# Table of Contents

**Contents**

**Chapter 1: eGRADES Overview** ................................................................. 3  
Section 1 - Overview .................................................................................. 4  
Section 2: Accessing eGRADES ................................................................. 5  
Chapter 1 Quick Steps ............................................................................... 9  

**Chapter 2: Using eGRADES** ................................................................. 10  
Section 1: Building an Evaluation Plan (template) .................................. 12  
Section 2: Combining Sections for a Meta Classlists .............................. 26  
Section 3: Add/Edit Marks ..................................................................... 28  
Section 4: View Reports ......................................................................... 32  
Section 5: Update Occurrences Menu Option ....................................... 36  
Section 6: Add/Edit Sharing Menu Option ............................................. 38  
Chapter 2 Quick Steps ............................................................................. 40  

**Chapter 3: Grades** .................................................................................. 43  
Section 1: Mid-term Advising .................................................................. 45  
Section 2: Overview of Final Grades ..................................................... 45  
Section 3: Incomplete Grades Menu ....................................................... 45  
Section 4: Final Grade Submission ......................................................... 47  
Section 5: Grade Changes ...................................................................... 48  
Chapter 3 Quick Steps ............................................................................. 49  

**Glossary of Terms** .................................................................................. 51
Chapter 1: eGRADES Overview

Chapter Terminology

<table>
<thead>
<tr>
<th>Terminology</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>AD Account</td>
<td>User Name for Cambrian College’s Resources</td>
</tr>
<tr>
<td>Banner</td>
<td>Student Information System</td>
</tr>
<tr>
<td>eGRADES</td>
<td>Electronic Grading Tool</td>
</tr>
<tr>
<td>Evaluation Plan</td>
<td>eGRADES Gradebook Templates</td>
</tr>
<tr>
<td>Faculty Dashboard</td>
<td>Contains Academic Resources within myCambrian</td>
</tr>
<tr>
<td>Portlet</td>
<td>Is a component on a web page which displays specific information</td>
</tr>
<tr>
<td>Primary Faculty</td>
<td>The main instructor of the course</td>
</tr>
<tr>
<td>Subject Start &amp; End</td>
<td>The official first day and last day of the course delivery</td>
</tr>
<tr>
<td>Semester</td>
<td>Is the period of academic delivery of courses</td>
</tr>
</tbody>
</table>

Criteria:

- Must be a faculty member to access eGRADES

Noteworthy:

- In 2007 eGRADES was built by Cambrian College for faculty and students
- eGRADES is the only way to submit grades into our Student Information System (Banner)
- eGRADES is backed up nightly
- eGRADES purpose is to help students achieve academic success

Important: eGRADES Logs Off

After 55 minutes of no activity on eGRADES homepage a warning will popup asking to either continue your session or end it.
Extend Session for 60 minutes by selecting: "Yes, extend my session".
If no response in 5 minutes it will automatically end or if you want to end the session select: "No, end my session".
Section 1 - Overview

Introduction

Cambrian College developed eGRADES as a web based electronic gradebook that allows faculty to track, calculate and submit final grades to the Enrolment Centre at the end of each semester or subject end date. Faculty and students can view eGRADES through the myCambrian web portal.

Purpose

eGRADES is a subject based grading tool that provides students with in-progress grades for the duration of the subject (or for the semester). eGRADES provides crucial information for academic advising so that students can make informed choices towards their academic career.

Calculations

eGRADES calculates the overall total grade automatically when marks are entered and saved. This provides students with an in-progress grade for the subject. eGRADES calculates only the assessments that have been entered to date.

Access

Prior to getting access to myCambrian & eGRADES the following must be completed:

1. REC Form: Must be completed and submitted by your hiring Manager
2. AD Account (User Name): must be created
3. Activation of User Name within the Student Information System for myCambrian access

Approximate time frame: Up to 72hrs from the time the REC form has been submitted to accessing myCambrian. Once this has been completed then training can occur.

If you have any questions or concerns about access please contact your hiring school’s Manager.
Section 2: Accessing eGRADES

eGRADES is located within the myCambrian web portal. myCambrian is a secured site that faculty can access at any time from either work or home.

To access myCambrian:

1. Go directly to the myCambrian portal: [https://mycambrian.cambriancollege.ca](https://mycambrian.cambriancollege.ca)
2. Go to Cambrian College’s Homepage at [www.cambriancollege.ca](http://www.cambriancollege.ca) and select the myCambrian link provided on the right hand-side of the screen under College Portals, OR the portals at the middle right side of the Cambrian College Homepage

Steps to Accessing eGRADES

Step 1: Open myCambrian

Step 2: Log into myCambrian with your myCambrian ID (A00000000).

Step 3: Select Faculty Page
You have two options for accessing eGRADES

**Option 1: Faculty Dashboard – Current Term Only**

The eGRADES Link in the Faculty Dashboard takes you directly to the Add/Edit Marks Menu. It is important to build your Evaluation Plan (Template) by going to Create/View Evaluation Menu before you can Add/Edit Marks.

The eGRADES link within the Faculty Dashboard will appear for both the primary and secondary faculty member. However, only the primary faculty member will be the owner for eGRADES. The primary faculty member is the only faculty member that will have access to all menu options. If there are multiple faculty members (or secondary faculty members) the primary will need to share with the other faculty members. (See Chapter 2, Add/Edit Sharing for steps to provide access to another faculty member).
Option 2 eGRADES – Cambrian Online Applications Portlet – Past Terms Included

Step 4a: If using option 1 - Select eGRADES Link beside the course from the Faculty Dashboard

Step 4b: If using option 2 - Select ‘eGRADES – Production Site Link’ to access eGRADES. All past terms will be available to user(s) so that they can access students’ marks for previous courses.

eGRADES Main Menu Overview
Template(s) Creation = Create/View Evaluation Plan Menu
  i. A gradebook evaluation plan (template) is required to be built every semester for each subject. Note: If gradebook is not created no other menu will be accessible to the faculty

Create Meta Classlists = Combine Menu
  i. Optional: Allows faculty to combine multiple sections to enter marks and view grades. Important: Only the primary can have combined CRN’s.

