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**Scope:** Instructors, Departments, and Faculty Offices

**Purpose:** Instructions for entering final grades into Aurora.

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**General Information**

**Final Grades for a course are to be submitted within four working days of the final exam.**

**Final grades are entered by instructors and by faculty support staff using Aurora.** There are two approaches to entering Final Grades using Aurora: entering final grades directly into the Self Service worksheet, or using a downloaded spreadsheet to copy and paste Final Grades into Self Service.

Some departments require that grades be approved before they are rolled to history. Where grade approval is required there is a notation at the top of the grade entry form that indicates this. Grades requiring approval that have been entered into Aurora they will accessible to the appropriate authority for approval. They will not be rolled to academic history until approval has been given in Self Service.

Once grades have been entered, approved if necessary, and rolled to academic history they will be available to students through Aurora. Also, after grades have been rolled to academic history they can no longer be changed in Aurora, and the Grade on Transcript column on the grade entry form will be populated. Grades will be rolled to academic history every night.

**To correct or change a grade after it has been rolled to academic history the Change of Grade Form must be used.**
Entering Final Grades using Aurora

**Getting Started**

- Log in to Aurora.
- Select [Faculty Services](#) or [Faculty Support Services](#) (as applicable).
- Use **Term Select** to choose the appropriate term from the drop-down field.
- Submit.

- Select **Enter Final Grades**.
Select the course to be graded from the CRN dropdown list, or enter the CRN directly.

Submit.

Note: The CRN drop-down list displays the course title and CRN for all sections for which you are the assigned instructor or faculty support for grading.
• The Final Grades page for the selected course will open, displaying the Course Information (Course Title & Number, CRN and number of registered students).
• If the grades require approval, the notation ‘The final grades for this class require departmental approval before they are rolled to academic history.’
• Each final grade page displays students in sets of 25. If your class size is greater than 25 students, select the appropriate Record Sets link to display all students in your class.

The Final Grades section of the worksheet displays a list of all students currently registered or voluntarily withdrawn from the course, in alphabetical order.

Note:

Voluntary Withdrawals and Audits will be rolled into academic history prior to final grade submission. Students who voluntarily withdrew from a course will appear on the list of students registered in the course, but a “VW” will appear in the Grade column without a box and the Grade on Transcript column will be populated with a “VW”.

For students who Audit a course, a grade of “AU” will appear in the Grade column and the Grade on Transcript column will be populated with “AU”.

Graduating students will be identified with a ‘Yes’ in the Grad. Ind. Column
Enter Final Grades into the Final Grade Worksheet

- Enter each grade in the box provided. Grades are NOT case-sensitive (once saved they are converted automatically to uppercase).
- If appropriate, enter the **No Paper grade comment** by selecting it from the drop-down list in the Grade Comment column. The only valid Grade Comment is *No Paper*. Grade Comments cannot be entered without a grade.
- Enter incomplete grades in the format ‘Grade, space, I’ (ex. D I). The Extension Date will be displayed when the grades are submitted/saved.

![Final Grades Table]

- **Save/Submit**

**Note:** You may type over existing grades in the boxes to correct grades. Save often.

![Save/Submit Button]

**Note:** You do not have to enter grades for the whole class at once; just remember to Save/Submit any grades you have entered before exiting Aurora.

- Ensure that you receive the message:

  ![Success Message]

  **The changes you made were saved successfully** at the top of the screen.
- If you see the message ‘\(\times\) in the Error column means that the grade is invalid’, one or more of the grades entered is invalid.

- Scroll down the list of students - the \(\times\) appears beside each invalid grade. Correct the grade and save again.

### Copy and Paste Final Grades Using a Spreadsheet

- Download the list of students in the class to a spreadsheet by selecting the **Download Final Grades** button on the Final Grades Worksheet.
• Excel will open with the students in the selected class listed.

• Save a copy of the Excel file as a csv file.
• Hide the Grad Ind. Column (column E) in the spreadsheet
• Enter your final grades in the spreadsheet, save again.
Note: The incomplete extension date and errors will not be reported until the grades are submitted.

- In Aurora Student Self Service, select **Copy and Paste grades from a spreadsheet** on the Final Grades Worksheet.
• Copy the grades from your spreadsheet and paste in the final grade box provided.

