

UNBC FAST Grade Submission

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Overview

The Office of the Registrar accepts grades submitted via FAST only. FAST ensures confidentiality, proper approval and processing. Grades are due **72 hours** after the final exam including Saturdays. If a course has no final exam, grades are due 72 hours after the last day of classes.

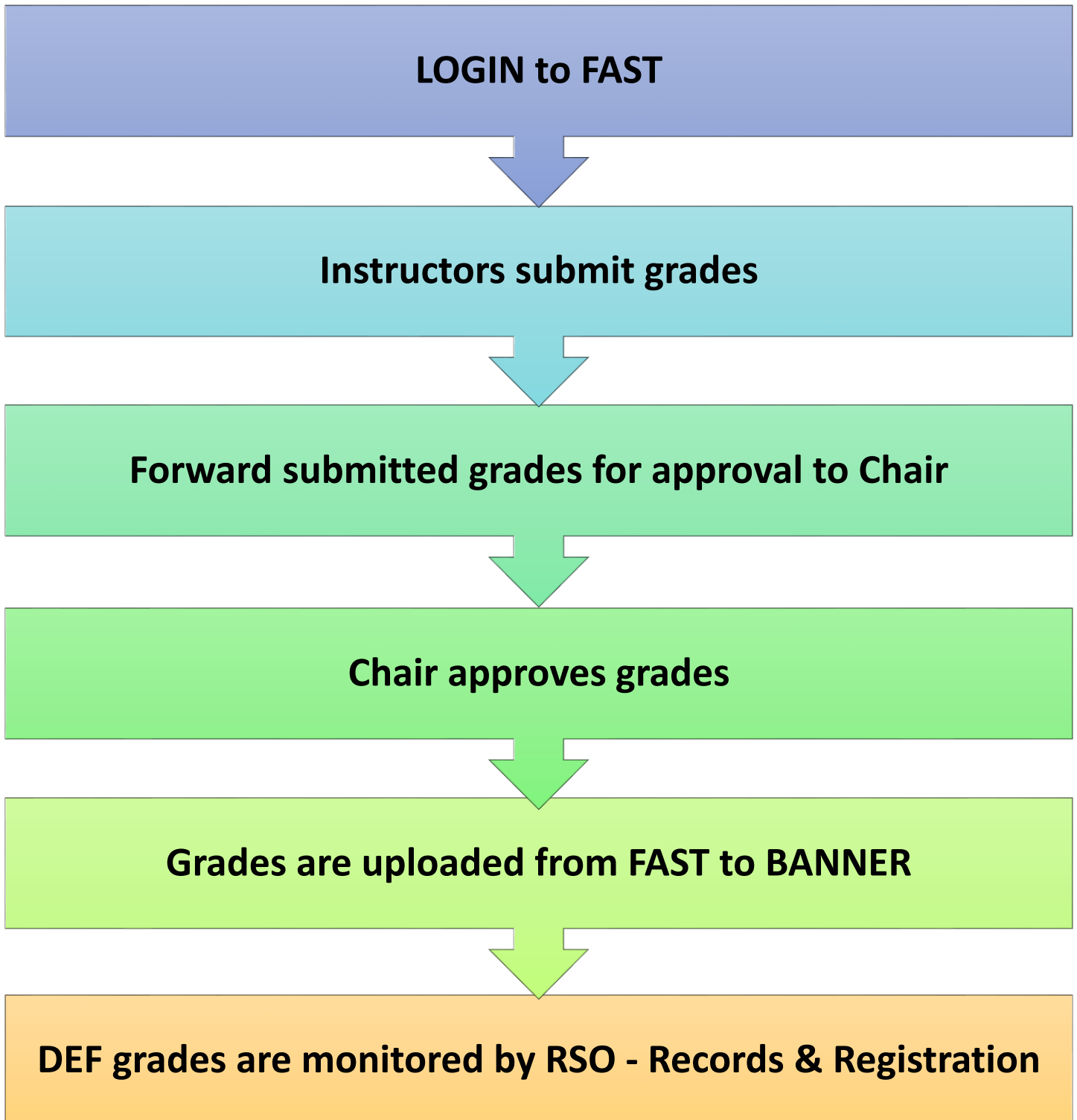
Grade submissions are based on Course Registration Numbers (CRN) for that given term. If you are teaching multiple sections of a course with different CRNs, you will need to submit grades in each of those CRNs.