Marks & Grades = Add/Edit Marks Menu and View Reports Menu
  i. Add/Edit Marks Menu allows faculty to enter or modify marks for their students
  ii. View Reports Menu allows faculty to view the overall total grade for their students

Modify Template(s) = Update Occurrences Menu
  i. Allows faculty to update: Descriptions, Occurrence Weights and Evaluation Dates

Share Course = Add/Edit Sharing Menu
  i. Allows faculty to share their course with another faculty member

Final Grades = Enter Incompletes Menu and Submit Grades Menu
  i. Enter Incompletes Menu allows the faculty to input an ‘I’ grade for a student
  ii. Submit Grades Menu allows the faculty to submit final grades to Banner
Chapter 1 Quick Steps

Quick Steps to Accessing eGRADES

1. Open myCambrian

2. Log into myCambrian with your myCambrian ID (A00000000).

3. Select Faculty Page

4. Select eGRADES Link in the Cambrian Online Applications or from the Faculty Dashboard

5. Select ‘eGRADES – Production Site Link’ to access eGRADES
# Chapter 2: Using eGRADES

## Chapter Terminology

<table>
<thead>
<tr>
<th>Terminology</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>@Risk</td>
<td>A symbol that identifies students who are at risk of failing the course.</td>
</tr>
<tr>
<td>Assessment Types</td>
<td>Is how the faculty member evaluates the student progress. E.G. Assignments/Tests, etc.</td>
</tr>
<tr>
<td>Class Lists</td>
<td>Are all students that have been registered into the specific section of the course (CRN).</td>
</tr>
<tr>
<td>CRN (Course Reference Number)</td>
<td>A CRN is 5 five digit numerical value based on the term that identifies each section.</td>
</tr>
<tr>
<td>Evaluation Date</td>
<td>The ‘Due Date’ of a specific assessment type. E.G. Test</td>
</tr>
<tr>
<td>Evaluation Method</td>
<td>Is similar to the Assessment Types. It is how the faculty member evaluates the student progress during the semester. E.G. Assignments/Tests, etc...</td>
</tr>
<tr>
<td>Grade Schemes</td>
<td>Defines the grading requirements for each course. A grade scheme may be different depending on the passing requirements of the course.</td>
</tr>
<tr>
<td>Highest Mark Possible</td>
<td>Provides a location to include Bonus Marks</td>
</tr>
<tr>
<td>In-Progress Grades</td>
<td>Is the grade progression of the student throughout the term.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Terminology</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lock Template</td>
<td>The locking of the template confirms how the student will be evaluated.</td>
</tr>
<tr>
<td>Marked Out Of</td>
<td>Is the mark that the student will be marked on for an assessment type occurrence.</td>
</tr>
<tr>
<td>Meta Class Lists (Combined Class List)</td>
<td>Can combine multiple CRN’s from the same course in one class list.</td>
</tr>
<tr>
<td>Minimum/Mandatory (MinMan) Grade Component</td>
<td>It is an extra level of a grading component attached to a specific Assessment Type. This is NOT the grade scheme.</td>
</tr>
<tr>
<td>Moodle</td>
<td>Moodle is an electronic Learning Management System (LMS) that operates externally to eGRADES.</td>
</tr>
<tr>
<td>Occurrence Weights</td>
<td>Each Assessment Type Occurrence will have a weight value. Occurrence Weights are used within the calculation to determine the mark percentage and overall total grade.</td>
</tr>
<tr>
<td>Occurrences</td>
<td>Is each separate evaluation methods within an Assessment Type that occurs during the semester. E.G. 4 Assignments. 4 is the number occurrences within the Assessment type that the students will be evaluated on.</td>
</tr>
<tr>
<td>Owner</td>
<td>There is only one owner of an eGRADES gradebook. The owner of the course is the Primary faculty that is assigned in Banner.</td>
</tr>
<tr>
<td>Published Course Outlines</td>
<td>A published course outline is a contract between the college and the student on what they are being taught and how.</td>
</tr>
<tr>
<td>Shared User</td>
<td>It is the co-teacher of a course. The owner can provide access to eGRADES by sharing.</td>
</tr>
</tbody>
</table>
Criteria:

- A published course outline is required to build a template within eGRADES
- All final grades must be submitted through eGRADES into Banner
- The Primary faculty member (Owner) is responsible for the eGRADES gradebook

Noteworthy:

- eGRADES only calculates on what has been completed to date. eGRADES does not calculate out of 100% until the end of the semester.
- Evaluation Plan/Template Type is based on the evaluation methods built into the Course Outline of the subject
- The Grade Scheme is automatically attached to the course’s gradebook. There is no requirement to build the grade scheme into your gradebook template.
- Minimum/Mandatory (Min/Man) Grade Component is an extra level of grading. It must be defined in the course outline before it can be used. **IMPORTANT:** This is **NOT** the grade scheme and should not be entered into the template if not part of your grading requirement.
- Numerical and Pass/Fail Templates can be created within eGRADES by using the Assessment Type: Practical Applications. Practical Applications should ONLY be used with an evaluation of zero percent and is Pass/Fail.
- Subject sections viewing within eGRADES are based on the Primary user (owner)
- The gradebook must be completed and locked before any marks can be entered
Section 1: Building an Evaluation Plan (template)

In this section we will be looking at the different ways eGRADES has to offer to build an evaluation plan (template) for your course gradebook.

Before Starting

Gradebook Type Creation

There is a requirement to have an understanding of the type of evaluation plan you will be creating for your gradebook within eGRADES. This will provide an appropriate gradebook based on the grade scheme and grades being entered for the students seeing their in-progress grades within myCambrain.

Options

Option 1: ‘Yes – Build My Template’
- Gradebook creation is based on the Grade Scheme which includes: Numerical and Pass/Fail evaluation plans
- Will validate against the course outline and bring over the Assessment Types and Assessment Weights.
- Can include a Best Of and/or Minimum or Mandatory (MinMan) Grade component within the evaluation plan.

Option 2: ‘Yes – Copy’
- Validates against the course outlines
- Copies over templates from past terms or current term
- Can copy other templates that have been previously created
  - IMPORTANT: Ensure to copy the correct past template

Option 3: ‘Moodle Grade – Continue’
- Only used to submit a final grade
- Only use if you are using Moodle Gradebook
  - Must have Dean’s approval to use

Option 4: ‘Final Grade’
- Only used to submit a final grade
  - Must have Dean’s approval to use
    - An email will be sent to your Dean if this template creation is selected
**Evaluation Methods from the Published Course Outline**

eGRADES requires a Published Course Outline to build a gradebook. Once the outline is published have it readily available to help with building your gradebook (evaluation plan).

