

Grading Procedures

1. Access your grading list by clicking on 'Grading' from the Faculty menu on myNIC.

	~	FACULTY
		Faculty Overview
		Course Catalog
_		Grading
		Gradebook Select Section
		Gradebook Administration
		Class Roster (Legacy)
		Search for Sections (Legacy)

- 2. Enter the Term of the course to grade or enter start and end dates for any courses whose end dates fall after the regular college term dates. For example, if instructing a continuous/entry exit section, enter the start and end date of the course, e.g., Sept 1/20 to June 8/21. College terms are:
 - Fall Sept 1 to Dec 31
 - Winter Jan 1 to April 30
 - Spring May 1 to June 30 (7-week term)
 - Spring May 1 to Aug 31 (14-week term)
 - Summer July 1 to August 31

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3. Select the course to grade out.

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STUDENTS		Final or Middemn/Intermediate Grading Final		
FACULTY		Choose One Class Name and Title Start Date End Date Bildg Room Meeting Times Days of Week Loc Term C ECO-110 CVS1 Princ of Microecon 18/09/04 18/12/07 TYE 203 11:30AM 01:00PM TTH CV 2019FA		
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4. Select Final from the drop-down menu. Never select interim grades.

5. Grade the students based the grade scheme of the course.

Class Name	ELA-300-	-CR52											
Title	Electrical	Apprentices	ship II										
Location	Campbell	River Camp	44										
Term	2008 We	ner Term											
Grade Scheme	PassFai	I + Percenta;	pe										
Instructors													
Pat Robey													
Pat Robey Student		ID	Percent	Grade	Expire Date YY/MM/DD	Qual	Status	Inter Gr 1	Inter Gr 2	Inter Gr 3	Inter Gr 4	Inter Gr 5	Inter Gr 6
Pat Robey Student	-	ID	Percent	Grade	Expire Date YY/MMD0	Qual	Status	Inter Gr 1	Inter Gr 2	Inter Gr 3	Inter Gr 4	Inter Gr 5	Inter Gr 6
Pat Robey Student			Percent	Grade	Expire Date YY/MM/DD	Qual	Status Enroled Enroled	Inter Gr 1	Inter Gr 2	Inter Gr 3	Inter Gr 4	Inter Gr 5	Inter Gr 6
Fut Robery Student			Percent	Grade	Expire Date YY/MM/D	Qual	Status Enrolled Enrolled	Inter Gr 1	Inter Gr 2	Inter Gr 3	Inter Gr 4	Inter Gr 5	Inter Gr 6

- For a <u>Pass/Fail grade</u> scheme enter <u>onlv</u> a P or F in the grade column. Do not enter percentages.
- For a <u>Letter Grade</u> grade scheme, enter **only** the letter grade. Do not enter percentages as this will generate an error. Only enter letter grades as they correspond to the grade scheme on your course (LGS1 or LGS2) per policy 4-14 Grade System
- If you are using an INC (Incomplete) grade, enter the expiry date using year/month/date format in expiry date column.
- The Qual field is only used for OAD courses. For OAD enter the Words per minute. e.g., W45
- The interim columns are left blank.
- Click submit once all grades have been entered.
- 6. A confirmation screen will appear. Select OK to return to the main menu and repeat these steps to enter the next course. Grades will verify overnight to the student's record. Grades may be revised in the same day that the grade was entered, afterwards a Grade Change Request Form is required to revise the grade. Grade Change Request forms can be emailed to <u>studentrecords@nic.bc.ca</u>.