# Niagara College Canada

APPLIED DREAMS.

Official Grade Submission

Version 1.1; December, 2015

Official Grade Submission Step-by-Step Guide

Important: It is highly recommended that before you begin submitting grades that you disable or verify that the PeopleSoft Type Ahead feature is disabled. See **Appendix B: Changing the Default Type Ahead Option in PeopleSoft** for further information.
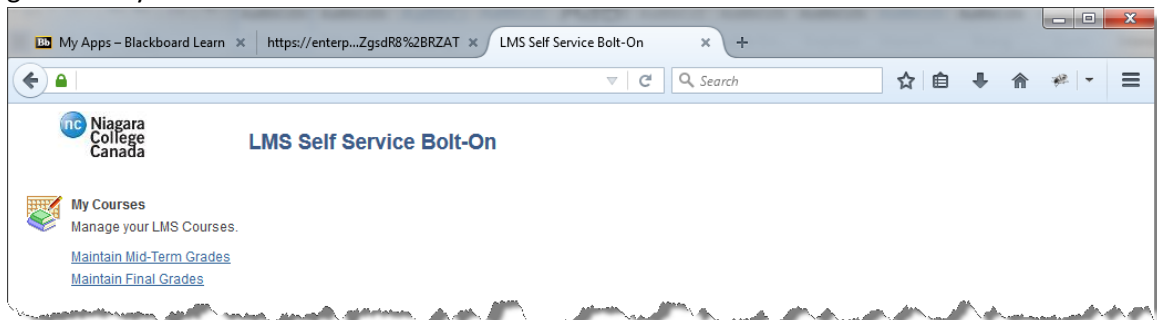
1. Log into the Niagara College Blackboard system at **https://niagara.blackboard.com**

2. Click the **My Apps** tab.
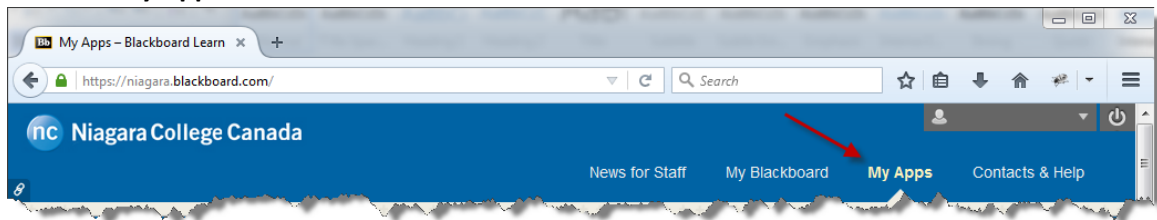
3. Select the **LMS Tools** link.
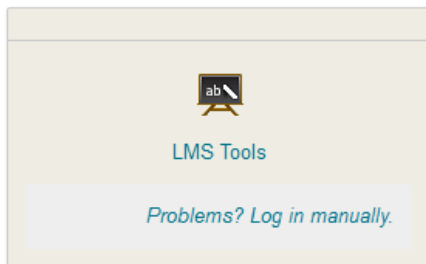
4. The **LMS Self Service Bolt-On** will appear as shown below. Under the **My Courses** section, select either the **Maintain Mid-Term Grades** or **Maintain Final Grades** link to enter the appropriate grades for your classes.

5. When you click on the appropriate grade entry link, you will be taken to a search page where you will need to search for the desired course from the list of courses you are currently assigned to as an instructor.

6. One of the best ways to see a list of course which you are teaching for a given term is to search my courses by **Term**. To do so, enter the given term value into the **Term** field and click the **Search** button.

Tip: If you are unsure what the appropriate term value is for the given term click the **lookup icon** (🔍) next to the **Term** field to see a list of available values (as shown below) and select the desired value from the list.

7. Select the desired course from the **Search Results** list as shown below.

8. Once you select a desired course you will be taken to the **Grade Entry** page where a listing of your students currently enrolled in the course will be displayed.

9. For each student, enter their grade within the **Grade** field.

- If you are entering **Final Grades** and you need to enter an incomplete grade, see **Appendix A: Entering Incomplete Grades** for detailed information.