  Copy:
  o Only the student ID, final grades, and grade comments
  o Leading 0s in the student ID are not required
  o Do not include column headers

Note: you do not have to exclude students with the pre-loaded VW and AU grades. These grades will be ignored by the process.
- Paste the columns into the worksheet
- Save

You will see a report of the grades entered and any errors that may have occurred.
- Select **Continue**.

You will be returned to the Final Grades page with the grades entered.
- Invalid grades will not be entered.
• Select Save/Submit. You will see that your grades have been saved successfully.

Note: If you require further instructions on how to use the Copy and Paste function to copy grades into Aurora, select the Help link on the Copy Paste Grades page to view the Help text. This will provide a step-by-step guide.
Situation-Specific Grade Entry Instructions

Auditing Students

Students who are auditing a course will not receive a final grade. Prior to grade submission the Registrar’s Office will enter a final grade of AU for all students auditing courses. Instructors and support staff will be unable to enter a final grade for these students.

Enter Final Grades for Spanned Courses

Final grade entries for courses that span two terms are entered in the same manner as single term courses, but are ONLY entered for Part B of that course. The grade will automatically load onto Part A of the course.

Changing Final Grades

If a change of grade is required and the grade has not yet rolled to academic history, the grade can be changed using Aurora as explained above.
If the grade requiring a change has already been rolled to academic history, the grade must be changed using a Change of Grade form submitted to the Registrar’s Office. This form and additional details can be found on the Grading webpage, accessible by clicking ‘Change of Grade’ under ‘Grading and Appeals’ at http://intranet.umanitoba.ca/registrar.

**Grades for Students Who Did Not Write Final Exam**

A final grade given to a student who did not write the final examination shall be accompanied by the Grade Comment of “No Paper”.

**Entering Incomplete Final Grades and Extension Dates**

A student who is unable to complete the term work prescribed in a course may apply to the instructor prior to the end of lectures for consideration of a grade classification of ‘Incomplete’, and a time extension to complete the work. The instructor shall calculate a temporary grade using a zero value for the incomplete work.

Incomplete final grades are entered with the grade code and the letter ‘I’. When the final grades are submitted the default Extension Date for completion of outstanding work will be displayed in the ‘Extension Date’ field.

- Using the Final Grade worksheet, enter the appropriate letter grade followed by a space followed by the letter ‘I’ (e.g. C I).
- Use the dropdown list on the Final Grade worksheet to shorten the Extension Date as desired.

**Notes:** The faculty must make a request to their Records Advisor in the Registrar’s Office in order to extend the deadline beyond the normal three month period.

**Entering Final Grades for Continuing (CO) Courses**

For those graduate courses which continue beyond the normal academic term, the instructor shall recommend that a grade of “CO” (Continuing in Course) be used until such a time that final grades can be established. Do not enter an Incomplete or IP if the student will continue the course in a subsequent term.

When a student has been assigned a grade of CO the student must re-register for that course in the subsequent term; no additional tuition fees will be assessed to the student for re-registering. The final grade will be assigned in the term in which the student completes the course.
In Progress Grades and Late Grade Submissions

One the final grade deadline has passed, any course that has not yet been assigned a final grade will be given a late grade of IP (In Progress). This allows for End of Term Processing to proceed and prerequisites to be met during registration.

Final grade submission (vs. change of grade for a graded course) past the final grade submission deadline must be submitted to the Registrar’s Office using a spreadsheet, following the process of submitting late grades.

Late grades for students who have been assigned the final grade of IP should be submitted electronically using a spreadsheet rather than individually via the grade change form. This is done by the Department or Faculty once the grades submitted to them by the instructor have been approved.

Additional details, including a Late Grade Submission Template for Excel can be found on the Grading webpage, accessible by clicking ‘Late Grade Submission’ under ‘Grading and Appeals’ at http://intranet.umanitoba.ca/registrar.

Any final grade that remains as an ‘IP’ (In Progress) four months after the term’s grade extension deadline will be changed to an ‘F NP’ (F – No Paper).

Note: Grades that must be changed because of deferred exams, grade appeals or errors made may not be submitted by spreadsheet but must be changed by the Change of Grade process.