

## Grading – FAQ

### **Q1: Who can enter final grades in Aurora?**

**A1:** *Aurora grade submission is available to any faculty and staff assigned as the primary or secondary instructor of a course, and other faculty and staff who have been authorized by the department to enter grades (i.e. course coordinators, administrative assistants).*

### **Q2: Once I submit grades, when will students see them?**

**A2:** *Once grades have been entered in Aurora, and approved if necessary, the grades will 'roll' to student academic histories overnight and will be available to students in Aurora the next day.*

### **Q3: How do I know if my department needs to approve my grades?**

**A3:** *Courses that require departmental approval before being rolled to academic history will include a note at the top of the grade entry form that indicates this, as well as whether approval has been granted. Please familiarize yourself with your department's deadlines.*

### **Q4: What happens if my grades are not entered by the deadline?**

**A4:** *Final grades not entered by the stated deadline will be assigned an IP (In-Progress) notation, and must be changed using the Late Grade Submission process.*

***Any final grade that is left as an 'IP' (In Progress) will be changed to an 'F NP' (F – No Paper) four months following the deadline for submission of grades.***

*Courses taught outside the normal term dates may have different deadlines; check with your faculty/college/school.*

### **Q5: How do I change a grade that has already been submitted?**

**A5:** *Changes to Final Grades for individual students after grades have rolled to academic history must be submitted using the paper-based Change of Grade process. A Change of Grade form is available on the Registrar's Office Faculty and Staff Resources website.*

### **Q6: I've granted a student an extension for the completion of term work; how do I record this?**

**A6:** *An Incomplete Final Grade must be entered, along with an extension date. When an incomplete grade is entered, a default extension date of three months from the end of the term will be automatically entered. Complete instructions on entering Incomplete Final Grades and altering the extension date are found on the Registrar's Office Faculty and Staff Resources website.*