### Evaluation Plan

<table>
<thead>
<tr>
<th>Grading Scheme</th>
<th>Value (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A  80% - 100%</td>
<td>80%</td>
</tr>
<tr>
<td>B  70% - 79%</td>
<td>80%</td>
</tr>
<tr>
<td>C  60% - 69%</td>
<td>80%</td>
</tr>
<tr>
<td>D  50% - 59%</td>
<td>80%</td>
</tr>
<tr>
<td>F  0% - 49%</td>
<td>80%</td>
</tr>
</tbody>
</table>

**Evaluation Method**

- **Assignments** = 3 Occurrences worth 70%
  - IMPORTANT! The Assignments have different occurrence weights. Need to define this during the creation of the template.
  - 2 occurrences are worth 10%
  - 1 occurrence is worth 50%

- **Application Experiences** = 1 Occurrence worth 10%
- **Professional Conduct** = 1 Occurrence worth 10%
- **Attendance** = 1 Occurrence worth 10%

There is no Best Of
There is no MinMan (a minimum/mandatory grade component)

Automatically built into template; there is no requirement to define it.
**Steps to Building a Evaluation Plan (Template)**

**Step 1:** Select Create/View Evaluation Plan

**Step 2:** Select Menu Create/View Evaluation Plans Menu

**Step 3:** Select Subject

Choose a course from the drop down list that is provided. IMPORTANT: Ensure to select the course from the current semester.

**Step 4:** Select Creation Option

**Option 1 - YES – Build My Template Evaluation Plan**

**eGRADES (Evaluation Plan) - Training Site**

Please select from one of the 4 options listed below to create your eGRADES template:

- Use the evaluation and assessment types defined in the course outline for this course
  - Yes - Build My Template

- Do you want to **COPY** a previous plan/eGRADES template to use for this course
  - Yes - Copy

- Moodle Gradebook Users - Using Moodle’s electronic gradebook and submitting final grade for ISIS load
  - Moodle Grade - Continue

- Final Grade - Use this option to submit the final grade only.
  - Final Grade - Continue
Step 5: Defining your evaluation plan

Step 5a: Insert Number of Occurrences

Insert the number of times the Assessment Type will be required for the whole semester into the Occurrence Column for each Assessment Type.

If the outline does not specify the amount of occurrences there will be, it is best to enter more occurrences than anticipating to use. Then at the end of the semester the user can change the assessment occurrence weights based on how many occurrences they have used.

Course Template - Assessments

<table>
<thead>
<tr>
<th>Assessment Type</th>
<th>Occurrences</th>
<th>Assessment Weight</th>
<th>Use BEST OF (optional)</th>
<th>Minimum/Mandatory Grade (optional)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Experiences</td>
<td>1</td>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assignments</td>
<td>3</td>
<td>70</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attendance</td>
<td>1</td>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professional Conduct</td>
<td>1</td>
<td>10</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Please note: Assessment Weight column must total 100%.

Step 5b: Optional: Insert Use Best of

This field identifies a specific number of occurrences within an ‘Assessment Type’ that will automatically be calculated into the overall final grade. Based on this number, eGRADES will automatically select the best of the occurrences for the overall final total grade.

Example: If you have 5 assignments and you only want the best 3 to go towards the final grade then eGRADES will select the best 3 top marks out of 5.

Step 5c: Optional: Insert MinMan (Minimum/Mandatory) Grade

- IMPORTANT! Please do not use if not indicated in the course outline. This is not the grade scheme.

Breakdown: The MinMan provides a means for the user to build in a grade component for a specific assessment type into the gradebook. A student must achieve higher than the assessment grade component defined to successfully pass the assessment type and the course.
The MinMan grade % has precedent over all other grades % within the course.

The MinMan grade component must be reflected in the course outline before it can be added to the gradebook.

Example: The course outline might indicate that the student needs to pass with 60% on both Lab and Theory in order to pass the course. The gradebook would then require 60 in the Minimum/Mandatory column next to each assessment type.

**Step 6:** Select Save Assessments Button

**Step 7:** Defining Assessment Type Details

![Course Assessments Table]

**Step 7a:** Select the Define/Edit Assessment Details Link

**Course Template - Define/Update Assessment Details**

<table>
<thead>
<tr>
<th>Assessment Type</th>
<th>Occurrences</th>
<th>Assessment Weight</th>
<th>Use BEST OF</th>
<th>Minimum/Mandatory Grade (optional)</th>
<th>Details Defined</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Experiences</td>
<td>1</td>
<td>10</td>
<td>--</td>
<td>--</td>
<td>No</td>
</tr>
<tr>
<td>Assignments</td>
<td>3</td>
<td>70</td>
<td>--</td>
<td>--</td>
<td>No</td>
</tr>
<tr>
<td>Attendance</td>
<td>1</td>
<td>10</td>
<td>--</td>
<td>--</td>
<td>No</td>
</tr>
<tr>
<td>Professional Conduct</td>
<td>1</td>
<td>10</td>
<td>--</td>
<td>--</td>
<td>No</td>
</tr>
</tbody>
</table>

Define/Edit Details links takes the user to the Occurrence Information for each Assessment Type

**Step 7b:** Optional: Add Occurrence Description

This field can be used to provide additional information regarding a specific occurrence to students. The field can hold up to 25 characters and can be changed any time during the semester using the ‘Update Occurrences’ menu.
Step 7c: Keep or Modify Occurrence Weights

The system automatically distributes the weight equally for all of the occurrences. If your occurrence weights are equal there is no requirement to modify the occurrence weights. This will allow the system to calculate the mark percentage for the occurrences.

**Important:** eGRADES automatically populates the occurrence weight equally at 100%. If the occurrence weights are different; it is important to modify the occurrence weights during the creation of the template. If not modified correctly it will have an impact on the students’ overall total grades.

Determining Occurrence Weights Calculations

In order for eGRADES to accurately calculate a student’s grades there are several vital pieces of information required.

Occurrence Calculations Examples

In the example there are three Assignments that have different occurrence weights out of the overall total weight of 70%. The user will need to determine the percentage of each occurrence out of 100.

Formula: Divide the occurrence weights by the assessment overall total weight and then multiply by 100

**Formula Example:**

- Assignments 1: 10%/70% x 100 = 14.28%
- Assignments 2: 50%/70% x 100 = 71.44%
- Assignments 3: 10%/70% x 100 = 14.28%
**Step 7d:** Enter ‘Marked Out Of’ (do not need to complete template)

The ‘Marked Out of’ defines the mark that will be applied to all students for the occurrence. The Marked Out Of can be entered at any time during the semester within the ‘Add/Edit Marks’ Menu.

**Step 7e:** Enter ‘Evaluation Date’ (optional) by selecting the calendar icon

This is the due date, test date, exam date, etc. This information can also be entered or modified at any time during the semester using the ‘Update Occurrences’ Menu or the ‘Add/Edit Marks’ Menu.

