|----------------|----------------|--------------|---|---------------------|
| 1 | Abell, Daniel | D+ | D+ (3) | INC (4) | (5) | | (6) |
| 2 | Abell, Hugo | A- | A- | | | | |
| (7) SCROLL TO BOTTOM OF PAGE | | | | | | | |
| 72 | Parkman, David | A+ | A+ | | | | UGRD Standard Grade |
| 73 | Porter, Steven | DSC | DSC | | | Online grade change unavailable for this student. | UGRD Standard Grade |
| | | | | | | | (8) Submit |

After clicking on **Submit**, you will be returned to the Grade Roster page, if you need to submit further grade changes then please follow the above steps again.

