



UNIVERSITY OF MANITOBA

Aurora Student

**View & Approve Final Grades
in Self Service
BANNER 8**

Revised December 2010

Courses for which the Final Grades must be approved by the department will display the following statement on the Final Grade Worksheet:

“The final grades for this class require departmental approval before they are rolled to academic history.”

Course Information
Introductory Financial Accounting - ACC 1100 A01
CRN: 20077
Students Registered: 26
Grades to be submitted: 26

i The final grades for this class require departmental approval before they are rolled to academic history.

Record Sets: 1 - 25 , 26 - 49 .

Final Grades

No.	Student Name	ID	Grad. Ind.	Grade	Grade Comment	Grade on Transcript	Grade Comment on Transcript	Grade Change Reason
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View Final Grades

- Log in to Aurora Self Service and select the **Faculty Support Services Menu**.
- Using **Term Select** choose the appropriate term from the drop-down field, and then **Submit**.
- Select **Approve/View Final Grades**.
- Select the Department and Faculty from the drop down lists, and then **Submit**.

Select Department

Fall 2010
Mar 23, 2011 11:24 am

i In each of the text box menus you will see the Departments to which you have either view or approval access.

Department Select
Economics
Environment and Geography

Faculty All
Faculty of Arts
Faculty of Env. Earth, & Res

Submit

RELEASE: 7.0

View & Approve Final Grades

Revised December 2010

- A list of courses will be displayed.

Final Grade Data

The default ordering is by Subject Code in alphabetical order.

- Order by Graduating Student Status will display course sections that have graduating students at the beginning of the list.
- Use Display Course buttons to show only courses that are missing grades or have grades not yet rolled.
- View the class list by clicking on the hyperlinked CRN.

Order by Subject Code Order by Approval Code Order by Graduating Student Status

Display courses with missing grades Display courses with grades entered not yet rolled

CRN	Subj	Crs	Sec	Course Title	Approval	Approval Date	Graduating Students Entered / Rolled	Grades Entered	Grades Rolled	Instructor
10699	ECON	1210	A01	INTRO CAN ECON			0/0 0/0	26/85	25/85	Robert Chernomas
15037	ECON	2350	A01	COMMUN ECON DEV			0/5 0/5	10/54	10/54	John Loxley

- Select the CRN for which grades are to be approved.
- The **Final Grade Worksheet** will display all students in the course and grades entered by the instructor.

work.

Extension Date: New column. The normal extension date for completion of term work is three months after the end of the term. This date will default in the Extension Date column when an incomplete grade is entered for a student. The extension date can be shortened to any date prior to the default extension date by selecting the appropriate date from the drop down list. Contact your Records Advisor if the extension date is to be extended beyond the three month period.

Grades will be "rolled" to academic history nightly at 2:00 am and will then appear on student transcripts. Please avoid submitting grades between 2:00 and 3:30 am.

See help for more information. Please protect the confidentiality of the information below.

Course Information
 Introduction to Quantitative Methods in Economics - ECON 3170 A01
 CRN: 10738
 Students Registered: 70
 Grades to be submitted: 58

The final grades for this class require departmental approval before they are rolled to academic history.

Please submit the grades often. There is a 60 minute time limit starting at 11:14 am on Mar 23, 2011 for this page.

Copy and Paste grades from a spreadsheet.

Record Sets: 1 - 25 26 - 50 51 - 74

Final Grades

No.	Student Name	ID	Grad. Grade Ind.	Grade Comment	Grade on Transcript	Grade Comment on Transcript	Grade Change Reason	Extension Date
1	Advent, Andrew H.	006827613	A					
2	Anyaeji, Judith O.	007617709	B					
3	Bae, Gun-Ho	006855827	F					
4	Becker, Florian	006796929	VW		VW		Original Entry	
5	Beckta, Paul J.	006853630	C					01-APR-2011
6	Bridge, David	007601469	C+					
7	Broadfoot, Mason K.	007614781	A					
8	Brown, Kevin A.	007619615	B					

- Review the grades entered and close the Final Grade Worksheet using the **Close Window** button.

