



UNIVERSITY OF MANITOBA

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Aurora Student

# Entering Final Grades **BANNER 8.5**

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Revised August 28, 2014

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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 are to be submitted within four working days of the scheduled exam for that course.**

**Final grades are entered by instructors and by faculty support staff using Aurora Self Service.**

There are two approaches to entering Final Grades using Aurora Self Service: 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 department approval of grades. In such cases, once the grades have been entered into Aurora they will be accessible to the appropriate authority for approval. In this case, there is a notation at the top of the grade entry form that indicates whether approval is required and if approval has been granted. These grades will not be rolled to academic history until the grades for the class have been approved.

Once grades have been entered, approved if necessary, and 'rolled to academic history' they will be available to students through Aurora Student Self Service. At this time the grade can no longer be edited in Aurora Student Self Service, and the Grade on Transcript column on the grade entry form will be populated. Grades will be rolled **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 Student Self Service

### **Getting Started**

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

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Personal Information Faculty Services

RETURN TO MENU HELP EXIT  
Sep 15, 2009 01:45 pm

Select Term

Select a Term: Winter 2010

Submit

RELEASE: 6.1

Winter 2010  
Fall 2009  
2009-2010 Academic Year  
Summer Session 2009  
Winter 2009  
Fall 2008  
2008-09 Academic Year  
Summer Session 2008

- Select **Enter Final Grades**.
- Select the appropriate course section, or enter the CRN manually. **Submit**.

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Personal Information Faculty Services

RETURN TO MENU HELP EXIT  
Term: 2008-09 Academic Year  
Sep 15, 2009 01:46 pm

Select a CRN

CRN: PGME 5080 A01 - 50101 - DENTAL INTERN

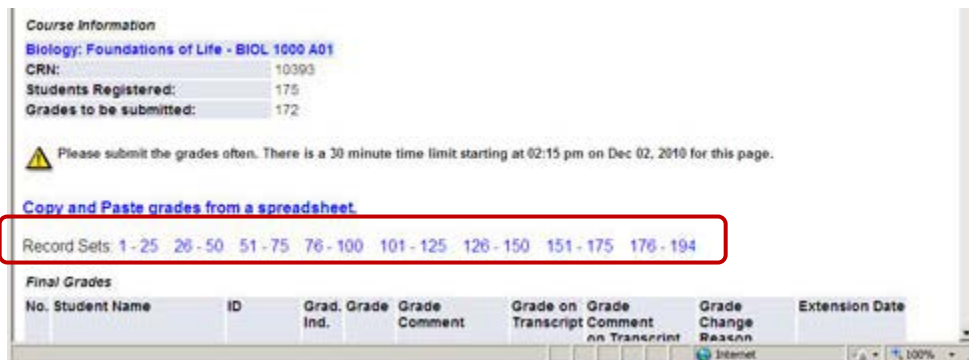
Submit

PGME 5080 A01 - 50101 - DENTAL INTERN  
PGME 5110 A02 - 50209 - PSYCHOLOGY INT  
PGME 5180 A03 - 50184 - BASIC CLIN TRN  
PGME 5230 A01 - 50109 - ANESTHESIA RES

Enter CRN Directly ]

**Note:** The drop-down field displays the course title and CRN for all sections in which you are the assigned instructor. Alternatively you may select **Enter CRN Directly** to manually enter the CRN.

- The Final Grades page for the selected course will open, displaying the Course Information (Course Title & Number, CRN and number of registered students).
- Under final grades the worksheet displays a list of all students currently registered or voluntarily withdrawn from the course, in alphabetical order.
- 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.



**Note:**

Voluntary Withdrawals and Audits will be rolled into 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**”.

## 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 needed, 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.

No.	Student Name	ID	Grade Ind.	Grade	Grade Comment	Grade on Transcript	Grade Comment on Transcript	Grade Change Reason	Extension Date
1	AName, Student	007671408		A					
2	AName, Student	007671831		F-					01-APR-2011
3	AName, Student	006855283		C	No Paper				

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

- **Save/Submit.**

Record Sets: 1 - 25 26 - 50 51 - 75 76 - 100 101 - 125 126 - 150 151 - 175 176 - 194



Please submit the grades often. There is a 30 minute time limit starting at 02:15 pm on Dec 02, 2010 for this page.


**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.

- Make sure that you receive the message:



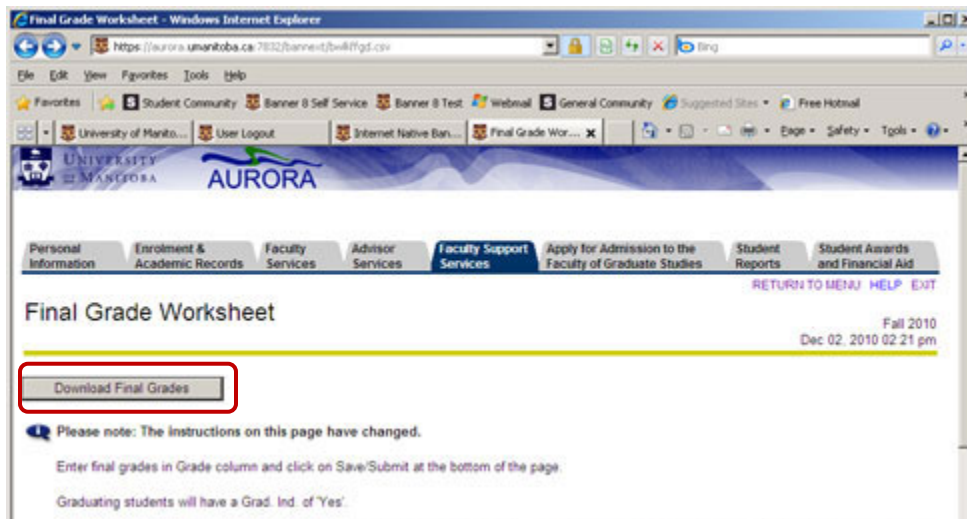
**The changes you made were saved successfully** at the top of the screen.

