

GRADES SUBMISSION

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General Information

- Use “Tab” to move between fields.
- If you enter an invalid grade, the following message will appear in red text at the top of the screen when you submit your list:
"Final grade code is invalid" with the student ID number where the invalid entry occurred
- **VALID GRADES:** A-,A,A+,B-,B,B+, C-,C,C+, D-,D,D+, F, AU (audited course).
- Note: 'DE' may already be recorded if a deferral has been approved in accordance with academic regulation 10.8.4 at http://www.mta.ca/academic_calendar/10.html#10.8.4
- Note: 'INC' may already be recorded if an extended deadline has been approved for course work in accordance with academic regulation 10.8.5 at http://www.mta.ca/academic_calendar/10.html#10.8.5 The expiry date (date by which the course must be completed) will also be recorded.

Instructor's Steps to Successfully Submitting Grades Electronically

1. Log into [Connect](#) then select Connect for Faculty.
2. Select “Grading”, then select the Term from the drop down list and hit submit.
3. The list of all your courses will appear. Select Final grades from the drop down list then choose the course for which you wish to enter grades. Hit submit.
4. Enter the grades for each student by using valid grades (see [valid grades list](#) above).
 - Please use “Tab” to move to the next field.
 - If a student on the class list stopped attending, enter a grade of ‘F’ and indicate last date (yy/mm/dd) of attendance, if known.
 - If a student on the class list never attended, enter a grade of ‘F’ and check the ‘Never attended’ box.

5. Select "Submit" at which time you can fix any data entry errors. Once you have fixed the errors re-submit the list. You do not have to record grades for every student on the list before submitting and you may return to continue grading at any time and make grade changes until such time as the final grades have been verified in the Registrar's Office. When you submit your grades a 'Grading Confirmation Form' page will appear with the message 'Your changes have been saved. Modified records are shown below'. Hit 'OK' which will take you to the Main Menu. When you are ready to resume grading, select 'Grading' and proceed through steps 2 through 5.

6. You should keep a hard copy of your grade list by selecting the "Print" option at the top of the screen.

7. Students will not be able to see their grades in Connect until the final grades have been verified by the Registrar's Office. Final grades will not be verified by the Registrar's Office before 8:30 a.m. on the first working day after the last day of exams. Final grade verification will occur daily thereafter until final grades have been submitted for all courses. After final grades have been verified for a course section, the instructor will not be able to make grade changes on Connect. Requests for grade changes must be sent to grades@mta.ca.

8. Instructors and Department Heads/Program Directors may select "Grade Distribution Report" from the main menu to see the grade distribution. Grade distribution is listed in percentages.

Frequently Asked Questions

1. Q: What should I do if student(s) work is not completed and 'INC' or 'DE' does not appear on the grade sheet?

A: Leave the grade blank and if there is a reason for consideration of an extension for completion of course work, request the extension by e-mailing assocregistrar@mta.ca. Provide student's ID #, full name, course name, number and section and outline the reasons for the request and anticipated date when a final grade will be submitted in accordance with academic regulation 10.8.5 – Extended Deadlines for Completion of Course Work at http://www.mta.ca/academic_calendar/_10.html#_10.8.5.

2. Q: What should I do if a student's name is on the electronic grade sheet but the student never attended?

A: Record 'F' and check the box 'Never Attended'.

3. Q: What should I do if a student did not write the final exam for no known reason?

A: Record a grade based on "0" for the final exam.

4. Q: What if the student did not write the final exam due to illness or other reasons and a 'DE' does not appear on the grade sheet?

A: Leave the grade blank. Send an e-mail to assocregistrar@mta.ca and provide the student's ID#, full name, course name, number and section, with an explanation that exam accommodation has been or will be requested.

5. Q: What if a student has been auditing the class with permission of the instructor?

A: Record a grade of 'AU' if the student has met the conditions for auditing the course, as specified in section 10.3.8 at http://www.mta.ca/academic_calendar/_10.html#_10.3.8.

6. Q: What should I do if student's name is not on the electronic grade sheet, but the student completed the course work and has a final grade?

A: E-mail assocregistrar@mta.ca and provide the student's ID #, full name, course name, number, section and final grade with a note stating that the student was in your class and completed the work.

7. Q: What should I do if I want to change a grade after the grades have been verified by the Registrar's Office?

A: E-mail grades@mta.ca copied to your Academic Dean. Provide student's ID#, full name, course name, number, section and indicate the grade change and reason for the change.

Any comments or concerns may be sent to assocregistrar@mta.ca.

**Should you need assistance immediately,
please contact Sarah Kardash at 364-2269.**