

## Grade Entry Instructions

Note: Items shown in “quotations” will be found on a tab or button.

### Faculty/Instructor Grade Entry:

- From the Brandon University homepage:  
Select - “ Services”; “Employee Resources”; “BU Information Query”.
- Login with your BU username and password.
- Select - “Instructors Class List”; then “Class List” by course number. The only class lists available to you will be the ones you teach.
- Select - “Enter Grades”. This button only appears if grades haven’t been entered.
- The list of students can be sorted in various ways -- by student number, by name, or by clicking on the appropriate heading.
- From the drop down options, select the grade to be assigned to the student. Only valid grades will be available.
- To enter a Deferred Exam (DEFX) or an Incomplete (INC) - Select “Edit Grade Comment”. The available comments are provided in a drop down box. Enter the deadline date by which the DEFX/INC must be cleared, and the default grade. Select - “Apply Changes”. In the event a revised grade is not entered by the deadline date, the default grade indicated will stand.
- Grades can’t be submitted until all grades in the class are entered.
- Grades can also be imported from an excel (.csv) file or Moodle grade book (see below for additional instructions).
- The Grade Entry screen can be saved, prior to completion, by selecting “Save & Exit”.
- To continue entering grades select - “Enter Grades”.
- When complete select – “Submit Grades”. The grades will be submitted to the Chair for approval.

### Grade Approval (Chair & Dean):

- Chair/Dean receives email notification of courses awaiting approval.
- Grades Awaiting Chair/Dean Approval will appear in red.
- Only unapproved classes will be listed.
- The “Grade Approval” tab will only be accessible to Chairs/Deans.
- The Chair/Dean will select “Review” to review the grades submitted for approval; with the options to “Cancel”, “Approve” or “Reject”.
- If the Chair/Dean rejects the class list, the entire list is rejected and returned to the faculty member. Comments can be typed in the comment box that are general or specific to a student.
- The Dean can “Cancel”, “Approve”, “Reject” or “Change” a grade.
- When the Dean has given final approval, grades will automatically be entered to the Student Record and the class will be removed from the listing. Students, Chair and faculty will then receive email notification.
- The Dean and Deans’ Administrative Assistants have access to the “Update Department Chair” screen to transfer signing authority during times of absence.

### Additional Information:

- Students who have withdrawn will not appear on the class list.

- A new tab has been added to provide statistical information ie., distribution of grades, maximum, minimum, std. deviation, etc.
- Deferred exams & incomplete grades, when completed, are entered using “Request a Change”; the grade is revised as required; the usual approval process is followed. This must be done prior to the deadline date previously assigned.
- Revision required due to human error – the faculty member is to contact the Chair/Dean and ask the grades be rejected after which time the faculty member will revise and resubmit the grades. Changes required after approval of grades will require a Change of Grade form.
- If a student is not listed on the class list, the student is not registered in the course and should be referred to Financial & Registration Services. Grades cannot be recorded for students not registered.
- Co-taught classes – grade entry is to be coordinated between the faculty members teaching the class.
- Cross-listed classes – both course numbers will be listed under their specific department and course number.

#### Importing Grades:

If you use Moodle to record grades, you can export a grade file for that class. This file can then be imported into the system. You can also import a CSV file you have created. If you use Excel to record your grades, you can save that file a CSV file. You must have the following columns in the exact order for this to work: First name, Surname, Student #, Final Grade.

To import grades select - “Import Grades from a File”, “Browse”, which will open a window to search for a file. Select the file you wish to import, select - “Open”, then - “Import file”.

The system will validate the import file. You can then select - “Apply grades”, to add all the valid grades to your class list.