![Course Template - Define/Update Assessment Details](image)

**Step 7f:** Select ‘Save/Update Assessment Details’ Button to save any updates or changes.

**Step 7g:** Repeat these steps for each Assessment Type until all Assessment Types details are defined.

![Course Assessments](image)

**Step 8:** Select Lock Template Button

The locking of the template signifies that the gradebook has been completed and is ready for mark entry.

*NOTE: You need to lock your template after defining all details of your template in order to start entering grades. Once your template is locked, no changes are permitted to your template.*

*NOTE: Editing assessments will result in deleting the details entered (if any) for those assessments.*
Evaluation Plan (template) creation is now complete.

This menu option becomes view only once the template is locked. If changes are required to the template after the template has been locked; go to the troubleshooting portion of the manual.

For a complete view of completed template select the ‘View Completed Template’ link.

---

**Option 2: Yes-Copy Evaluation Plan**

**Criteria for Copying a Template**

- Can copy a template that has been previously created
- Templates can be copied from the current term or a past term
- Can copy a locked or unlocked template (unlocked template needs to be completed up until the locking stage to be copied)
- eGRADES validates against the course outline. If any modifications have occurred in the Evaluation Methods in the course outline between creation of templates: Then the user will not be able to copy and they will need to build a new template.
- **IMPORTANT:** When copying a template verify the content prior to locking it.

**Steps for Copying a Template**

**Step 1:** Select ‘Create/View Evaluation Plans’ Menu

**Step 2:** Select the course you want to build a template for
Step 3: Select ‘Yes-Copy’ Button

Step 4: Select Course you want to copy from; from drop the down menu

To confirm the course you are ‘copying to’, check the course information in the screen.

Step 5: Select Copy-Submit Button

Copying a template does not automatically lock the template.

Step 6: Select Create/View Evaluation Plan

Step 7: Select Course you just copied to
Step 8: Review information that was copied.

All information will be exactly the same from the other template. If required, you can modify the copied template by selecting the Edit Assessments Button or the Details Defined.

Step 9: Select Lock Template Button

Evaluation Plan (template) creation is now complete.

This menu option becomes view only once the template is locked. If changes are required to the template after the template has been locked; go to the troubleshooting portion of the manual.

For a complete view of completed template select the ‘View Completed Template’ link.

Option 3: Moodle Grade Evaluation Plan

Criteria for Using Moodle Gradebook Evaluation Plan

- Must have approval from your Dean to use this option
- Must have a gradebook set up in Moodle

Steps for Creating a Moodle Grade Evaluation Plan

Step 1: Select Menu Create/View Evaluation Plans Menu

Step 2: Select Subject
Step 3: Select Moodle Grade – Continue Button

Course Template

Please select from one of the 4 options listed below to create your eGRADES template:

- Use the evaluation and assessment types defined in the course outline for this course
- Do you want to COPY a previous evaluation plan/eGRADES template to use for this course

Moodle Gradebook Users - Using Moodle’s electronic gradebook and submitting final grade for ISIS load

Final Grade - Use this option to submit the final grade only.

Step 4: Select Define/Edit Details

Step 5: Optional Enter Occurrence Description

Step 6: Enter Marked Out Of (Normally Marked out of 100)

Step 7: Optional: Enter Evaluation Date by selecting the calendar icon

Step 8: Select the Save/Update Assessment Details Button
Step 9: Select Lock Template Button

Evaluation Plan (template) creation is now complete.

This menu option becomes view only once the template is locked. If changes are required to the template after the template has been locked; go to the troubleshooting portion of the manual.

For a complete view of completed template select the ‘View Completed Template’ link.

Option 4: Final Grade – Continue Evaluation Plan

Criteria for Using Final Grade Evaluation Plan

- Must have approval from your Dean to use this option

Note: An email will be sent to your Dean indicating you have created a Final Grade Template

Steps for Final Grade Evaluation Plan

Step 1: Select Menu Create/View Evaluation Plans Menu

Step 2: Select Subject

Step 3: Select Final Grade – Continue Button
Step 4: Select Define/Edit Details Link

Step 5: Optional Enter Occurrence Description

Step 6: Enter Marked Out Of (Normally Marked out of 100)

Step 7: Optional: Enter Evaluation Date by selecting the calendar icon

Step 8: Select Save/Update Assessment Details Button
Step 9: Select Lock Template Button

Evaluation Plan (template) creation is now complete.

This menu option becomes view only once the template is locked. If changes are required to the template after the template has been locked; go to the troubleshooting portion of the manual.

For a complete view of completed template select the ‘View Completed Template’ link.
Section 2: Combining Sections for a Combined (Meta) Classlists

If faculty have more than one section (Course Reference Number - CRN) per subject then they can combine the CRN’s into one meta classlist to enter marks, review reports and incomplete grades.

Criteria for Combining

- Only the primary faculty can combine the CRN’s
- Can only combine once per subject code
- Can combine as many CRN’s as required for the subject code
- If sharing: Primary faculty must share all subject CRN’s.
  - Shared Users will not see the combined classlist. They will only be able to enter the marks through each separate CRN that has been shared with them.
- In order to combine CRN’s the following must be done:
  - All templates must be created and locked
  - All templates must be exactly the same

Steps for Combining CRN’s

Step 1: Select Combine Menu

Step 2: Select the first subject code in the CRN sequence in the dropdown list provided.

Step 3: Select the first CRN in the sequence

**IMPORTANT:** Only courses that can be combined will appear in the drop down list

**eGRADES (Evaluation Plan) - Training Site**

<table>
<thead>
<tr>
<th>eGRADES Menu Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create / View Evaluation Plan</td>
</tr>
</tbody>
</table>

Combine - Select Course

<table>
<thead>
<tr>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select a Course to Combine</td>
</tr>
</tbody>
</table>

Step 4: Check the box beside each section (CRN) that you want to combine

Step 5: Select Save Combine Button
**Combine - Select Course**

201401 - PRO2425 - 10886 may be combined with listed courses below. Please select the courses you would like to combine.

<table>
<thead>
<tr>
<th>Course</th>
<th>201401 - PRO2425 - 10886</th>
</tr>
</thead>
</table>

Below are the weights for the assessment types for the course selected. These weights will be used to determine if this course eligible to be combined with other courses.

