

UNBC GRADE Submission

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Intro

The Office of the Registrar accepts grades submitted online via FASTPortal only. This system ensures confidentiality and proper approval and processing. Only under special circumstances and approval by the Assistant Registrar – Records and Operations are we able to accept grades external to this interface.

Grades are due 72 hours after the final exam. In the case that the course has no final exam, grades are due 72 hours after the last day of classes.

Grade submissions are based on CRNs for that given term. If you are teaching multiple sections of a course with different CRNs, you will need to submit grades for students in each of those CRNs. If you are unsure what a CRN is, please refer to the Appendices of this document.

Grades for graduate level thesis, project & comprehensive exams are not to be entered through FASTPortal. A separate process is in place for grading these courses. For further information please contact Rob Angove, Graduate Studies Officer at angover@unbc.ca or 250-960-6336.

Class lists can be downloaded from FASTPortal. It is highly recommended to review the class list at the start of term and on the last day of the withdrawal period, as well as the last day of

class to ensure students match due to add/drop and withdrawal activity. Documentation on how to retrieve this information is also included in the Appendices of this document.

The following table lists Acceptable Grades.

Acceptable Grades
A+, A, A-
B+, B, B-
C+, C, C-
D+, D, D-
F
P
DEF (requires explanation)
INP for Graduate Coursework ONLY: Thesis, Project, Comp Exams, Dissertation & Practica

If you are entering a **DEF** grade for a student, you will be required to enter the *reason* for deferral and the *date* of extension (the standard is the last day of classes in the next semester). Any additional information (e.g. a note from a physician) should be submitted in paper copy to your Program Chair or Dean at the same time the electronic grades are submitted for approval.

Once a student has completed all course requirements (or has not met the deadline), you need to update from the DEF grade to the appropriate letter grade, please submit the paper-based Grade Status Form to the Office of the Registrar, complete with signatures. This form is available from your Program Administrative Assistant.

NGR, **INC**, and **W** are not assignable grades. These codes are for internal processing only.

If a student did not attend class or did not write an examination, please assign an **F** grade. In the case where a student did not write the final exam, but still passed the course, please assign the appropriate grade.

For further grade related inquiries, please contact grade-processing@unbc.ca.

Accessing FASTPortal

Please login to our FASTPortal system as soon as possible to ensure that your account is working and that you can access your classlists. To do so please visit <http://fastportal.unbc.ca>

- Please use Internet Explorer, Firefox is not supported.
- For **regional** instructors, **off-campus** use, and **Mac** users: use TSS in order to access FAST Portal – Please see the Appendices of this document or contact the ITS Helpdesk at 250-960-5321 for assistance or further documentation on TSS

If prompted for a username and password, please enter as follows:

Username: "UNI\" + your username (the first part of your UNBC email address, to the left of the @ sign)

Password: the same one you use to login to your computer on campus or your UNBC email.

If you do not know either your username or password, please contact the ITS Helpdesk in the Teaching Lab building, second floor, or 250-960-5321.

Still can't log in or Class does not show up? Please check with your program administrative assistant to ensure that: your hire paperwork has been processed through HR, and the course has been assigned to you (i.e. it is not listed as TBA)

For further assistance please contact grade-processing@unbc.ca

FASTPortal Grade Entry Process

* Open FASTPortal (<http://fastportal.unbc.ca>)

* Click on the “Student” tab on the top left

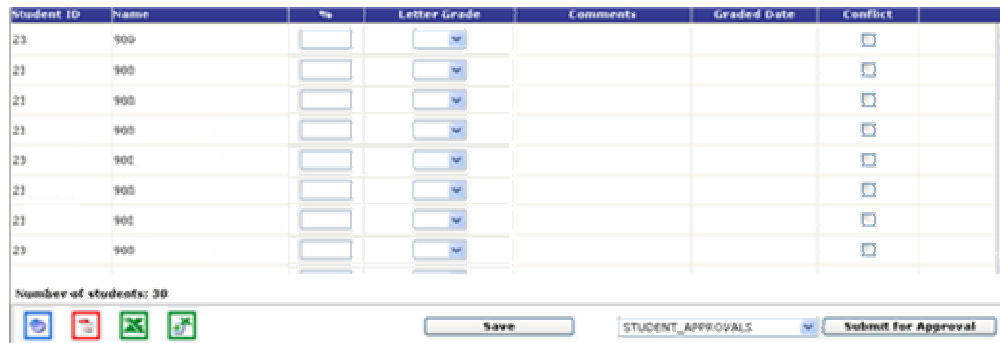
1. On the **Grades** menu of the Fast Portal, click **Grade Entry** from the drop-down.



Course List: 10035 - Genetics (BIOL 210 C1) 200501

2. In the **Course List** drop-down list, select a course, for example, Genetics.

The list of students opens.