All thesis, project & comprehensive exams are not being graded through FAST. All grades will be assigned an INP grade by the Office of the Registrar. Please contact grading@unbc.ca if you require information.

Class Lists are available through FAST. Please review your class list at the start of term, 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. Instructions on how to retrieve class list information is also included in [Appendix A](#).

Please assign letter grades as per regulations and policy stated in the current UNBC Calendar.

Process Flow Chart



FAST Grade Entry Process

- Go to [FAST](#) and **login**
- Click on **Student Reporting** in the Application List
- Under the **Student Grades** menu click **Grade Entry** from the drop down list.
- In the **Course List** drop-down list, select a course to grade.

The list of students opens.

UNBC Faculty can access the grade entry section if they are assigned as the Primary Instructor. 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 (DEF), you can add comments and a graded date.

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

**** If a student doesn't appear on your class list, contact grading@unbc.ca and have the student check their registration status and follow up with registration@unbc.ca. DO NOT try to add the student****

To enter a grade, do ONE of the following:

- In the % text box, type the percentage and press TAB to calculate the Letter Grade **OR**
- You can change the letter grade if you want to be it to be different than the calculation **OR**
- In the **Letter Grade** drop-down list, select a grade

Deferred Grades

If a special letter grade is assigned, such as deferred (DEF), please complete the following:

- In the text box under **Comments** header, enter the reason of the DEF, e.g. "Medical"
- Enter the **Graded Date**. *The extension date (when all the requirements must be completed) is the last day of class in the next semester as per UNBC Calendar regulations.*
- 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.
- Remember to select the Conflict check box if there is a conflict of interest which prevents you from grading the student.

Deferred course completed

Once a student has completed all the course requirements, or has not met the deadline, please update the DEF to the appropriate letter grade and submit the paper based Grade Change Form to the Office of the Registrar, complete with signatures. This form can be requested from grading@unbc.ca

******* IMPORTANT Click SAVE as you enter grades to ensure grade entries are not lost if FAST is closed. *******
This does not submit your grades, only saves them. You may enter partial grades, SAVE and return later to complete grade entry.

Your Grades are now entered, but not yet submitted.

Submitting Grades for Approval

You can submit grades for approval at time of entry or SAVE and return later to submit. Once you have submitted the

grades, you can no longer alter the assigned grades.

- To submit grades, **select your approver** from the drop-down list at the bottom right, and click **Submit for Approval**.
- If a Program Chair (or Approver) is not listed in the drop-down menu contact grading@unbc.ca to have an alternate approver assigned. Remember to **SAVE** before exiting.
- You will then receive a notice asking you to confirm submission to chosen approver.
- Click **OK for final submission**
- Your grades have now been submitted and sent for approval. The course is removed from the list of courses to grade. An approval request email is automatically sent to the approver notifying there is an approval in the approval queue.

Viewing courses submitted for approval

You can view the courses you submitted for additional verification that the grades have been sent for approval.

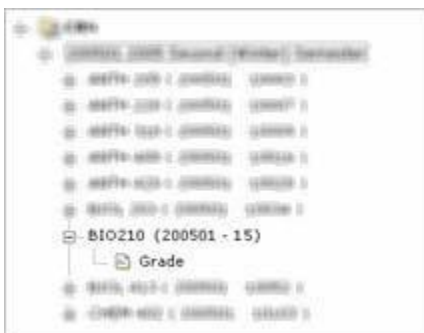
- On the FAST Student menu, click **Student Grades** and then select **Grades Submitted**.
- A tree-view of courses you submitted grades for opens.
- Click a course name to list summary information.
- Expand a course, and click **Grade**. The list of Students opens.
- You can then export the class list to Excel or PDF.

