

## Entering Final Grades

Grade submissions are due within ten business days of your final class. Grades are entered into **My Access**, found by clicking the Student/Instructor login at the top right of the [www.learn.utoronto.ca](http://www.learn.utoronto.ca) website. You login with your UTORid.

To access your course grading sheet, enter “Course Management,” select the appropriate course code hyperlink, and then choose “Grading.”



Your grading sheet reflects the “GRADING AND EVALUATION” breakdown on your course outline.

Courses in which students are assessed and awarded a final grade may use a letter, percentage, or honours/pass/fail grading scheme. For each student, you will find the following (the categories are examples):

Midterm Test <input type="text"/> or <input type="text"/>	Calculated Grade: <input type="text"/> Total Sessions Attended: <input type="text"/> Completion Date: <input type="text"/> <input type="button" value="Calendar"/> <input type="checkbox"/> Certificate or Program Requirements Met <input type="checkbox"/> Instructor Approved <input type="checkbox"/> Program Approved <input type="checkbox"/> Final Approved
Written Assignments <input type="text"/> or <input type="text"/>	
Participation <input type="text"/> or <input type="text"/>	
Final Exam <input type="text"/> or <input type="text"/>	
Transcript Grade (T) <input type="text"/> or <input type="text"/>	
Student Notes <input type="text"/>	

1. Enter the numeric grade out of 100 (applicable to most Business and Professional Studies and Language courses), or select **P** (Pass), **F** (Fail) or **H** (Honours) for Creative Writing courses, for each method of assessment.
2. Please enter the Transcript Grade (T). The Transcript Grade is the only mark that will be seen by the student in their My Access student profile.
3. Enter the number of sessions attended in the attendance box if you have taught an in-class course. Please do not enter the “completion date.”
4. You are welcome to input “Student Notes” but these will only be accessible to the Program Administrator, and not the student.
5. **INC** – Please select **INC** (incomplete) from the dropdown menu when a student has made arrangements with you to hand in an assignment at a later date. Make a note of the agreement in the Student Notes section, including the projected submission date.
6. **DNW** – Please select **DNW** (did not write) from the dropdown menu, when a student did not complete an assignment or finish the course.
7. Continue to the bottom of the page with all entries, then select “save” and go back to double check that all Transcript Grades match the Calculated Grades.
8. Once you have confirmed all Transcript Grades and eliminated any errors, select Instructor Approve.
9. Please return all Final Exams, bundled alphabetically, [to your Program Administrator](#). You can drop them off in person at 158 St. George St., or mail them back with the return envelope provided by the School.

Please note:

- You will not be able to edit your entries after you Instructor Approve the grades.
- You can enter term assignment grades in Blackboard for students to track their progress, but final grades cannot be posted into Blackboard.

Students will **only** be able to view their final grade through their My Access, not Blackboard. Students *will not* be able to view their final grade when you “Instructor Approve” their marks, as there is a grade release process administered through the SCS Office that generally takes two to four weeks after you submit your grades. We tell students that their marks will be available to them within 4-6 weeks after their course ends.