<table>
<thead>
<tr>
<th>Assessment Type</th>
<th>Assessment Weight</th>
<th>Occurrences</th>
<th>The BEST OF</th>
<th>Min / Max Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Experiences</td>
<td>1</td>
<td>10</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Assignments</td>
<td>3</td>
<td>70</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Attendance</td>
<td>1</td>
<td>10</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Professional Conduct</td>
<td>1</td>
<td>10</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Below are the occurrences for all of the assessment types. These weights will be used to determine if this course eligible to be combined with other courses.

<table>
<thead>
<tr>
<th>Assessment Type</th>
<th>Occurrences</th>
<th>Occurrence Weight</th>
<th>Marked Out Of</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Experiences</td>
<td>01</td>
<td>100</td>
<td>10</td>
</tr>
<tr>
<td>Assignments</td>
<td>01</td>
<td>33.33</td>
<td>20</td>
</tr>
<tr>
<td>Assignments</td>
<td>02</td>
<td>33.33</td>
<td>20</td>
</tr>
<tr>
<td>Assignments</td>
<td>03</td>
<td>33.34</td>
<td>25</td>
</tr>
<tr>
<td>Attendance</td>
<td>01</td>
<td>100</td>
<td>0</td>
</tr>
<tr>
<td>Professional Conduct</td>
<td>01</td>
<td>100</td>
<td>0</td>
</tr>
</tbody>
</table>

**Combine - Save**

Combine has been saved.

- When you select any of the courses in Add/Edit Marks, all students in the combine will be listed as one section.
- Occurrences may not be changed when a course / section is included in a combine.
Section 3: Add/Edit Marks

Once the evaluation plan (template) is locked faculty can enter marks.

Marks can be added or edited up until final grades have been submitted into Banner.

Steps for Accessing the Add/Edit Marks Menu

Step 1: Select Add/Edit Marks Menu

Step 2: Select the course the user wishes to add or edit the marks for from the dropdown menu.

Step 3: Select the Assessment Type that the user wishes to add or edit the marks for.

Step 4: Select Add/Edit Marks Link

Step 5: Review/Update Marked Out Of & Highest Mark Possible
Criteria for using the Marked Out Of and Highest Mark Possible

- Marked Out Of & Highest Mark Possible could have been defined during the creation of the template.
- Can keep or modify the Marked Out Of & Highest Mark Possible
- The Marked Out Of & Highest Mark Possible cannot be 0.
- The Highest Mark Possible has to be equal to or higher than the Marked Out Of
- Bonus Marks: Highest Mark Possible can be higher than the Marked Out Of to include bonus marks in the grades.

**Important:** If changing the Marked Out Of once marks have been entered all marks within that occurrence will be erased (only that occurrence). Prior to changing the Marked Out Of you can print out or save the marks from the Class Detail report from the View Reports Menu.

Assessments - Add/Edit Marks and Comments

<table>
<thead>
<tr>
<th>Labs - 02</th>
<th>Marked Out Of: 100</th>
<th>Highest Mark Possible: 100</th>
<th>Update/Save</th>
</tr>
</thead>
</table>

Criteria for Using the Grade Release Date and the Evaluation Date

- **OPTIONAL:** The Grade Release Date is used to close the viewing of the whole gradebook to students. This allows faculty to enter marks and review the students’ overall total grades prior to the students seeing their marks and grade within their myCambrian Student Dashboard.
  - **Important:** As soon as a date is selected the students cannot view ALL of eGRADERS for that course until the date has past.
  - **Recommend:** If you use this date; to only use it at the subject end date just prior to final grade submission.
  - If using the Grade Release Date then it should be entered prior to marks being entered and saved.
- **OPTIONAL:** Evaluation Date is the Due Date of the occurrence. This date tells the student when they must hand something in.
Steps for Selecting a Date

Step 1: Select Calendar Icon

Step 2: Use arrows to select correct month

Step 3: Select the appropriate date from the calendar

Step 4: Enter marks, if required

Criteria for Adding or Editing Marks

- Marked Out of is applied against each student
- Default setting are ** for any occurrence that has no marks entered
- Can add or edit marks up until final grade submission
- ** has no impact on the overall total grade
- 0 will impact the overall total grade. If required, the 0 can be changed at any time in the term prior to final grade submission.
- Can use up to two decimal places for a mark.
- Marks are not rounded. The overall total grade is the only grade that is rounded.

Reminder! eGRADES calculates on what has been completed and not the full course until final grade submission.
Steps for Adding or Editing Marks

Please Note: ** indicates no grade has been entered for that student. A zero indicates student earned a '0' on that assessment. To change a grade, simply enter a new value. To remove a grade, simply delete entry. Make sure to hit the UPDATE/SAVE MARKS AND COMMENTS BUTTON on this page to record and save any changes made to grades and/or dates entered.

If you do not want students to see these marks until a future date, enter that date in the GRADE RELEASE DATE box. STUDENTS WILL SEE A MESSAGE INDICATING THE GRADE BOOK IS CLOSED UNTIL THAT DATE.

Assignments - 02 Marks.

<table>
<thead>
<tr>
<th>Student ID</th>
<th>Name</th>
<th>Mark</th>
<th>First Viewed</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>A00113026</td>
<td>Manual, eGRADES</td>
<td>0</td>
<td></td>
<td>Please See Teacher!</td>
</tr>
<tr>
<td>A000001001</td>
<td>Test, STUD-18-FEB-2014</td>
<td>18.5</td>
<td></td>
<td>Great Job!</td>
</tr>
</tbody>
</table>

**Step 1:** Add Marks - Delete ** to enter marks

**Step 2:** Edit Marks – Delete numeric mark and then re-enter new marks

**Step 3:** Optional: Add Comments

Reminder! This comment goes to the student in myCambrian/eGRADES

**Step 4:** Select Update/Save Marks and Comments Button once the marks are entered

Reminder! Once you select the Update/Save Marks and Comments Button that the system will automatically calculate the mark into the overall total grade. Plus, it will make it available to the students on myCambrian/eGRADES.
Section 4: View Reports

In the View Reports Menu is where the user can find the breakdown of all the students’ marks, their in-progress grades and excel or PDF reports.

Steps for Viewing Overall Total Grades

Step 1: Select View Reports Menu

eGRADES (Evaluation Plan) - Training Site

Step 2: Select the course that the user wishes to view reports for.

Step 3: Select student’s name to get a detail overview of the student’s progress within the course.
Breakdown of the View Reports Menu

In the Reports Menu the user can view the breakdown of all the marks and see the in-progress final grades of the students.

1. **Reports**: Allows the user to view a breakdown of the different types of grades generated within eGRADES that can be exported to either PDF or Excel.