- If you are submitting **Mid-Term Grades**, the following characters are available to you:

| S	**Satisfactory** – Attendance/participation meets the requirements for this course. Assignments and other evaluate measures currently indicated a likelihood of success in the course.
U	**Unsatisfactory** – Lack of regular attendance/participation is a cause for concern and assignments, tests and other evaluative measures currently indicate that failure is a likely possibility unless improvement takes place over the balance of the term.
N	**Not Attending** – Student is registered in this course, but has attended/participated sporadically, if at all, since the beginning of the term.

10. When you have completed entering grades for all students in the class, click the **Submit** button located at the bottom of the grade entry page to submit your grades. If you prefer to only enter grades for some students and finish at a later time, click the **Save** button instead.

11. Once you click the **Submit** button, a confirmation window will appear as shown below, asking you if you are absolutely sure you want to submit your grades. If you wish to do so, click the **Yes** button, otherwise click the **No** button to return to the grade entry page.
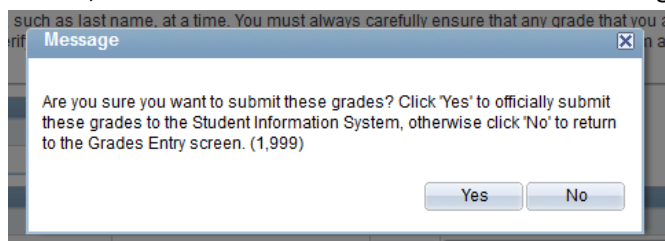
Note: Grades will not be officially submitted to the Student Information System until a grade has been entered for every student in the course and the **Submit** button has been clicked. Once grades have been officially submitted any changes must be made through the Official Change of Grade Form available at the Registrar's Office.

12. Once you have submitted the grades for a course, you will receive the confirmation window. Click the **OK** button.
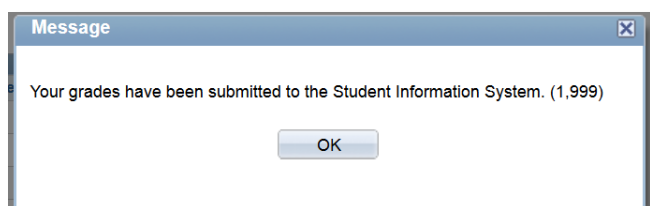
13. It is recommended that you also print a hard copy of your grades.
- **Internet Explorer** – from the browser, select **File** and **Print**.
- **Firefox** – on your page, right click, **This Frame**, **Print Frame**.

14. Navigate to the bottom of the page and click either **Back to Course List** or **Back to LMS Self-Service**.

1.1   Frequently Asked Questions

Q. Why can't the grades be automatically transferred from the Blackboard Grade Centre as the official grades? Why do I have to manually enter the official grades?
A. The official grades entry interface has been designed to allow teachers flexibility when assigning official grades. For example, when:
- Entering letter based mid-term grades e.g. S, U or N.
- Entering a grade as "Incomplete" e.g. I45.
- Rounding a student's final grade e.g. rounding a "49" to a "50".

Q. Can I still enter my grades if I have collapsed my courses?
A. Yes, if you have collapsed multiple sections into a single Blackboard course, you will be able to enter the grades for all the sections at the same time.

Q. When are official grades made available to students?
A. Once you submit your grades, an overnight process is run that will 'Post' these grades to the students' grade report, available to them in **MyNC (mync.niagaracollege.ca) > My Timetable and Grades**.

Q. How can I change a student's grade, once it has been submitted using Blackboard?
A. Once grades have been officially submitted any changes must be made through the Official Change of Grade form available at the Registrar's office.

Q. Who can I contact for help?
A. For questions regarding submission of official mid-term or final grades, please contact the Office of the Registrar.
For questions regarding Blackboard Grade Centre, please contact the Help Desk at **itshelpdesk@niagaracollege.ca**.

1.2   Appendix A: Entering Incomplete Grades

If an incomplete has been assigned to a student you must precede the student's grade with an "I". Incompletes are only valid for final grades.

