

Grade Submission



Submission of Grades – Quick Reminders

Grades are submitted either by completing the online grade sheet, or by importing grades directly from a spreadsheet or text file. This document is intended to guide you step by step through the grade submission process.

If a student is in a course but not registered, please contact the Registrar's Office. The student will need to submit a waiver of an academic regulation to have retroactive registration in the course and the Assistant Dean of the student's faculty will reach out for a final grade.

If a student is on the course list but has not attended class, or written the examination, a grade of "F" should be recorded.

Grades are due:

Fall Term – December 23, 2019

Winter Term May 1, 2020

Late submission of grades has a significant impact on students. Academic standing is not accurate until all grades are received. Late grades could result in a student deemed eligible to return to study to be ineligible and vice versa. Late grades can also affect prerequisites for the following term's registration, potentially resulting in students' no longer satisfying or meeting prerequisites. Due to the competitive nature of scholarships, late submission of grades have an adverse effect on scholarship assessment.

When will grades appear on a student's transcript?

The Registrar's Office initiates a nightly "grade roll" process that posts grades into the Student Information System starting the last day of classes of each term for approximately six weeks. All grades entered and approved by 5pm will be included in the overnight grade roll and will appear on transcripts by the next morning. Outside these time periods the process is run once a week.

Need to change a grade after your grades have been submitted?

Please refer to our [Grade Changes](#) guide for information and a step by step guide on changing grades online.

Step 1

https://dalonline.dal.ca/TEST/twbkwbis.P_GenMenu?name=amenu.P_FacultyMnu

DALHOUSIE UNIVERSITY
Inspiring Minds

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

Click on this Tab

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.

Click on Grade Submission

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

Step 2

The screenshot shows a web browser window displaying the Dalhousie University DAL ONLINE (TEST) interface. The browser's address bar shows the URL: https://dalonline.dal.ca/TEST/twbkwbis.P_GenMenu?name=amenu.P_GradeMnu. The page header includes the Dalhousie University logo and the text "DAL ONLINE (TEST)". A navigation menu is visible 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 contains 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 section titled "Grading Proxy Information" with a list of links: "Select a Class", "Enter Final Grades", "Import Final Grades", "Approve Final Grades", and "Electronic Gradebook". The "Select a Class" link is highlighted with a red border, and a button labeled "Click on Select a Class" is positioned to its right. The "Electronic Gradebook" link has a sub-description: "(Optional) Define grade scales and gradable components for your courses, and record grades by component." At the bottom of the page, there is a footer that reads "RELEASE: 8.0".

DALHOUSIE UNIVERSITY
Inspiring Minds

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 | [Click on 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

RELEASE: 8.0

Step 3

Please note: If you do not see your class, even after ensuring you have selected the correct term, please call the Registrar's Office between 9am – 4pm (Ph: 902.494.2450)

The screenshot shows the Dalhousie University DAL ONLINE (TEST) interface. The header includes the Dalhousie University logo and the text "DAL ONLINE (TEST)". Below the header is a navigation menu with options: "Main Menu", "Employees", "Faculty, Advisors and Academic Administrators", "Student Personal Information", "Administrators", and "Student Awards and Financial Aid". The main content area is titled "Select Class" and contains an information icon and a paragraph: "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." Below this text is a form with two dropdown menus. The first dropdown is labeled "All Available Terms" and has "(2014/2015 Winter)" selected. The second dropdown is labeled "(Primary Inst)" and has "22961 - SOSA 1003 01 - People and Society" selected. A red box highlights the "(2014/2015 Winter)" text, and a callout box points to it with the text "Make sure the correct term is selected". Below the dropdowns is a "Select Class" button. At the bottom of the page, there is a footer that reads "RELEASE: 6.2.D1" and "© 2015 Ellucian Company L.P. and its affiliates."

Step 4

The screenshot shows a web browser window with the URL https://dalonline.dal.ca/TEST/fyskgssel_P_StoreClass. The page header features the Dalhousie University logo and the text "DAL ONLINE (TEST)". A navigation menu includes "MENU | SITE MAP | HELP | EXIT" and a list of user roles: "Main Menu", "Employees", "Faculty, Advisors and Academic Administrators", "Student", "Personal Information", "Administrators", and "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	Click to Enter Final Grades
Import Final Grades	Click to Import Final Grades from a Spreadsheet

[Approve Final Grades](#)

[Electronic Gradebook](#)
(Optional) Define grade scales and gradable components for your courses, and record grades by component.

[Grade Changes](#)

RELEASE: 8.0

Step 5

Due Date for Grade Submission

* Grades are due seven calendar days after an exam scheduled by the Registrar or fourteen days after the last class where there is no final exam schedule by the Registrar. The system will remain open for the submission of grades as noted below. XY courses should be graded for the Y portion only. Only final grades are to be recorded.