**Reports Breakdown**

*Class Summary Report (PDF and Excel)*

This report lists the in-progress overall total grade for the students. The report includes: 1) Students Names/ID’s, 2) % of course completed, and 3) the in-progress grades (both numerical and alpha).

*Class Assessment Report (PDF and Excel)*

This report lists the assessment mark, weight and % complete of each *assessment* for each student.

*Class Detail Report (PDF and Excel)*

This report lists all the marks for each student at the assessment type occurrence level.

*Note: Once eGRADES is closed this report can be used to calculate a final grade to be submitted in replace of an ‘I’ grade or as a grade change.*

**Steps for Opening Excel Reports**

*Step 1:* Identify the report that you want to open

*Step 2:* Select Report Excel link

*Step 3:* Select the Open Button when prompted

*Step 4:* Select the Yes Button when prompted
2. **Overview of Student’s Individual Marks**

This option will allow the user to see a complete breakdown of the student’s in-progress marks and grades based on the template.

**Steps for Accessing the Breakdown of the Students’ Marks**

**Step 1:** Identify the student you want to see the breakdown of marks for

**Step 2:** Select the student’s name

**Step 3:** Review student’s marks

**Anatomy of Student’s Individual Marks View**

*Note: This is the same view the student sees within eGRADES in their student portal of myCambrian.*

**IMPOTANT! Students will only see their own individual breakdown of marks and overall total in-progress final grade. They will only see another student’s grades if the other student shares them.**
### 3. Students @Risk

The @Risk symbol will appear next to a student’s name if they are failing the course. There are two different @Risk symbols that could appear next to the student’s name.

⚠️ The Yellow Flag Icon will appear next to the student’s name if the student is failing with under 30% of the course materials being completed.

⚠️ The Red Flag Icon will appear next to the student’s name if the student is failing with over 30% or more of the course materials being completed.

⚠️ **Important: Students who are failing will see the @Risk symbol within eGRADES**

### 4. Students In-progress Grades

This screen shows all students within the course and or combined courses.

<table>
<thead>
<tr>
<th>Student Id</th>
<th>Name</th>
<th>% Completed</th>
<th>In Progress Grade %</th>
<th>In Progress Alpha Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>A00013026</td>
<td>Manual_eGRADES</td>
<td>70</td>
<td>86</td>
<td>A</td>
</tr>
<tr>
<td>A00001001</td>
<td>Test_STUD-18-FEB-2014</td>
<td>70</td>
<td>22</td>
<td>F</td>
</tr>
</tbody>
</table>

**Column 1: % Completed** indicates the percentage of the course that has been completed for each student.

**Column 2: In-Progress Grade %** indicates the numeric in-progress based on the percentage of the course that has been completed to date.

**Column 3: In-Progress Alpha Grade** indicates the alpha grade based on the numeric grade calculation of the percent of the course that has been completed to date.
Section 5: Update Occurrences Menu Option

Once the user has created and locked their gradebook template they can manage the occurrence information up until final grade submission. The user will be able to add or change the occurrence description, occurrence weight, and the evaluation date.

⚠️ Important: If you have combined your courses you will not have access to this menu option. You will need to un-combine your courses. Make the same changes to all the sections and then re-combine them. All changes must be the same in all of the sections for the re-combine to work.

Breakdown of Occurrence Information that can be Modified

**Occurrence Description:** This is an optional field than can be used to provide extra information regarding an occurrence to students. This field has a limited amount of characters, approximately 25 characters.

**Occurrence Weight:** It is important to ensure your occurrence weights are defined appropriately at the start of the semester. Changing weights at the end of the semester can severely impact the students’ overall total grades. If there is a requirement to change the occurrence weights the user must keep in mind that that the column must always total 100%. It does not matter how the weight is distributed as long as the weight equals 100%. IMPORTANT: if you change the occurrence weight you will need to do a recalculation of the gradebook. To do this you must go back to the Add/Edit Marks Menu and resave anyone of the occurrences.

**Using ‘Best Of’**: No changes can be made to the occurrence weight, in a ‘Best Of’ Assessment Type requires that all occurrences be equally weighted.

**Evaluation Date:** This is an optional date that can be added or changed any time until final grade submission.
Steps for Updating or Modifying the Occurrence Information

**Step 1:** Select Update Occurrences Menu

**Step 2:** Select Course

**Step 3:** Select Assessment Type

**Step 4:** Update or Modify (as required)

**Step 5:** Select Save Occurrences Button
Section 6: Add/Edit Sharing Menu Option

Within Banner a course is assigned to the Primary Faculty member. As the Primary Faculty member you are the owner of the course and can provide access to a shared user. Once a shared user or users have been granted access to the section (CRN) then they will have limited access to the gradebook. A shared user will only have access to the Add/Edit Marks and View Reports Menu options for the specific section (CRN) of the course that was shared.

Purpose of Sharing: Is to provide access to another faculty member or Program Coordinator as co-teachers or providing support. A shared user can access the students’ marks and grades for the purpose of viewing or updating the students’ grades.

Steps for Adding Sharing

Step 1: Select Add/Edit Sharing Menu Option

Step 2: Select Course (CRN)

Note: Courses are defined by section (CRN). The owner will need to share all CRN’s if the shared user requires access to all sections.

Step 3: Locate name in drop-down list

Step 4: Select the Share Button

Note: The shared user will receive an email indicating that they now have access to the course.
Steps for Removing Sharing

Step 1: Select Add/Edit Sharing Menu Option

Step 2: Select Course (CRN)

Note: Courses are defined by section (CRN). The owner will need to share all CRN’s if the shared user requires access to all sections.

Step 3: Select the Remove Sharing Link

Note: The removed shared user will receive an email indicating that they no longer have access to the course section (CRN).
Chapter 2 Quick Steps

Steps for Creating a Template

Select Create/View Evaluation Plan Menu Option

1. Select the Course you want to build a template for
2. Select Template Option Type
   a. Option 1: Yes-Build my Template (Course Outline)
   b. Option 2: Yes-Copy – Must have previously built the template
   c. Option 3: Moodle Grade – Continue (Final Grade Only)
   d. Option 4: Final Grade-Continue (Final Grade Only)
3. Build Template based on Option Type
4. To finalize template select the ‘Lock Template’ button

Steps for Combining CRN’s (Sections) for a Meta Classlist

1. Select Combine Menu Option
2. Select the first subject code in the CRN sequence in the dropdown list provided
   a. Only courses that can be combined will appear in the dropdown list
3. Check the box beside each section (CRN) that you want to combine
   a. Can only combine once per subject
4. Select Save Combine Button