Student ID	Name	%	Letter Grade	Comments	Graded Date	Conflict
23	900	<input type="text"/>	<input type="text"/>			<input type="checkbox"/>
21	900	<input type="text"/>	<input type="text"/>			<input type="checkbox"/>
21	900	<input type="text"/>	<input type="text"/>			<input type="checkbox"/>
21	900	<input type="text"/>	<input type="text"/>			<input type="checkbox"/>
23	900	<input type="text"/>	<input type="text"/>			<input type="checkbox"/>
21	900	<input type="text"/>	<input type="text"/>			<input type="checkbox"/>
21	900	<input type="text"/>	<input type="text"/>			<input type="checkbox"/>
23	900	<input type="text"/>	<input type="text"/>			<input type="checkbox"/>

Number of students: 30

Save STUDENT_APPROVALS Submit for Approval

Entering grades

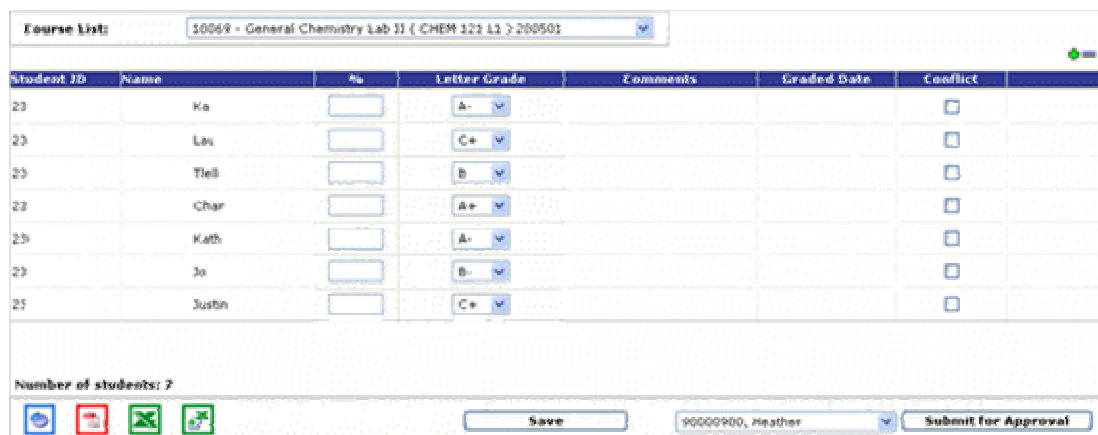
You can access all courses you are instructing this term that are open for grading. All faculty teaching a course can access the list if they have a valid teaching contract with the University.

You can enter a grade by importing a class list from Excel, typing a percentage, or selecting a letter grade. For a special letter grade (Deferrals), you can add comments and a graded date. You also have the option of adding a student to the class list. When you have finished, you can submit the grades for approval or save your changes and exit the application.

To enter a grade:

1. On the Student menu (tab), click on **Grades** and then select **Grade Entry**.
2. In the **Course List** drop-down list, select a course, for example, Genetics.


The list of students opens.



Student ID	Name	%	Letter Grade	Comments	Graded Date	Conflict
23	Ke	<input type="text"/>	A-			<input type="checkbox"/>
23	Lei	<input type="text"/>	C+			<input type="checkbox"/>
23	Tiell	<input type="text"/>	B			<input type="checkbox"/>
22	Char	<input type="text"/>	A+			<input type="checkbox"/>
23	Kath	<input type="text"/>	A-			<input type="checkbox"/>
23	Jo	<input type="text"/>	B-			<input type="checkbox"/>
25	Justin	<input type="text"/>	C+			<input type="checkbox"/>

Number of students: 7

Save PGG0000, Heather Submit for Approval

3. You can [add a student](#)  to the class list if necessary. Please see the Appendices.
4. **To enter a grade**, do one of the following:
 - In the % text box, type the percentage and press **Tab** to calculate the **Letter Grade**.
 - You can change the letter grade if you want it to be different than the calculation.
 - In the **Letter Grade** drop-down list, select a grade.
5. If you assigned a student a special letter grade, for example, deferred (**DEF**), please enter the following:
 - In the text box under the **Comments** header, enter the reason for the DEF, eg. "Medical"
 - Enter the **Graded Date**. *This is the extension date (day when all requirements must be completed). General practice is the last day of class in the next semester.*
6. Select the **Conflict** check box if there is a conflict of interest which prevents you from grading the student. For example, you are related.
7. *Optional:* Click **Save** to update your class list. **NOTE: This does not submit your grades, only saves them. This functionality is provided to assist instructors of large courses. You may enter partial grades, then save and return later to finish entry.**
8. *Optional:* You can then print off or save a PDF or Excel version of the grades to be submitted, or view course statistics.

Your Grades are now Entered, but not yet Submitted, Please Proceed to Step 9.