Online Grade Submission available for 2014/2015 Winter until 15-MAY-2015

22961 SOSA 1003 01 People and Society (Jan 05, 2015 - Apr 10, 2015)
Primary Instructor: Kimberley D. Bonin

Ungraded Records:	None	8
Graded/Not Approved:	A+	0
Graded/Approved:	A	0
Total Enrollment:	A-	0
	B+	3
	B	3
	B-	0
	C+	0
	C	0
	C-	0
	D	0
	FM	0
	INC	0
	F	0
	ILL	0

Please click the Submit Grades button often. There is a 30 minute time limit on this screen.

display grades as selection list display grades as text input field

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

Rec#	ID	Name	Reg. Status/Date	Grade	Approved	Rolled	Grade Change
1	B00770745	Kent, Clark	**Web Registered** / Jan 06, 2015	None	<input type="checkbox"/>	No	

Click here and you can begin entering in your final grades for the course

Step 6

1 Enter your Student's grades in this column
(Note: Grades are not lost when flipping between pages)

18	B00770745 Kent, Clark	**Web Registered** / A+ -	Jun 07, 2014	No
19	B00770745 Kent, Clark	**Web Registered** / A -	Jun 07, 2014	No
20	B00770745 Kent, Clark	**Web Registered** / A+ -	Dec 17, 2014	No
21	B00770745 Kent, Clark	**Web Registered** / A- -	Jul 17, 2014	No
22	B00770745 Kent, Clark	**Web Registered** / A+ -	Apr 03, 2014	No
23	B00770745 Kent, Clark	**Web Registered** / A+ -	Jun 07, 2014	No
24	B00770745 Kent, Clark	**Web Registered** / A -	Jan 04, 2015	No
25	B00770745 Kent, Clark	**Web Registered** / A -	Jul 28, 2014	No

2

3

Click on Submit Grades for students with available grades ten. There is a 30 minute time limit on this screen.

Select another Class Import Final Grades **Approve Final Grades** Grade Changes

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Click on Approve Final Grades to confirm all submitted grades

THIS TAKES YOU TO A FINAL APPROVAL SCREEN

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Step 7

*Please note: any grades left **unchecked** or **not graded** will automatically change to INC (incomplete) after the deadline for grade submission. (After the deadline the process becomes a Grade Change process – see [Grade Changes](#))

B00770745	Kent, Clark	A	<input checked="" type="checkbox"/>
B00770745	Kent, Clark	A	<input checked="" type="checkbox"/>
B00770745	Kent, Clark	A	<input checked="" type="checkbox"/>
B00770745	Kent, Clark	A	<input checked="" type="checkbox"/>
B00770745	Kent, Clark	A	<input checked="" type="checkbox"/>
B00770745	Kent, Clark	A	<input checked="" type="checkbox"/>
B00770745	Kent, Clark	A	<input checked="" type="checkbox"/>
B00770745	Kent, Clark	A	<input checked="" type="checkbox"/>
B00770745	Kent, Clark	A	<input checked="" type="checkbox"/>
B00770745	Kent, Clark	A	<input checked="" type="checkbox"/>
B00770745	Kent, Clark	A	<input checked="" type="checkbox"/>
B00770745	Kent, Clark	A	<input checked="" type="checkbox"/>
B00770745	Kent, Clark	A	<input type="checkbox"/>
B00770745	Kent, Clark	A	<input checked="" type="checkbox"/>
B00770745	Kent, Clark	A-	<input checked="" type="checkbox"/>
B00770745	Kent, Clark	(not graded)	<input type="checkbox"/>
B00770745	Kent, Clark	(not graded)	<input type="checkbox"/>
B00770745	Kent, Clark	(not graded)	<input type="checkbox"/>
B00770745	Kent, Clark	(not graded)	<input type="checkbox"/>
B00770745	Kent, Clark	(not graded)	<input type="checkbox"/>
B00770745	Kent, Clark	(not graded)	<input type="checkbox"/>

Approve Grades

Select another Class

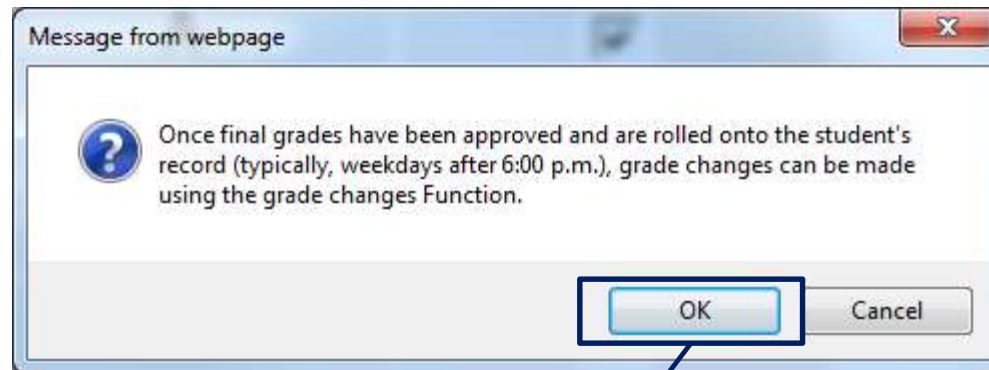
RELEASE: 5.2.D1

Upon arrival at this screen you will see an option to **uncheck** any student from final approval. This allows you to submit and approve any grades that **are** final whilst giving you the option to return later to submit and approve outstanding grades

Any grades **unchecked** will not be submitted upon clicking "Approve Grades" and can be revisited for later entry

Any grades (**not graded**) will not be submitted upon clicking "Approve Grades" and can be revisited for later entry. *Note that these will lapse to Incomplete grades after May 15

Step 8



Select: OK

Grade Submission

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