INPUT GRADES FOR APPROVAL & POSTING

UW*insite* Student

This Job Aid will help instructors to: enter & submit grades

Key Points

- For grades to be visible to students in UWinsite Student, grades must be:
  1. Entered and submitted for review by the instructor
  2. Reviewed and approved by the department head and/or Faculty designate
  3. Posted by Registrar's Office

- Grades can be entered by instructors using the Brightspace Interface, Faculty Self Service, or an Excel spreadsheet.

- Grade approvals can be delegated if the regular approver is absent or if the role is temporarily vacant.

- Email notifications are automatically sent out to individuals in the grade approval or grade change approval workflow.

- Using the Grade Roster in Faculty Self Service, instructors can request grade changes after grades have been posted.

- Grade changes and appeals must adhere to the appropriate deadlines.

- Undergraduate students can request grade appeals via Student Self Service.

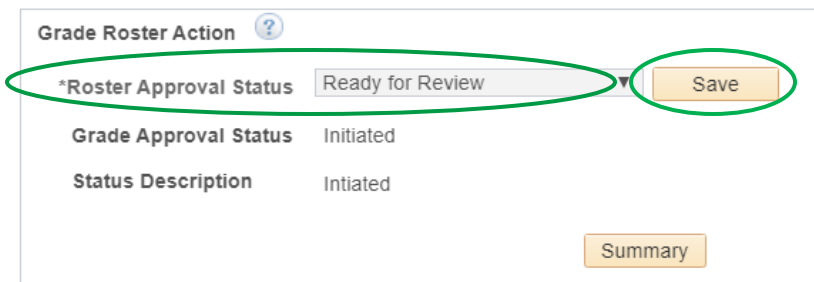- UWinsite Student can process Undergraduate and Law grade appeals using an in-system approval workflow.

INPUT GRADES VIA FACULTY SELF SERVICE

Input grades via Faculty Self Service:

1. Log in to **UWinsite Student**. Click the **Faculty Centre** tile. Click **My Schedule with Exams** in the left navigation menu.

2. Click the **Grade Roster** icon 📇 next to the class listed under **My Schedule**.

3. Under the **Roster Grade** field for a student, click the 🔍 icon.

4. On the **Look Up Roster Grade** pop-up window, click the student's grade.

5. Repeat step 4 for remaining students

6. Once all grades are entered, in the Grade Roster Action section, change the **Roster Approval Status** to "Ready for Review" using the drop-down menu. Click the **Save** button.
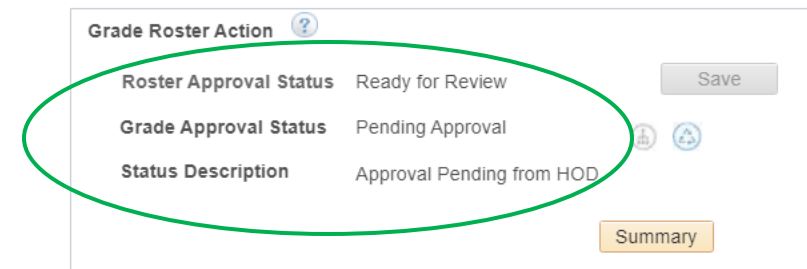
*Note: If any grades are missing, the **Ready for Review** status will turn* red, *and a pop-up will indicate that you are missing values. You must include all grades for approval prior to selecting **Ready for Review**.*

7. Enter any approval notes. Then click **OK**.

8. To confirm your grades are submitted for review, check the Grade Roster Action section. It will look like:
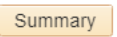
Pro-Tip

If you wish to give a selected group of students the same grade:

1. Check the box next to the students' names.

2. A drop-down menu found under the Check All Students and Clear All Students buttons, will allow you to select the grade.

3. Click **Apply Grade to All Students**

INPUT GRADES USING BRIGHTSPACE

Input grades using Brightspace:

Find the steps to complete transferring grades from Brightspace to UWinsite Student using Gradeflow webpage.

Important Next Steps:

The grades HAVE NOT BEEN SUBMITTED YET to your Head or Dean. Once you have transferred the grades from Brightspace, you must still log into UWinsite Student to finish submitting your grades. This instruction appears with a button on the successful submission page. Clicking that button will take you to the login page for UWinsite Student. Log into UWinsite Student, review the grades that have been transferred, and then finalize and submit the grades for final approvals.

Video Tutorial:

View instructions on transferring grades from Brightspace to UWinsite Student.

INPUT GRADES USING EXCEL

Input grades using Excel:

1. Log in to **UWinsite Student**. Click the **Faculty Centre** tile. Click **My Schedule with Exams** in the left navigation menu.

2. Click the **Grade Roster** icon next to the class listed under My Schedule with Exams.

3. Click the **Download to Excel** icon . Do NOT create your own Excel spreadsheet or download one from a different source!

4. Click **Yes** for warnings regarding file format and extension; click **Enable Editing** on the top of the Excel file.

5. Delete the **Grading Basis**, **Program and Plan**, and **Level** columns in the Excel file.

6. Rename the **Official Grade** Column to **Comments.**

7. Enter grades for each student in the "Grade Roster" column. Grades must be whole numbers.

8. Save the Excel file as a **CSV** file and accept any warnings about file extensions.

Upload grades using Excel:

1. In UWinsite Student, click **Upload Grades** on the grade roster page. Click **Browse** and choose the CSV file that you created then click **Upload**.

2. The log screen will display after the file loads.
   - If you uploaded grades for an Audit student, a warning will appear for that student, but other students' grades should upload correctly.
   - Voluntary Withdrawal (VW) grades should already be on the grade roster for terminal students. You will receive an error if you try to enter a grade for a terminal student.

3. Click **Return** when you are finished reviewing the logs.

4. Navigate to verify that the uploaded grades appear in UWinsite Student, and then ensure that the grades you uploaded appear correctly in the Grade Roster column.

5. If you added comments in the CSV file, click the **Transcript Note** tab. All students that have comments added for them will have a red **Approval Notes** link. Click the **Approval Notes** link to review your comments. Click **Cancel** to return to the Transcript Note page.

6. Submit the grades for final approval (Step 6 on page 2).