Submitting grades for approval

You can submit the grades for approval when you enter them, or exit the application and return at a later date to submit them. Once you have submitted the grades, you cannot access them again.

9. If you are ready to submit your grades to your Program Chair, **select your Program Chair** from the drop-down list on the bottom right, and hit **Submit for Approval**.
NOTE: If your Program Chair (or approver) is not listed in your drop-down menu, please contact Laurie Bullis at bullis@unbc.ca or 960-5588 to have an alternate approver assigned.
10. You will then receive a pop-notice asking you to confirm submission to your Chair. "Do you want to submit these grades for approval? Once grades have been submitted you will not be able to view or change them."
11. Click **OK**
The page will refresh, and the course will be removed from your list of courses.
12. Your grades have now been submitted and sent to your Program Chair for approval. Thank You!

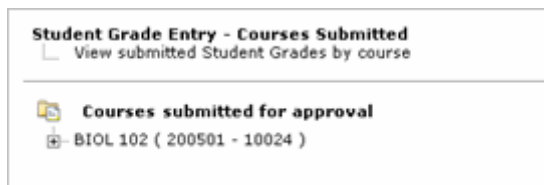
Viewing courses submitted for approval


Once you have submitted the grades for a course, you cannot change them. However, you can view the courses you submitted for verification or confirmation they have been sent.

To view courses submitted for approval:

1. On the Student menu, click **Grades** and then select **Grade Entry**.

A tree-view of courses you submitted grades for opens.



2. You can click a course name to list summary information.
3. Expand  a course, and click **Grade**.

The list of Students opens.

Student Name	ID	Grade	Comment	Date
900	2300	D		1/1/0001 12:00:00 AM
900	2300	C+		1/1/0001 12:00:00 AM

4. You can export the class list to [Excel](#)  or [PDF](#)  format.

That's all! The following pages are for Program Chairs only. Thanks for submitting your grades on time!

This page is for Program Chairs use only

Program Chair Approvals

Approving Grade Submissions

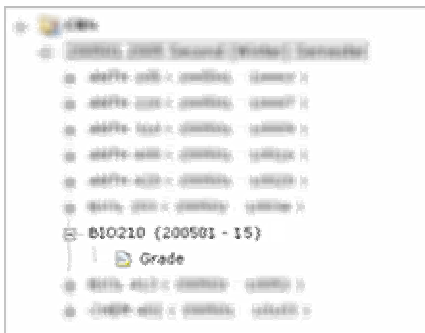
Important Note: If you will be absent during the examination/grade submission period and will have an Acting Chair in place, please see the following page for instructions on assigning an alternate approver. The exact dates for that Acting Chair will also be required.

To approve student grades by CRN:

* Open FAST Portal (<http://fastportal.unbc.ca>) in your Internet Explorer browser.

* Click on the "Student" tab on the top left

1. On the **Grades** menu, click **Grade Approval**. The CRN tree-view opens.
2. You can click the Course name to list summary information.
3. In the **CRN** tree-view, expand the semester. All courses submitted for approval for the semester are in the tree-view.
4. In the semester tree-view, expand a course, for example, BIOL 210. The Grade or Special Grade (for deferrals) folder opens.



5. To open the class list, click **Grade**. The list of Students opens and includes their name, ID, and grade.



If **Grade** has a drop-down list, the grade can be changed. If it is a special grade, you can enter comments and the date.

6. You can select the **Approve Later** check box if necessary.
7. Do one of the following:
 - To approve all grades, select **Approved**.
 - To return the list to the instructor, select **Return**.
8. Click **Save** if you have made any changes to the list.
9. Click **Submit** to send the grades to the Office of the Registrar.

This page is for Program Chairs use only

Setting an Alternate Approver



If you are going to be away for any length of time, you can select an alternate user to approve grades while you are gone. The changes are made in the background, so no one is aware there is an alternate user.

To select an alternate user to approve grades:


1. On the **Grades** menu, select **Chair Admin**.
2. In the **Chair List** drop-down list, select a name.

The list of employees you previously selected as alternates opens.

3. Do one of the following:

- In the list, find an employee and click edit .
- Click  to add an employee to the list.


If you are adding an employee, in the **Employee ID** text box, do one of the following:

1. Type the Employee ID.
2. Click search 
 - a. Type the **First Name** and/or **Last Name** (or a portion of either).
 - b. Click **Search**.
 - c. Click an employee; the **Employee ID** will fill in.

5. In the **Role** drop-down list, select a Role from the following list:

- Acting Chair.
- Admin Assistant.
- Chair.
- Conflict Alternate.

6. In the **Expiry Date** column, click the calendar  and select the date you want the role to expire.

7. Click save  to give the employee access to the Grade Approval menu item in Student Grades.

The Employee Name fills in.