Program Chair or Approver Use

Approving Grade Submissions

To approve student grades by CRN:

- Go to [FAST](#) and **login**
- Click on **Student Reporting** in the Application List
- Under the **Student Grades** menu click **Grade Approval** from the drop down list
- Click on CRN to view courses requiring approval
- In the CRN tree-view, expand the semester.
- In the semester tree-view, expand a course, for example, BIOL 210. The Grade or Special Grade (for deferrals) folder opens.



- To open the graded class list click GRADE. A list of students is visible with name, ID and grade
- If the grade has a drop down list the grade can be updated. If it is a special grade comments and date can be entered
- You can select the **Approve Later** check box if necessary
- Click **Save** if you have made any changes to the list

To complete the Approval Process:

- To return the list to the instructor, select **Return**
- To approve all grades, select **Approved** then click **Submit** to send the grades to the Office of the Registrar for processing

Setting an Alternate Approver

If you are absent during grade approval cycles, you can select an alternate to approve grades. Please complete the steps below and email grading@unbc.ca with alternate details so that the system setup can be fully completed by Registrar's staff.

To Select an alternate user to approve grades:

- From the **Student Grades** menu select **Admin**
- In the **Chair List** drop down list, select a name. The list of employees you previously selected as alternates opens.

Do **ONE** of the following:

- In the list, find an employee and click edit **OR**
- 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:
 - Type the Employee ID **OR**
 - Click Search
 - Type the First Name and/or Last Name
 - Click Search
- Click the approver required and the Employee ID will fill in
- In the **Role** drop down, select an Acting Chair from the list
- In the **Expiry Date** column, click the calendar and select the date you want the role to expire
- Click **SAVE** to give the alternate approver access to the Grade Approval menu item under the Student Grades menu.

For assistance with Alternate Approver setup contact grading@unbc.ca. Please include the alternate approver contact information and applicable dates for the alternate approver assignment.

Appendix A – Accessing Class Lists

- Go to [FAST](#) and **login**
- Click on **Student Reporting** in the Application List
- Under the **Course Info** menu click **Class list** from the drop down
- Select the correct **Academic Term** by choosing it from the list and clicking the **green** checkmark
 - Example: term: 201501 (2015 January Semester)
- Enter the **CRN** of the course. Grade submissions are based on Course Registration Numbers (CRN) for that given term. If you are teaching multiple sections of a course with different CRN's, you will need to submit grades in each of those CRN's
- Click **Execute Report**
- A Class list report will be created which you can export into Excel or PDF format. Please note that class lists may change after the add/drop and withdrawal deadlines.

Appendix C – What if it doesn't work?

If you are unable to submit online despite all your best efforts, we will accept a hardcopy submission. Hardcopy submissions must be on a standard-format Grade Sheet, and must be signed by the instructor and program chair. For

security reasons, grades will only be accepted via UNBC email account.

To request a Grade Sheet for hardcopy submission, please send an email to grading@unbc.ca. Be sure to include CRN's for each section separately as this will assist us with processing your request.

FOIPOP & Student Information

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.

Tips & Tricks

You can submit grades for approval at time of entry or SAVE and return later to submit. Once you have submitted the grades, you can no longer alter the assigned grades.

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 a class list in Excel or PDF format. After official add/drop dates please review list for accuracy.

Please ensure you select the appropriate approver from the drop-down list before submitting to ensure grades are delivered to students within grading deadlines.

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

Using FAST Grade Submission while Off Campus

- If you are submitting grades while off campus you will need to install the VMware Horizon View Client to access the FAST through [UNBC Virtual Desktop Environment](#)
- Please contact the [ITS Service Desk](#) for any assistance required on this client install.

*******Administrative rights** may be necessary to install the VMware Horizon View Client*****

UNBC IT Service Desk contact information for account issues and client install assistance

Call: 1-250-960-5321 or 1-866-960-5321

Email: support@unbc.ca

Visit: 8-265 Prince George Campus

Web: <http://www.unbc.ca/information-technology-services>