- If you receive  in the **Err** column, it means that **the grade is invalid**.
- Scroll down the list of students - the  appears beside each invalid grade. Correct the grade and save again.

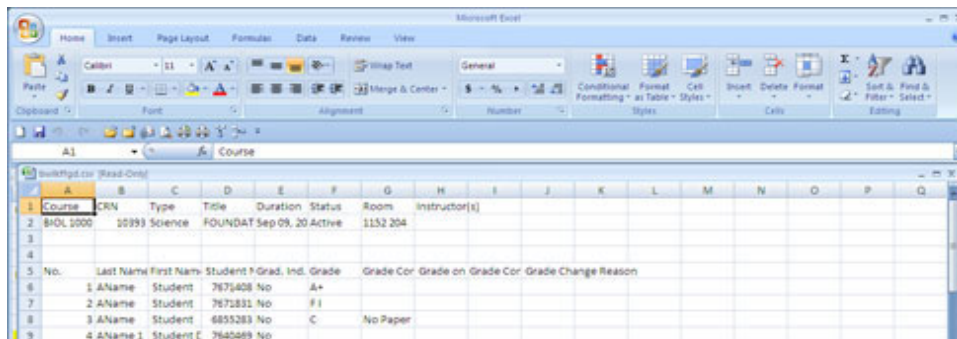
**Note:** If your class size is greater than 25 students, the  will only appear in the first Record Set.

## Copy and Paste Final Grades Using a Spreadsheet

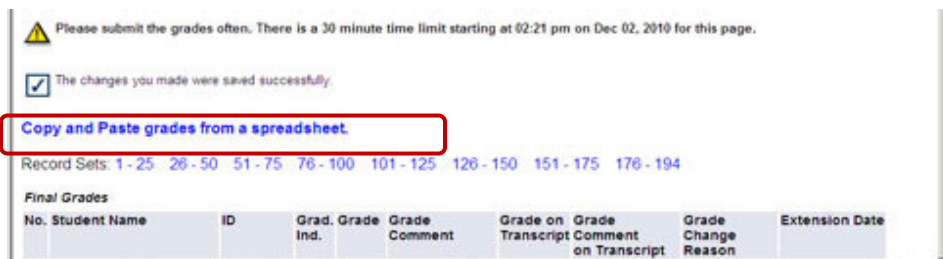
- Download the list of students in the class to a spreadsheet by selecting the **Download Final Grades** button on the Final Grades Worksheet.



- Excel will open with the students in the selected class listed. **Save** a copy of the Excel file.
- Hide the **Grad Ind.** column.
- Enter your final grades in the spreadsheet, **save** again.



- In Aurora Student Self Service, select **Copy and Paste grades from a spreadsheet** on the Final Grades Worksheet.



- On the Copy Paste Grades page, copy and paste your grades in the box provided following the instructions on that page. **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.
- Select **Save/Submit**. You will see that your grades have been saved successfully.

Copy and Paste grades from a spreadsheet.

Record Sets: 1 - 25 26 - 50 51 - 75 76 - 100 101 - 125 126 - 150 151 - 175 176 - 194

Final Grades

No.	Student Name	ID	Grad. Ind.	Grade	Grade Comment	Grade on Transcript	Grade Comment on Transcript	Grade Change Reason	Extension Date
1	AName Student	007671408		A+					
2	AName Student	007671831		F I					01-APR-2011
3	AName Student	006855283		C	No Paper				

**Note:** If you require further instructions on how to use the Copy and Paste function to copy the appropriate Excel sheet columns into Self Service, select the **Help** link on the Copy Paste Grades page to view the Help text. This will provide a step-by-step guide on how to do this.



## ***Auditing Students***

Students who are auditing a course will not receive a final grade. Prior to the end of the examination period the Registrar's Office will enter a final grade of AU for all students auditing courses at the U of M. Instructors and support staff will be unable to enter a final grade for these students. If the final grade of AU is not yet loaded instructors and support staff should NOT attempt to enter this information themselves, the Registrar's Office will do this.

## ***Enter Final Grades for Spanned Courses***

**Initial 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 as well.

## ***Changing Final Grades***

### **For single term courses:**

If a change of grade is required for a course, **and the grade has not yet rolled to academic history**, that grade can be changed using Aurora Student Self Service in the same manner 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 that is 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>.

### **For spanned courses:**

If a change of grade is required for a **spanned course, and the grade has not yet rolled to academic history**, that grade can be changed using Aurora Student Self Service. Because in this case a grade has already been loaded into Part A of the course, the grade change will need to be made for **both Part A and Part B** of the course.

If the grade requiring a change **has already been rolled to academic history**, the grade must be changed using a Change of Grade form that is 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>.

## **Situation-Specific Grade Entry Instructions**

### ***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 grades are submitted the *default Extension Date* for completion of outstanding work for the term 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.

**Note:** 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 mark classification 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.

## ***Late Grade Submissions***

Once the final grade deadline has past, any course that has not yet been assigned a final grade will be automatically given a final grade of IP (In Progress). This allows for End of Term Processing to begin in a timely manner. Any initial grade submission (vs. change of grade for a graded course) being made 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>.

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