

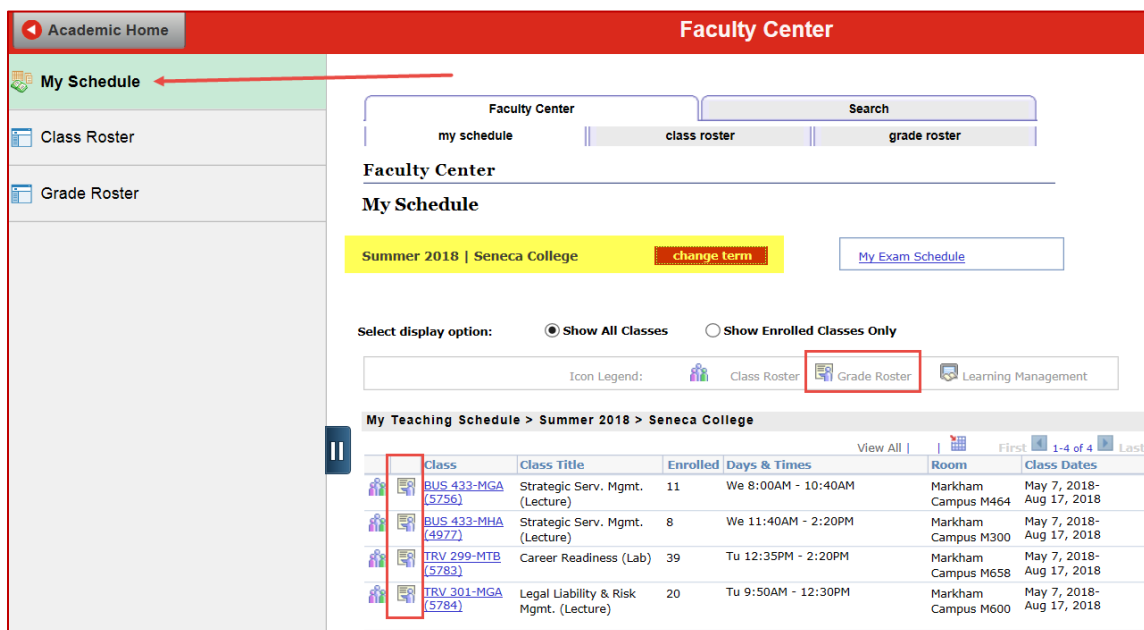
## FINAL GRADE SUBMISSION

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## ACCESSING GRADE ROSTERS

1. Click on the 'My Schedule' link to display your schedule.

Ensure that the current term is displayed. If not, this can be adjusted by clicking on the 'change term' button and selecting the correct term.



**Faculty Center**

my schedule | class roster | grade roster

**My Schedule**

Summer 2018 | Seneca College [change term](#) [My Exam Schedule](#)

Select display option: ☒ Show All Classes ☐ Show Enrolled Classes Only


Icon Legend: Class Roster Grade Roster Learning Management

**My Teaching Schedule > Summer 2018 > Seneca College**

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
<a href="#">BUS 433-MGA (5756)</a>	Strategic Serv. Mgmt. (Lecture)	11	We 8:00AM - 10:40AM	Markham Campus M464	May 7, 2018-Aug 17, 2018
<a href="#">BUS 433-MHA (4977)</a>	Strategic Serv. Mgmt. (Lecture)	8	We 11:40AM - 2:20PM	Markham Campus M300	May 7, 2018-Aug 17, 2018
<a href="#">TRV 299-MTB (5783)</a>	Career Readiness (Lab)	39	Tu 12:35PM - 2:20PM	Markham Campus M658	May 7, 2018-Aug 17, 2018
<a href="#">TRV 301-MGA (5784)</a>	Legal Liability & Risk Mgmt. (Lecture)	20	Tu 9:50AM - 12:30PM	Markham Campus M600	May 7, 2018-Aug 17, 2018

2. Click on the Grade Roster icon next to the class you would like to enter grades for.

## GRADE ROSTERS

To confirm that a Grade Roster has been created, look next to the class for the  symbol. In the sample below, a Grade Roster has been created for APC100, but not for COM470. Generally, Grade Rosters are created a 2 - 3 weeks prior to the end of class.

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Faculty Center

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### Faculty Center



### My Schedule

Summer 2016 | Seneca College [change term](#) [My Exam Schedule](#)

Select display option: ☒ Show All Classes ☐ Show Enrolled Classes Only

Icon Legend:  Class Roster  **Grade Roster**  Learning Management

#### My Teaching Schedule > Summer 2016 > Seneca College

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	<a href="#">APC 100</a>	Applied Prof. Communications (Lecture)	22	We 7:00PM - 10:00PM	Newnham Bldg B	May 18, 2016-Aug 17, 2016
	<a href="#">COM 470</a>	Interpersonal Comm. (Lecture)	28	Tu 7:00PM - 10:00PM	Newnham Bldg B	May 17, 2016-Aug 16, 2016

[View Weekly Teaching Schedule](#) [Go to top](#)

#### My Exam Schedule > Summer 2016 > Seneca College


You have no final exams scheduled at this time.

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## GRADING BASIS

Access the Grade Roster by clicking on the  symbol next to the class. To confirm that the correct Grading Basis has been assigned to your class, click on one of the drop down box under the 'Roster Grade' to view available grades. Confirm that you have access to the grades you require. For example, if your class is graded with letter grades, you will want to see 'A+', 'A', 'B+', etc. However if your class is graded SAT or UNSAT, ensure that you have access to the 'SAT', 'UN', grades.

