Submitting Final Grades

Version 17

Published 10/5/2022 by Anonymous   Last updated 6/4/2025 6:55 PM by Fabio Pricinato Costa

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Once grades are entered, Seneca's Registrar's Office immediately runs many processes. **If grades are not entered by the deadline, students may be negatively impacted.** *(e.g., graduation eligibility status may be adversely impacted, or support they need in order to advance their studies may not be identified).*

1. Submit Final Grades to i3

- Final grades need to be entered in i3.

- Letter grades are entered (not percentages)

- Please remember to set the Approval Status to "Approved"

- Resource: Tip Sheet, Grading Policy

2. Submit Detailed Grades

- Immediately after submitting the final grades in i3, please email your detailed grades (Excel spreadsheet showing your calculations and final grade) to the management team (the chair will send instructions via email).

- A template is available in the attachments of this article.

- Resource: Downloading Grades from Gradebook, Preparing Final Grade Spreadsheet

Support

For support with submitting grades in i3, email finalgrades@senecapolytechnic.ca

tags : end-of-term, itas, submitting-final-grades