For assistance with Alternate Approver setup please contact Laurie Bullis at bullis@unbc.ca, and be sure to include the dates as well as the name of the Acting Chair.

Appendix A - Accessing Class Lists

To access class lists, login to FASTPortal, then click the "Student" tab on the yellow bar.

Click "Course_Info", "Class Lists"

Select the correct Academic Term by choosing it from the list and clicking the green checkmark

This can be a bit confusing due to similar looking terms
the academic term looks like: "2008 September Semester (200805)"
NOT : "2008 September to December (000899)" – this term is for Continuing Studies use only.

Enter the CRN of the course (for more information about CRNs see below)

Click "Search"




You should see the classlist, which you can export into a spreadsheet if you desire.




To print the classlist, it is best to export to a spreadsheet first. This ensures that all students will be printed. Printing directly from the browser may result in only a partial list being printed as only about a dozen students fit on screen at once. If the class contains only about a dozen students or less, you may print directly from your browser without the list getting cut off. Look for a scrollbar and the "total records found" counter to determine whether it is safe to do so, then double check the printed page against the screen and counter.

Appendix B - Adding students to the class list

You can add a student to the class list as long as they are registered at your institution. You can only delete students you have added.

To add a student to the class list:

1. Click  to add a student.
2. Do one of the following:
 - Type the **Student ID**.
 - Click search .
3.
 - a. Type the **First Name** and/or **Last Name** (or a portion of either).
 - b. Click **Search**.
 - c. Select a student; the **Student ID** fills in.
4. Click  to save the student record.

The list re-sorts by Student ID and shows *make student gradable*  and *delete line* . These two icons show only for the student records you add.
5. If a student is not gradable, for example, they are auditing the course, you can click .

The student record will gray out.

Appendix C - CRNs, IDs & FOIPOP

All course sections are identified by a unique 5-digit identification code called a CRN. The Office of the Registrar requires you to specify the CRN and Term Code in all communications regarding processing of grades, scheduling etc. Please ensure that your program provides you with this information upon receipt of your teaching assignment.

Please include your employee ID in correspondence with the Office of the Registrar, as well as your full name and contact info. This will ensure prompt and correct processing of your requests.

Student Information is protected in BC by provincial legislation. Under the Freedom of Information and Protection of Privacy Act, personal information must be kept in strict confidence. This includes name and contact information as well as grades etc. Please be aware of confidentiality when dealing with student data.

Appendix D - A few Useful Tips

Please be cautious in using the scroll feature of your mouse. It may cause incorrect grades (in the Letter Grade field) to be submitted.

You may wish to print or save a copy of your grades before submitting for approval. You have the option of exporting the class list in Excel or PDF format.

Please ensure you select your corresponding Program Chair from the drop-down list *before submitting*

Be sure to click the "SUBMIT" button; not just the "Save" button.

Appendix E - Using TSS

If you are submitting off campus, or on a Mac you will need to access "TSS" using Internet Explorer in order to submit your grades. In a web browser, connect to <http://tss.unbc.ca/> and then click on Connect. You will then be prompted to login – this will be the same as how you login to your office machine. Then bring up Internet Explorer to access the FAST Portal (see below).

- If you are using UNIX or Mac, you may have to use "TSS".
- If you are located at a Northern Health computer, please contact Ken Goudsward at 250-960-5197
- Please contact the ITS Helpdesk at 250-960-5321 (or support@unbc.ca) for more information or assistance in having your TSS (tss.unbc.ca) account verified or established.

Appendix F - Internet Explorer technical configuration

FASTPortal will use autoauthentication to automatically log you in if you are logging in through a Windows computer on the UNBC network. Occasionally this is prevented by the configuration settings in Internet Explorer. In this case FASTPortal will ask you to log in. FastPortal may ask you to log in twice consecutively, as there are actually two layers of security involved. To avoid these extra logins by using autoauthentication, please make sure the following Internet Explorer settings are configured.

- Open Internet Explorer (IE) browser
- Click on the Tools menu and then down to Internet Options
- Click on the second tab – Security
- Go to the button called Custom Level... and click
- Scroll all the way to the bottom of the list to the Logon section
- Please make sure that the third choice is selected – “Automatic logon with current username and password”
- Click on OK and accept any changes if asked to
- Close your IE browser and reopen
- Access the FastPortal site with <https://fastportal.unbc.ca>
- You should now be able to proceed

You may need to add FAST Portal as a Trusted Site as well. This can be done as follows:

- Open Internet Explorer
- Click on the Tools menu and then down to Internet Options
- Click on the second tab – Security
- Select the Trusted Sites icon (green circle with checkmark)
- Click on the dialog box “Sites...” just below that
- Enter: <https://fastportal.unbc.ca/> in the Add this Web site to the zone: area and click on Add, then hit OK
- Select OK again to close the window and reset the browser settings

Close the browser and reopen to access FAST Portal again