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### Grade Roster

Summer 2016 | Seneca College | Postsecondary Education

▼ APC 100

change class

Applied Professional Communications (Lecture)

Days and Times	Room	Instructor	Dates
We 7:00PM-10:00PM	Newnham Bldg B		05/18/2016 - 08/17/2016

**Display Options:**

\*Grade Roster Type Final Grade ▾

☐ Display Unassigned Roster Grade Only

**Grade Roster Action:**

\*Approval Status Not Reviewed ▾

save

Grading Basis

Student Grade

	ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
<input type="checkbox"/>	1		A		GRD	Business - Business	Year 2-Level 4
<input type="checkbox"/>	2		A+		GRD	Undeclared PSE - Undeclared PSE	Year 1-Level 1
<input type="checkbox"/>	3		B		GRD	Undeclared PSE - Undeclared PSE	Year 1-Level 1
<input type="checkbox"/>	4		B+		GRD	Undeclared PSE - Undeclared PSE	Year 1-Level 1
<input type="checkbox"/>	5		C		GRD	Undeclared PSE - Undeclared PSE	Year 1-Level 1
<input type="checkbox"/>	6		C+		GRD	Undeclared PSE - Undeclared PSE	Year 1-Level 1
<input type="checkbox"/>	7		D		GRD	Undeclared PSE - Undeclared PSE	Year 1-Level 1
<input type="checkbox"/>			D+		GRD	Undeclared PSE - Undeclared PSE	Year 1-Level 1
<input type="checkbox"/>			DEF		GRD	Undeclared PSE - Undeclared PSE	Year 1-Level 1
<input type="checkbox"/>			DNA		GRD	Undeclared PSE - Undeclared PSE	Year 1-Level 1
<input type="checkbox"/>			F		GRD	Undeclared PSE - Undeclared PSE	Year 1-Level 1
<input type="checkbox"/>			INC		GRD	Business - Business	Year 2-Level 4
<input type="checkbox"/>			SUP		GRD	Undeclared PSE - Undeclared PSE	Year 1-Level 1
<input type="checkbox"/>			▼		GRD	Undeclared PSE - Undeclared PSE	Year 1-Level 1

## ENTERING/SUBMITTING FINAL GRADES


1. Enter a grade for ALL students on the roster. (Be sure to navigate to the next page if you have more than 20 students enrolled in your class.)
2. Set 'Approval Status' to APPROVED.
3. SAVE.

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[my schedule](#) | [class roster](#) | [grade roster](#)

### Grade Roster

 You have unsaved data on this page. Navigation tabs and links are temporarily disabled. Finish entering your data and save to re-enable. To exit without saving, click 'enable tabs & links'. Unsaved data will be cleared.

[enable tabs & links](#)

Summer 2016 | Seneca College | Postsecondary Education

**▼ APC 100** [change class](#)

Applied Professional Communications (Lecture)

Days and Times	Room	Instructor	Dates
We 7:00PM-10:00PM	Newnham Bldg B		05/18/2016 - 08/17/2016

**Display Options:**

\*Grade Roster Type:

☐ Display Unassigned Roster Grade Only

**Grade Roster Action:**

\*Approval Status:  [save](#)

1

Student Grade	ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
<input checked="" type="checkbox"/>	1		<input type="text" value="C"/>		GRD	Business - Business	Year 2-Level 4
<input checked="" type="checkbox"/>	2		<input type="text" value="A"/>		GRD	Undeclared PSE - Undeclared PSE	Year 1-Level 1
<input checked="" type="checkbox"/>	3		<input type="text" value="B"/>		GRD	Undeclared PSE - Undeclared PSE	Year 1-Level 1
<input checked="" type="checkbox"/>	4		<input type="text" value="B"/>		GRD	Undeclared PSE - Undeclared PSE	Year 1-Level 1
<input checked="" type="checkbox"/>	5		<input type="text" value="C+"/>		GRD	Undeclared PSE - Undeclared PSE	Year 1-Level 1
<input checked="" type="checkbox"/>	6		<input type="text" value="A+"/>		GRD	Business - Business	Year 2-Level 4
<input checked="" type="checkbox"/>	7		<input type="text" value="A"/>		GRD	Undeclared PSE - Undeclared PSE	Year 1-Level 1

## SUCCESSFUL GRADE SUBMISSION

Once the Grade Roster has been set to **APPROVED** and has been **SAVED** the grades in the 'Roster Grade' column will no longer be editable; consider that confirmation that the Grade Roster has been successfully submitted.

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### Grade Roster

Summer 2016 | Seneca College | Postsecondary Education

▼ **APC 100**
change class

Applied Professional Communications (Lecture)

Days and Times	Room	Instructor	Dates
We 7:00PM-10:00PM	Newnham Bldg		05/18/2016 - 08/17/2016

Display Options:
Grade Roster Type: Final Grade ▾
☐ Display Unassigned Roster Grade Only

Grade Roster Action:
\*Approval Status: Approved ▾
save

Note: When grades are no longer editable, consider that confirmation that they have been successfully submitted!

Student Grade

	ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
<input checked="" type="checkbox"/>	1		C		GRD	Business - Business	Year 2-Level 4
<input checked="" type="checkbox"/>	2		A		GRD	Undeclared PSE - Undeclared PSE	Year 1-Level 1
<input checked="" type="checkbox"/>	3		B		GRD	Undeclared PSE - Undeclared PSE	Year 1-Level 1
<input checked="" type="checkbox"/>	4		B		GRD	Undeclared PSE - Undeclared PSE	Year 1-Level 1
<input checked="" type="checkbox"/>	5		C+		GRD	Undeclared PSE - Undeclared PSE	Year 1-Level 1
<input checked="" type="checkbox"/>	6		A+		GRD	Business - Business	Year 2-Level 4
<input checked="" type="checkbox"/>	7		A		GRD	Undeclared PSE - Undeclared PSE	Year 1-Level 1