Steps for Adding or Editing Marks

1. Select Add/Edit Marks Menu Option
2. Select the course the user wishes to add or edit the marks for from the drop down menu.
3. Locate the Assessment Type that the user wishes to add or edit the marks for
4. Select Add/Edit Marks Link next to the occurrence
5. Review/Update Marked Out Of & Highest Mark Possible
   a. Enter numerical value in both locations, if required
6. If changing the Marked Out Of or Highest Mark Possible select the Update/Save button
7. Replace existing value, either the ** or a mark.
8. Insert Comments, if required (Optional)
9. Insert GRD (Grade Release Date) or Evaluation Date, if required (Optional)
10. Select Update/Save Marks and Comments Button when done adding or editing a mark
    a. A mark can be added or edited up until final grade submission

**Steps for Viewing Reports**

1. Select View Reports Menu Option
2. Select the course that the user wishes to view reports for.
3. Select student’s name to get a detail overview of the student’s progress within the course.
4. Review Reports, as required

**Steps for Updating Occurrences**

1. Select Update Occurrences Menu Option
2. Select Course
3. Modify (as required)
4. Select Save Occurrences Button

**Steps for Add/Edit Sharing**

1. Select Add/Edit Sharing Menu Option
2. Select Course (CRN)
   a. Courses are defined by section (CRN). The owner will need to share all CRN’s if the shared user requires access to all sections.
3. Locate name in drop-down list
   a. Only trained faculty will appear in this list.
4. Select the Share Button
   a. The shared user will receive an email indicated that they now have access to the course.

**Steps to Remove Sharing**

1. Select Add/Edit Sharing Menu Option
2. Select Course (CRN)
   a. Courses are defined by section (CRN). The owner will need to remove sharing to all CRN’s that the shared user is currently accessing.
3. Select the Remove Sharing Link
   a. The removed shared user will receive an email indicating they no longer have access to the course section (CRN).
# Chapter 3: Grades

## Chapter Terminology

<table>
<thead>
<tr>
<th>Terminology</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Academic Schedule</strong></td>
<td>It has all the key dates for the academic year. It is an important schedule of events.</td>
</tr>
<tr>
<td><strong>Academic Year</strong></td>
<td>The academic year contains three terms. E.G. 201409/201401/201405 is considered one academic year.</td>
</tr>
<tr>
<td><strong>Final Grade Submission</strong></td>
<td>At the end of each term and/or subject end date all final grades must be submitted to the Enrolment Centre through eGRADES.</td>
</tr>
<tr>
<td><strong>Grade Change Form Authorization</strong></td>
<td>This form allows the faculty the opportunity to change grade change after final grade submission.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Terminology</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Incomplete Grades (‘I’ Grades)</strong></td>
<td>Under extenuating circumstances a student cannot complete the course by Final Grade Submission they will be granted an ‘I’ grade. This will allow them to complete the final assessment after final grade submission. An ‘I’ grade does not impact the student’s progression or GPA.</td>
</tr>
<tr>
<td><strong>In-progress Grades</strong></td>
<td>eGRADES shows students their in-progress marks and overall total grade to help students with their academic progression throughout the term.</td>
</tr>
<tr>
<td><strong>Mid-Term Advising</strong></td>
<td>There is no official submission of grades at mid-terms. eGRADES holds the most current information and is the best way to advise students on how they should proceed with the subject.</td>
</tr>
<tr>
<td><strong>Promotion Meetings</strong></td>
<td>All Academic Departments will hold a promotion meeting at the end of each term to review the grades of the students.</td>
</tr>
<tr>
<td><strong>Term Codes</strong></td>
<td>A term code represents the start of each term, subject, registration period, etc...</td>
</tr>
</tbody>
</table>

Example:
- 201409 = September 2014
- 201501 = January 2015
- 201505 = May 2015
Criteria:

- All eGRADES gradebooks (templates) must be completed to submit final grades
- Final Grades Submission for standard Post-Secondary courses will be based on the Academic Schedule.
- Final Grades Submission for module courses are based on the subject end date of the course. Final grades must be submitted prior to noon on the third day after subject end date of the course.

Noteworthy:

- Incomplete Grades: It is important to insert an I grade for a student that cannot complete the final occurrence before the end of the semester.
- Unused Occurrences: If by the end of the term you have occurrences that you did not complete then it is important to change the occurrence weights to reflect this.
- Once eGRADES final grade submission has occurred no changes are allowed to any marks. Faculty can still access View Reports for past terms.
- Once final grades have occurred and a grade change is required. A grade change form must be completed and submitted to the Enrolment Centre.
Section 1: Mid-term Advising

eGRADES plays an important role in advising students throughout the term. It provides students with their in-progress grades so that they can be pro-active with their academic learning.

At mid-terms the in-progress grades can support the students and advisors to determine what actions can be taken to improve their grades before the end of the term.

Mid-term grades can also help determine if a student should withdraw from a course so that they can receive a ‘W’ grade versus an ‘F’ grade. This decision can have a significant impact on the students’ academic progression and retention.

Section 2: Overview of Final Grades

At the end of each semester or at the subject end date of a course a grade must be submitted to our Student Information System (Banner) for academic progression. Banner holds all academic standing for all of Cambrian College’s students.

There are several important items that must be completed prior to final grades being submitted to Banner.

Check List

✓ Mark Entry: Ensure all marks are entered into every occurrence for all of the students

✓ Update Occurrence Weights: IMPORTANT: This is extremely important if an occurrence was not used you will need to change the occurrence weight to zero and re-distribute the weight. Reminder: It doesn’t matter how the weight is distributed as long as it equals 100%.

✓ Input I grades: If a student cannot complete final occurrence before final grade submission then an ‘I’ grade will be required to be entered as to not impact the student’s academic progression.

Section 3: Incomplete Grades Menu

This menu allows the user to enter an ‘Incomplete’ grade (an ‘I’ grade) for a student (with extenuating circumstances) who is unable to complete the course prior to the subject end date. Such circumstances might include a death in the family, illness, etc. Only the ‘owner’ of the gradebook can enter an ‘I’ grade for the students. Shared users do not have the ability to do so.
Note: ‘I’ grades do not impact the students’ academic progression or GPA.