For example if the student would receive a 45% once the grade lapse period expired, then you would enter a grade of "I45" for that student.   45% is the current evaluation attained at the time of final grade entry. For non-numerical grades (S, U) the same applies.

> **Note:** Students have 90 days following the end of the term to complete their course work and have a grade assigned. If a student meets the course requirements and a grade is assigned prior to 90 days, the professor must complete the **Official Change of Grade** form and send it to the Registrar's Office to have the incomplete removed and the new grade assigned. Otherwise, after 90 days, the grade will be automatically changed from an "I" to the evaluation attained at the time an incomplete was assigned.

Optional: If you have assigned an incomplete for a student, you can enter a reason in the comment as shown below:

## 1.3   Appendix B: Changing the Default Type Ahead Option in PeopleSoft

PeopleSoft contains a feature that is enabled by default for each user that as you type through a field it tries to provide possible values for the field. This feature had been known to cause erratic behaviour in certain browser or some users find that the type-ahead feature slows them down as they are tabbing through and entering information in lookup fields in PeopleSoft. For this reason it is recommended that users disable this feature. Below are step-by-step instructions to disable this feature within your PeopleSoft Campus Solution account. You will only need to disable this feature once, however if you don't remember if you may have previously disabled this feature, you may still follow the steps below to verify.

