

Grade Changes



 DALHOUSIE 1818
UNIVERSITY 2018



Grade Changes – Quick Reminders

When it is necessary to change a grade, changes can be made online up until the deadline.

Deadlines for Submission of a Revised Grade:

Fall term classes-----	February 1 st
Winter and Regular term classes-----	June 1 st
May – June classes-----	August 1 st
May – August classes-----	October 1 st
July – August classes-----	October 1 st

After the deadline, with the approval of the appropriate Faculty or School, a grade change form should be submitted to the Registrar's Office.

Grade Changes

DALHOUSIE UNIVERSITY
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DAL ONLINE (TEST)

RETURN TO MAIN MENU | SITE MAP | HELP | EXIT

Main Menu | Employees | **Faculty, Advisors and Academic Administrators** | Student | Personal Information | Administrators | Student Awards and Financial Aid

Web for Faculty, Advisors and Academic Administrators

Class Management
Class schedules, class lists, registration permits and overrides, block registration.

Student Information
Student phone numbers and e-mail addresses; student schedules and academic records for advisors.

Grade Submission
Set up proxies for grading, enter final grades, import grades, approve grades.

Degree Audit Reporting System (DARS)
Review students' outstanding degree requirements.

Transfer Credit Equivalencies
View Dal equivalents for transfer classes

View Academic Timetable
Class dates, times, locations, instructors

View In-Progress Academic Timetable
Working timetable for future terms

[Click on this Tab](#)

[Click on Grade Submission](#)

Step 1

The screenshot shows a web browser window displaying the Dalhousie University DAL ONLINE (TEST) application. The browser's address bar shows the URL: https://dalonline.dal.ca/TEST/tw/bkw/bis.P_GenMenu?name=amenu.P_GradeMnu. The page header features the Dalhousie University logo and the text "DAL ONLINE (TEST)". Below the header is a navigation menu with the following items: Main Menu, Employees, Faculty, Advisors and Academic Administrators (highlighted), Student, Personal Information, Administrators, and Student Awards and Financial Aid. The main content area is titled "Grade Submission" and includes an information icon and the text: "Please refer to the [Online Help](#) for a detailed overview of the grading system." Below this, there is a list of links: Grading Proxy Information, Select a Class, Enter Final Grades, Import Final Grades, Approve Final Grades, and Electronic Gradebook. A note below the Electronic Gradebook link states: "(Optional) Define grade scales and gradable components for your courses, and record grades by component." At the bottom of the main content area, the text "Grade Changes" is highlighted with a red box, and a button labeled "Click on Grade Changes" is also highlighted with a red box. The footer of the page displays "RELEASE: 8.0".


DALHOUSIE UNIVERSITY
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DAL ONLINE (TEST)

MENU | SITE MAP | HELP | EXIT

Main Menu | Employees | **Faculty, Advisors and Academic Administrators** | Student | Personal Information | Administrators | Student Awards and Financial Aid

Grade Submission

 Please refer to the [Online Help](#) for a detailed overview of the grading system.

- Grading Proxy Information
- Select a Class
- Enter Final Grades
- Import Final Grades
- Approve Final Grades
- Electronic Gradebook
(Optional) Define grade scales and gradable components for your courses, and record grades by component.

Grade Changes [Click on Grade Changes](#)

RELEASE: 8.0

Step 2

The screenshot shows a web browser window with the URL https://dalonlinetest.dal.ca/TEST/fyskgrrch.P_FacGrdChange. The page header features the Dalhousie University logo and the text "DAL ONLINE (TEST)". A navigation menu includes links for "MENU", "SITE MAP", "HELP", and "EXIT". Below the menu, there are tabs for "Main Menu", "Employees", "Faculty, Advisors and Academic Administrators", "Student", "Personal Information", "Administrators", and "Student Awards and Financial Aid".

Select Class

Select a class from the list below and click "Select Class" to proceed. If the class you are looking for is not in this list, please contact the primary instructor for the class. If you are the primary instructor and your class is not listed, please contact the Registrar's Office to be assigned to the class.

