Final Grades

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S t u d e n t   S u c c e s s

It is imperative that you respect the grading deadlines (date AND time!) indicated to you by the SIS Designate via email.

Grading is an important element of student success and grading dates are communicated in advance to students.

Non-compliance to the grading deadline can prevent grades from being verified and published for all students across the college.

There are also a number of processes that occur after grading has been completed. Submitting grades after the deadline places these processes in jeopardy of being completed on time, which also has a negative effect on student success.

Gradebooks

Your gradebook should be set up and aligned with the values of your Course Outline, Course Plan, and Assessment Schedule.

If your gradebook has not been set up correctly there with be a red **Note** at the top of the grades page. This note will indicate what the problem is and where it is located.

Enter Grades	Manage Grades	Schemes	Setup Wizard

Import	Export	Grades Transfer	Switch to Spreadsheet View	More Actions ⌄

Note

- 'Final Calculated Grade' sums to 105%, not 100%. Verify the total weight of all top level categories and items is 100%.

To fix these errors, go to the Manage Grades page to see the structure of your gradebook. When you have identified the items that are not correct, you can make your changes by going to the Edit menu for each item.

The most common problems are:

- An item not in a category
- A category with weights not adding to 100%
- Duplicated grade items
- Incorrectly weighted categories
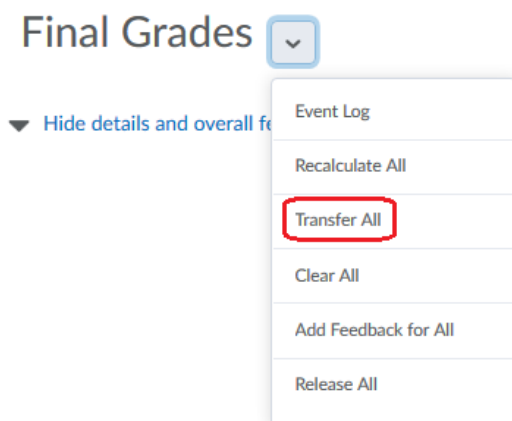
Final Adjusted Grades

- After you have finished entering student marks, move to the final grading area by clinking on *Grade All* next to Final Calculated Grades or Final Adjusted Grades.
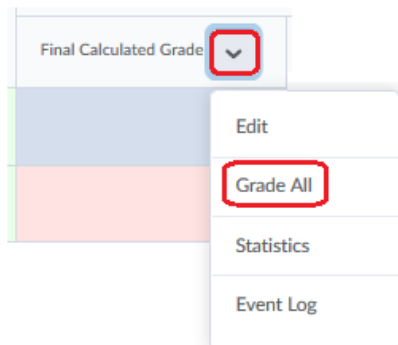
- Check that your Final Calculated Grades are up to date.
  - If there is a small calculator next to the grade, then you will need to recalculate the grades.
  - To recalculate all the grades at once, access *Recalculate All* from the top menu and accept all the pop-ups
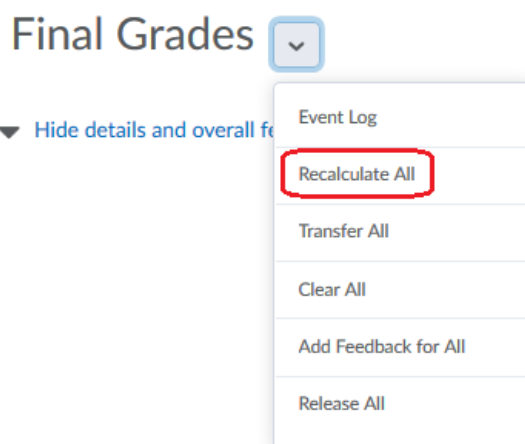
- If you don't need to recalculate, or once you have finished recalculating, select *Transfer All* from the same top menu and accept all of the pop ups

- Make any adjustments you would like to the final grades in the Adjusted Final Grades column.

Adjusted Final Grades

Editing Student Marks

It is completely up to you if you would like to make edits to the final grades. You know your students and the work they completed.

Some common adjustments are:

- Rounding everyone up to the nearest whole number (the computer follows regular rounding rules)
- Moving students across grade boundaries (example: 79 is a B+ where 80 is an A)

There are also many people who do not adjust their grades at all and stand by the calculation.

The Grade Transfer Process

- Click on the Grade Transfer button at the top of your grades page.

Enter Grades   Manage Grades   Schemes   Setup Wizard

Import   Export   **Grades Transfer**   Switch to Spreadsheet View   More Actions ⌄

- If you have completed your Final Adjusted Grades you can say yes to the pop up

Confirmation

The Grades Transfer System will transfer the Final Adjusted Grades from FanshaweOnline. If you have not entered the Final Adjusted Grades select No and return to FanshaweOnline to enter these grades before using the Grades Transfer System.

Have you entered Final Adjusted Grades in FanshaweOnline?

Yes   No

- Choose your class from the drop down Section menu and click Display Grades.
  - You may have more than one section if you have PT or CE sections, <u>you will need to complete the process for all of your sections</u>

Click here to display your sections

Click Display Grades

Course Sections: ▾   Display Grades   View Transfer History   Back To FOL   Help

Select the section(s) that you want to transfer

	Course Section	Error
☐	WRIT-1030-60-19W	You may have a PT section that you also need to transfer.
☐	WRIT-1030-60PT-19W	

- Look at the grades and their letter equivalent, if you would like to make any changes return to FOL and do so.
- Click the checkbox at the top to select all the students.
  - You can also click the checkboxes next to the students to add or subtract them from the list.
    NOTE: If a student is not checked off their grade will not be transferred. This can be useful if you would like to transfer most of your class and not a particular student or two. You can complete the same process after and just check the students that need to still be transferred.
- Click Transfer Grades

Click to select all students or click check boxes next to student names to individually select students to transfer

Transfer Grades

Grades:

☐ Action	Student Id

- Wait for the confirmation screen to pop up. It should say *Transfer Successful* next to each student.
    - You can print or save this screen if you would like a copy for your records.
- If you would like to do so, you can return to FOL and release the grades for the students to see. This is an optional step, student grades are released on WebAdvisor.

Please Note: Once your grades have been verified by the program, you will not be able to change student grades online. To change a student grade, you will need to complete the Grade Change form and hand the completed form to the SIS Designate. ***