1.   Log into the Niagara College Blackboard system at **https://niagara.blackboard.com**
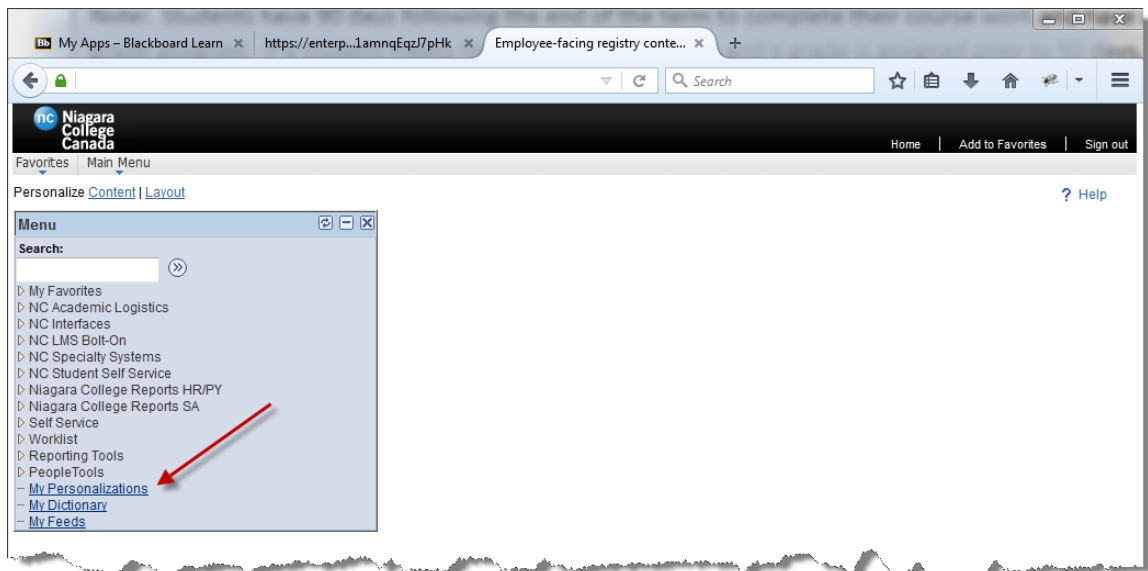
2.   Click the **My Apps** tab.
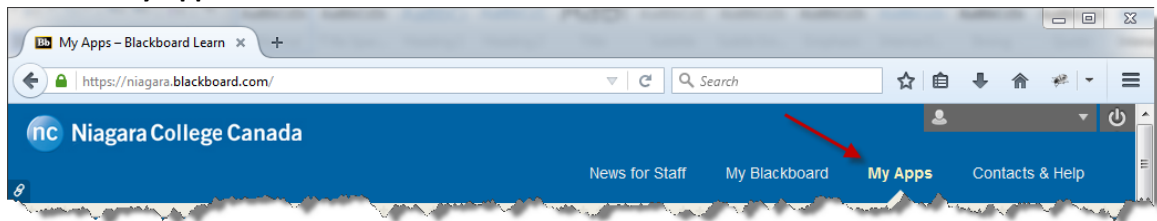
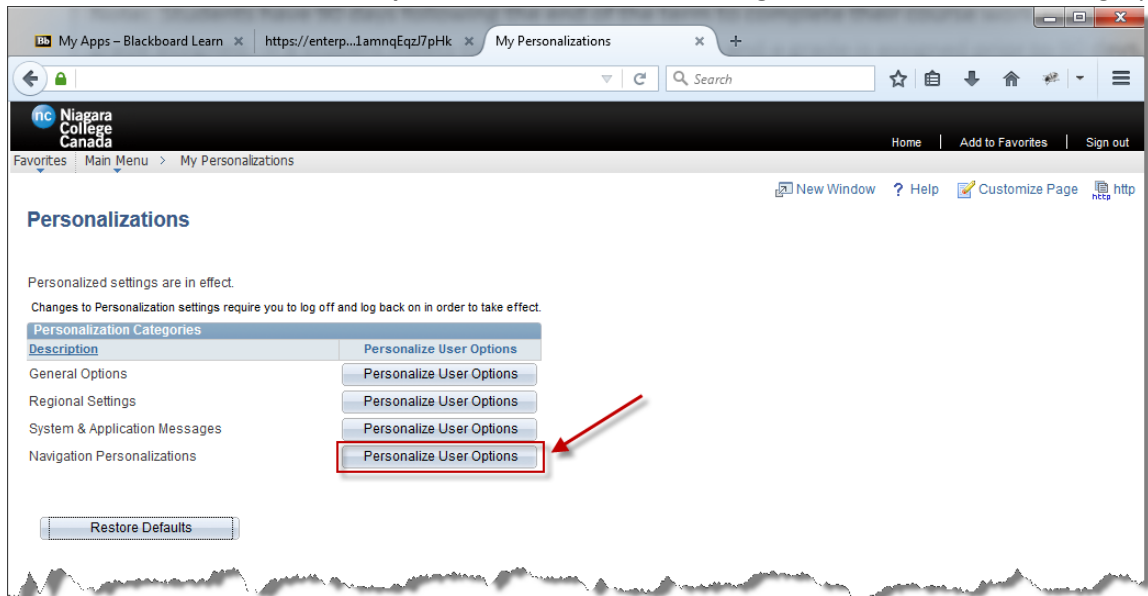3.   Select the **PeopleSoft Campus Solutions** link.
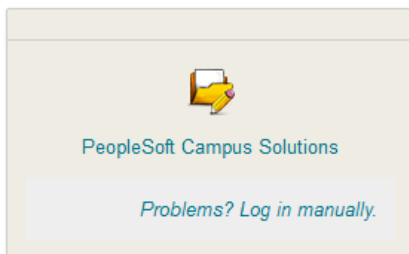
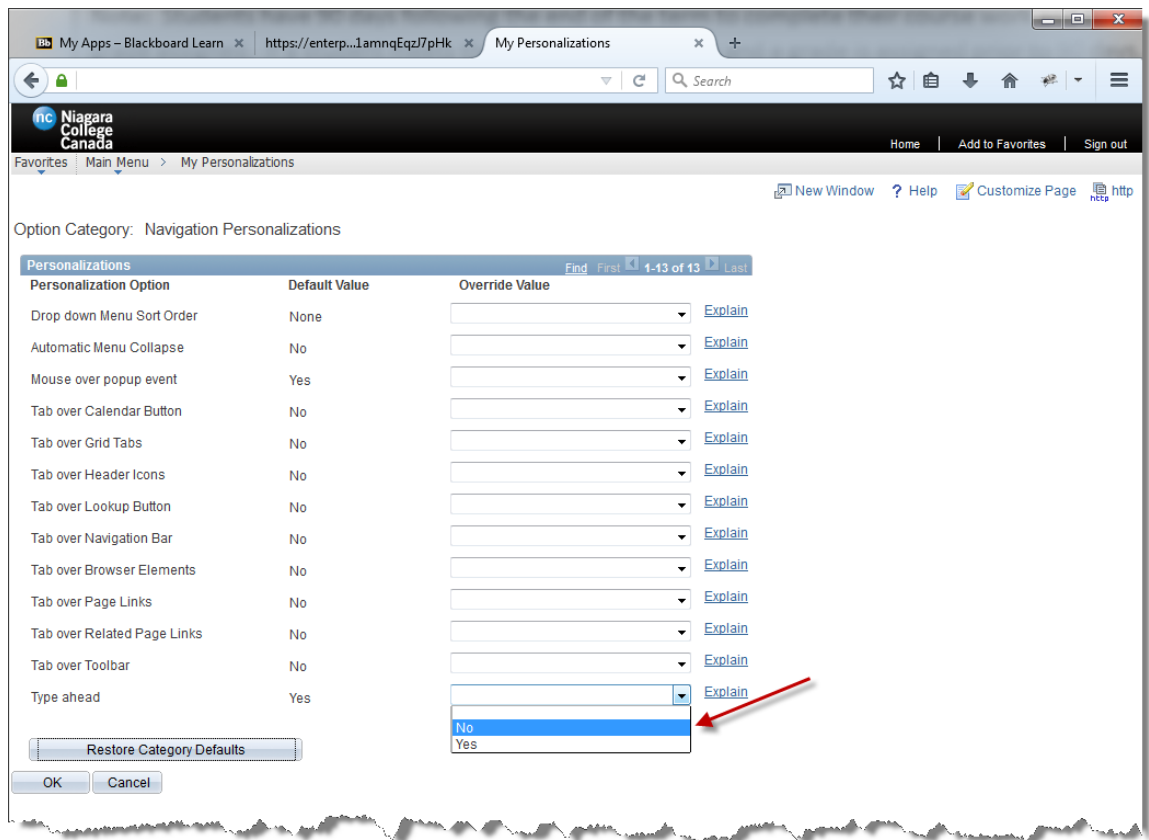4.   Under the Main Menu click the **My Personalizations** link.