All Available Terms
(Primary Inst) (2014/2015 Winter) 22961 - SOSA 1003 01 - People and Society

Select Class

RELEASE: 6.2.D1

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Step 3

Grade Changes available for 2014/2015 Winter until 01-JUN-2015

22961 SOSA 1003 01 People and Society (Jan 05, 2015 - Apr 10, 2015)

Primary Instructor: Kimberley D. Bonin

Ungraded Records:	6
Graded/Not Approved:	0
Graded/Approved:	232
Total Enrollment:	238

Page 1 2 3 4 5 6 7 8 9 10 next 25 records >>

Rec#	ID	Name	Reg. Status/Date	Final Grade	Approved	Rolled	Grade Change	Approved
1	B00770745	Kent, Clark	ERROR - Grade submission in progress. Grade changes not available at this time.					
2	B00770745	Kent, Clark	ERROR - Grade submission in progress. Grade changes not available at this time.					
3	B00770745	Kent, Clark	ERROR - Grade submission in progress. Grade changes not available at this time.					
4	B00770745	Kent, Clark	ERROR - Grade submission in progress. Grade changes not available at this time.					
5	B00770745	Kent, Clark	ERROR - Grade submission in progress. Grade changes not available at this time.					
6	B00770745	Kent, Clark	ERROR - Grade submission in progress. Grade changes not available at this time.					
7	B00770745	Kent, Clark	ERROR - Grade submission in progress. Grade changes not available at this time.					
8	B00770745	Kent, Clark	ERROR - Grade submission in progress. Grade changes not available at this time.					
9	B00770745	Kent, Clark	ERROR - Grade submission in progress. Grade changes not available at this time.					

This error message indicates that submitted grades are pending the RO process that inputs ("Rolls") the grades onto the student's record. If you have just submitted your final grades via the Grade Submission process, it will be 24 hours before the ability to change the grade becomes available. This is to protect data as it is applied to the student's record.

Step 4

Primary Instructor: Kimberley D. Bonin

Ungraded Records:	6
Graded/Not Approved:	0
Graded/Approved:	232
Total Enrollment:	238

Once grades are available to be changed, the student list will no longer have an error message. You can then select a student by clicking their B00 Number.

Page 1 2 3 4 5 6 7 8 9 10 next 25 records >>

Rec#	ID	Name	Reg. Status/Date	Final Grade	Approved	Rolled	Grade Change	Approved
1	B00770745	Kent, Clark	**Web Registered** / Jan 06, 2015	A+	Apr 16, 2015 by Kimberley D. Bonin	Apr 16, 2015		
2	B00770745	Kent, Clark	**Web Registered** / Jan 13, 2015	A	Apr 16, 2015 by Kimberley D. Bonin	Apr 16, 2015		
3	B00770745	Kent, Clark	**Web Registered** / Dec 30, 2014	A	Apr 16, 2015 by Kimberley D. Bonin	Apr 16, 2015		
4	B00770745	Kent, Clark	**Web Registered** / Jun 07, 2014	A	Apr 16, 2015 by Kimberley D. Bonin	Apr 16, 2015		
5	B00770745	Kent, Clark	**Web Registered** / Jun 07, 2014	A	Apr 16, 2015 by Kimberley D. Bonin	Apr 16, 2015		
6	B00770745	Kent, Clark	**Web Registered** / Dec 17, 2014	A	Apr 16, 2015 by Kimberley D. Bonin	Apr 16, 2015		

Step 5

Student Grade History

Name: Kent, Clark ID: B00770745

Section Information

CRN	Course	Credits	Grading Mode	Enrl/Max
22961	SOSA 1003 0	3	Standard	242/256

Student Grade History

Seq #	Final Grade	Mode	Credits	Grade Change Reason	User	Activity Date
1	A+		3	OE Original Entry	KBONIN	16-APR-15

Change Grade To: A+

Grade Changes

RELEASE 5.2 D1

Step 6

Student Grade History

Name: Kent, Clark ID: B00770745

Section Information

CRN	Course	Credits	Grading Mode	Enrl/Max
22961	SOSA 1003 01 People and Society 3	3	Standard	242/256

Student Grade History

Seq #	Final Grade	Grade Mode	Credits	Grade Change Reason	User	Activity Date
2	B+	S	3	IC Instructor Change	KBONIN	16-APR-15
1	A+	S	3	OE Original Entry	KBONIN	16-APR-15

To change this student's grade, select the value from the list below and press Submit Grade Change button.

Change Grade To: A+

Grade Changes

RELEASE: 5.2.D1

Click here to submit the new grade. Please note that once you click submit the grade will instantly update on the student's record.

Grade Changes

If you have any questions about this process please do not hesitate to contact the Registrar's Office at 902-494-2450