GRADE ENTRY PROCESS
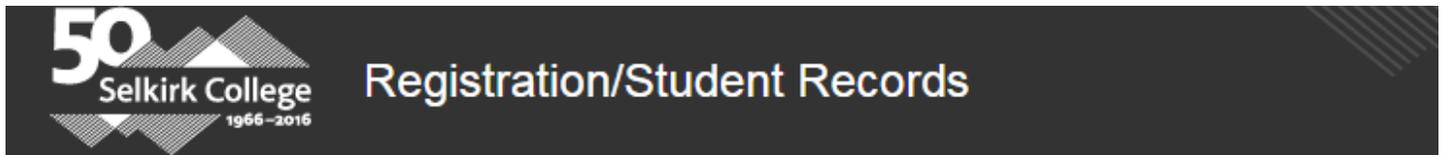
Go to the Registration/Student Records page and sign in with your Selkirk Network Username and Password:

From the main page, click on: Class List Management under Course/Program Information:
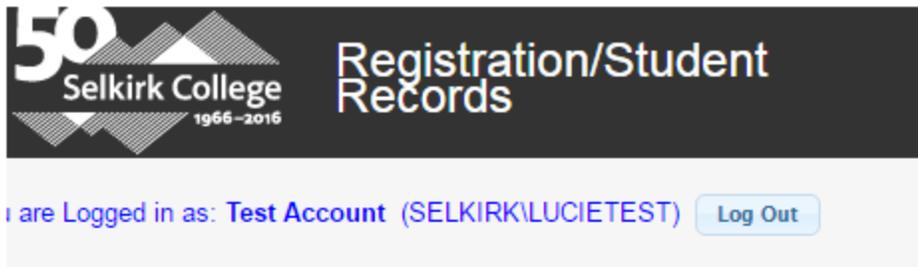
Registration/Student Records — Selkirk College 1966–2016

You are Logged in as: **Test Account** (SELKIRK\LUCIETEST) [Log Out]

Student Information

- Student Record Information (My Student Record)
- Student Update (STUUPDATE)
- Process Application submitted via EducationPlannerBC
- Students with timetable conflicts Report
- Student Ledger System
- Bulk Unofficial Transcript Generation
- Bulk Student Schedule Generation

Course/Program Information

- Class Size Listing spreadsheet (CTSIZE)
- Timetable
- Class List Management(Class List,Wait List,Enter Grades)
- Bulk Class Lists (Class List,Wait List,Class Roster)
- Course Prerequisite Analysis (CTREQLIS)
- Program Information (Program List,Wait List)
- Program Inventory List Spreadsheet
- Goal Inventory List Spreadsheet
- Course Completion Rates Report

Restricted Access Tools

- Enrolment Management Reports

From this page, you will either select your course from those listed, or search for your course by using the Course ID and Intake fields and clicking the Get Course link.

From the next page use the **Enter Final Grades** function:

Class List Management
ENGL 111 (3) Introduction to Literature (3:0:0) Section: W17C01

Final Grade Entry

What kind of course is this?

● This is a UT course, grades will be calculated by percentage entered.
○ This is not a UT course, grades will be entered directly
○ This is not a UT Course, give **COM** grade to all students
○ This is not a UT Course, give **CRG** grade to all students

Name	Student ID	Current Grade	Current Percentage	Pending Grade	Pending Percentage	New Grade	New Percentage
ARCHIBALD, JULIE	189701	CIP				A+ ▼	100.00
BREUKELMAN, ALISHIA	181183	CIP				▼	
CARTER, SAMANTHA	191038	CIP				▼	
D'ONOFRIO, ALI	178770	CIP				▼	
ENNS, ELENA	190000	CIP				▼	

If this is a UT course, click the "This is a UT course" button (All you need to enter is the %)

If this is not a UT course, click the "This is not a UT course" button (You are required to manually enter in the letter grade and percentage)

Enter Final Grades: Click on the drop-down arrow under New Grade and select the appropriate grade from the drop-down menu adjacent to the students' name, or type in the first letter of the grade to quickly jump down the list. Use Tab to move down the list and enter all grades for your section.

Note: If you enter a letter grade, a % must be entered as well, otherwise it will still show as CIP.

You may also choose to enter a percentage instead of a letter grade, in which case the system will generate the letter grade for you.

Once you have entered grades for all students, select the **Submit These Grades** button.

The system will then generate the **Final Grade Submission Results** showing the students and their new grades. Please review the grades that you have entered. If you have entered these grades correctly, click **OK.** You may want to print this page for your records.

If you find a grade entry error, you can easily make an adjustment by closing the Submission Results page, fixing the error and re-submitting the grades.

If you wish to enter grades for another course or section, click on the **Return to Course Selection** link enter the new course name and section number.

Instructors using this online grade entry process do not need to submit paper grade sheets to the Records Office.

Important Notes:

- You will not be able to enter grades for a course section unless you are listed as an instructor for that course.

For other grade entry issues please contact the Records Officer: records@selkirk.ca
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As per College Policy 8612.C.5, "Required submission dates for final grades will be set by the Registrar. Normally, this date will be no later than five calendar days after the instructor's last evaluative event."

http://policies.selkirk.ca/media/policiesselkirkca/college/Policy-8612-Grading.pdf