5. Click the **Personalization User Options** button next to the **Navigation Personalizations** category.
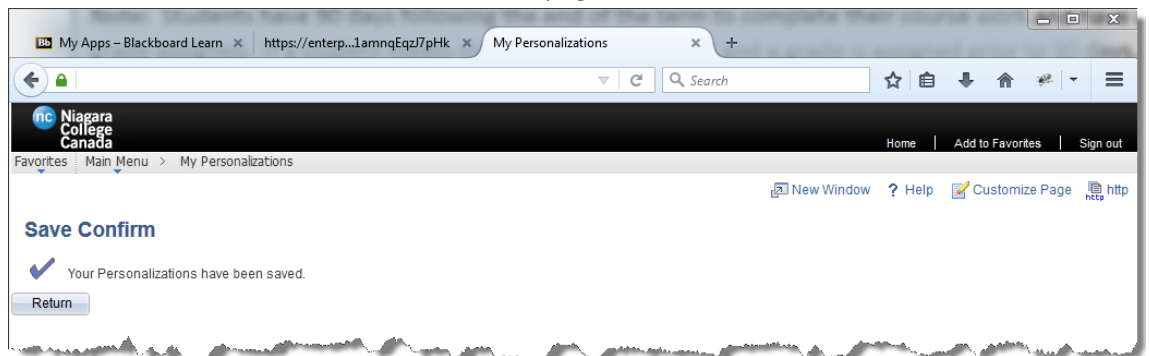

6. For the **Type ahead** option verify/set the **Override Value** to **No**.

7. Click the **OK** button at the bottom of the page to save your changes.

8. Click the **Return** button at the bottom of the page.

9. Logout of **PeopleSoft Campus Solutions** by clicking the **Sign out** link in the upper right hand corner of the page.