To download a copy of the Final Grades:

- Select **Download Final Grades** on the Final Grade Worksheet.
- Open or Save the file...

View & Approve Final Grades

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Approve Final Grades

- After selecting **Approve/View Final Grades**, and the appropriate Department and Faculty, a list of courses will display.
- Choose the appropriate code from the drop-down field in the **Approval** column beside the course(s) you for which you want to approve grades. **Submit**.

Note: It is recommended that grades always be approved for **All Students**.

14493	ECON	2700	A01	MICRO ANALYSIS1		0/0	0/0	8/17	8/17	Mehmet Oguzoglu
10737	ECON	2800	A01	MACRO ANALYSIS1		0/0	0/0	2/14	2/14	Ardehsir Sepehri-Boroj
10738	ECON	3170	A01	INTR QUANT METH		0/2	0/2	16/74	4/74	Justin Smith
12582	ECON	3640	A01	ECON FINAN SYST		0/1	0/1	9/23	7/23	George Chuchman
13259	ECON	3690	A01	ISSU HEALTH POL	Graduating Students	1/5	1/5	13/30	13/30	Harminder Gillani
14667	ECON	3720	A01	URB REGION ECON	All Students	0/3	0/3	10/42	10/42	Wayne Simpson
12583	ECON	3810	A01	ALTERNATE MACRO		0/0	0/0	0/7	0/7	Robert Chernomas

- When the Final Grades for a course have been approved, the approval date will display in the 'Approval Date' column.

Final Grade Data

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- View the class list by clicking on the hyperlinked CRN.

Order by Subject Code | Order by Approval Code | Order by Graduating Student Status

Display courses with missing grades | Display courses with grades entered not yet rolled

CRN	Subj	Crs	Sec	Course Title	Approval	Approval Date	Graduating Students Entered / Rolled	Grades Entered	Grades Rolled	Instructor
10699	ECON	1210	A01	INTRO CAN ECON			0/0	26/85	25/85	Robert Chernomas
15037	ECON	2350	A01	COMMUN ECON DEV			0/5	10/54	10/54	John Loxley
14666	ECON	2390	A01	ENVIRON ECON	All Students	Mar 22, 2011	1/2	37/78	37/78	Elizabeth Troutt
10704	ECON	2450	A01	MICRO THEORY I			2/4	35/75	35/75	Irwin Lipnowski
10705	ECON	2450	A02	MICRO THEORY I			0/0	69/70	69/70	Irwin Lipnowski
10709	ECON	2470	A01	MACRO THEORY I			0/1	28/80	28/80	Ryan Compton
13733	ECON	2470	A02	MACRO THEORY I			0/1	34/88	34/88	Ryan Compton
11444	ECON	2470	D01	MACRO THEORY I			1/1	29/29	28/29	Mohammad Rahman
13856	ECON	2530	A01	INTRO MATH ECON			1/2	16/54	15/54	Periyapatna Dhruvaraj
10735	ECON	2540	A01	POLITICAL EC I			1/6	42/62	42/62	Donna Strang
15839	ECON	2610	T01	MATH ECON I			0/0	0/1	0/1	Elizabeth Troutt
14493	ECON	2700	A01	MICRO ANALYSIS1			0/0	8/17	8/17	Mehmet Oguzoglu
10737	ECON	2800	A01	MACRO ANALYSIS1			0/0	2/14	2/14	Ardehsir Sepehri-Boroj
10738	ECON	3170	A01	INTR QUANT METH	All Students	Mar 23, 2011	0/2	16/74	4/74	Justin Smith
12582	ECON	3640	A01	ECON FINAN SYST			0/1	9/23	7/23	George Chuchman

Important: Once grades have been approved and 'rolled to academic history' they will be available to students through Aurora Student Self Service. The grade can no longer be edited in Aurora Student Self Service. **To correct or change a grade after it has been rolled to academic history a Change of Grade Form must be used.**

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