Steps for Entering an ‘I’ Grade

**Step 1:** Select Enter Incompletes Menu.

**Step 2:** Select Course

**Step 3:** Locate student that will receive an I grade

**Step 4:** Insert an ‘I’ into the Subject Incompletes Column

**Step 5:** Use the arrow to select a Reason from the list provided in the Reason Code Column

**Step 6:** Use the calendar icon to select approximately 30 days after the final grade submission date in the Expiry Date Column

**Step 7:** Select the Save/Update Incompletes button

If the student does complete the final assessment then the user must submit a completed Grade Change Authorization form to the Enrolment Centre. If the student does not complete the assessment by the selected date then the student will automatically receive a grade of 00F for the course.
Section 4: Final Grade Submission

All grades are required to go into Banner. eGRADES is the mode in which the grades are imported into our student information system.

The submission of grades occurs at the subject end date of the course. The subject end date may occur at different times throughout the semester depending on the type of subject that you are teaching. The majority of subjects fall under the standard post-secondary term.

Within eGRADES a new menu will appear one day after the subject end date has occurred. This menu will allow the faculty to submit their own grades to the Student Information System (Banner).

Step 1: Select Submit Final Grades Menu

Step 2: Select Course

Step 3: Review Student Completion Status

✔️ All marks must be completely entered

✔️ All students should have a green check mark beside their name

Step 4: Update students’ marks (as required) based on the student’s status

Step 5: Select Submit Grades Button

⚠️ IMPORTANT! ⚠️

Once you submit final grades into Banner, eGRADES becomes view only. Users can access the ‘View Reports Menu’; however, they cannot add or edit marks. ALL grade changes must be done through a grade change form.
Steps for Reviewing Grades Prior to Final Grades Upload into Banner

There is a final grades trigger that will automatically download grades from eGRADES into Banner based on the subject end date or the dates outlined in the Academic Calendar. Each term will have a different final grade submission deadline.

**Step 1:** Review check list to ensure that your gradebook has all requirements completed.

**Step 2:** Enter any ‘I’ Grades

**Step 3:** Once grades have been downloaded into Banner, eGRADES becomes view only for courses that the subject end date has been reached.

⚠️ IMPORTANT! ⚠️

Faculty will still have access to courses through the View Reports Menu option.

**Section 5: Grade Changes**

Once final grades have been submitted then eGRADES becomes view only. Faculty can access View Reports within eGRADES if they need help to determine a final grade.

To make an official grade change faculty will require filling in a grade change form that is signed by the Dean and then submitted to the Enrolment Centre.
Chapter 3 Quick Steps

Final Grades Checklist

1. **Mark Entry**: Enter all marks including 0’s
2. **Unused Occurrences**: All unused occurrences should have a zero weight.
3. **Enter ‘I’ Grades (if applicable)**: Enter Incompletes to replace final grade
   a. Talk to program coordinator if not sure if the student receives an ‘I’ grade.
4. **Review Final Grades**: It is important to review all students’ grades in the View Reports Menu before submitting the grades into Banner
   a. **Satisfied**: Submit grades
   b. **Not Satisfied**: Update marks (as required) and then submit grades
5. **Submit Final Grades to Banner**: The ‘Submit Grades Menu’ will appear 1 day after subject end date of the course
   a. **IMPORTANT**: Once you submit grades eGRADES becomes view only. You can only view reports, however, you cannot modify any marks.
   b. Any grade changes after submission will need to be done on a grade change form

Steps for Entering an ‘I’ Grade

**Step 1**: Select Enter Incompletes Menu.

**Step 2**: Select Course

**Step 3**: Locate Student that will receive an I grade

**Step 4**: Insert an ‘I’ into the Subject Incompletes Column

**Step 5**: Use the arrow to select a Reason from the list provided in the Reason Code Column

**Step 6**: Use the calendar icon to select approximately 30 days after the final grade submission date in the Expiry Date Column

**Step 7**: Select the Save/Update Incompletes button
Steps to eGRADES Submit Final Grades

**Step 1:** Select Submit Final Grades Menu

**Step 2:** Select Course

**Step 3:** Review Student Completion Status

☑️ All marks must be completely entered

☑️ All students should have a green check mark beside their name

**Step 4:** Update students’ marks (as required) based on the student’s status

**Step 5:** Select Submit Grades Button
## Glossary of Terms

<table>
<thead>
<tr>
<th>Terminology</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>@Risk</strong></td>
<td>A symbol that identifies students who are at risk of failing the course.</td>
</tr>
<tr>
<td><strong>Academic Schedule</strong></td>
<td>It has all the key dates for the academic year. It is an important schedule of events.</td>
</tr>
<tr>
<td><strong>Academic Year</strong></td>
<td>The academic year contains three terms. E.G. 201409/201401/201405 is considered one academic year.</td>
</tr>
<tr>
<td><strong>AD Account</strong></td>
<td>User Name for Cambrian College’s Resources</td>
</tr>
<tr>
<td><strong>Assessment Types</strong></td>
<td>Is how the faculty member evaluates the student progress. E.G. Assignments/Tests, etc..</td>
</tr>
<tr>
<td><strong>Banner</strong></td>
<td>Student Information System</td>
</tr>
<tr>
<td><strong>Class Lists</strong></td>
<td>Are all students that have been registered into the specific section of the course (CRN).</td>
</tr>
<tr>
<td><strong>CRN (Course Reference Number)</strong></td>
<td>A CRN is 5 five digit numerical value based on the term that identifies each section.</td>
</tr>
<tr>
<td><strong>eGRADES</strong></td>
<td>Electronic Grading Tool</td>
</tr>
<tr>
<td><strong>Evaluation Date</strong></td>
<td>The ‘Due Date’ of a specific</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Terminology</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Incomplete Grades (‘I’ Grades)</strong></td>
<td>Under extenuating circumstances a student cannot complete the course by Final Grade Submission they will be granted an ‘I’ grade. This will allow them to complete the final assessment after final grade submission. An ‘I’ grade does not impact the student’s progression or GPA.</td>
</tr>
<tr>
<td><strong>Lock Template</strong></td>
<td>The locking of the template confirms how the student will be evaluated.</td>
</tr>
<tr>
<td><strong>Marked Out Of</strong></td>
<td>Is the mark that the student will be marked on for an assessment type occurrence.</td>
</tr>
<tr>
<td><strong>Meta Class Lists (Combined Class List)</strong></td>
<td>Can combine multiple CRN’s from the same course in one class list.</td>
</tr>
<tr>
<td><strong>Mid-Term Advising</strong></td>
<td>There is no official submission of grades at mid-terms. eGRADES holds the most current information and is the best way to advise students on how they should proceed with the subject.</td>
</tr>
<tr>
<td><strong>Minimum/Mandatory (MinMan) Grade Component</strong></td>
<td>It is an extra level of a grading component attached to a specific Assessment Type. This is NOT the grade scheme.</td>
</tr>
<tr>
<td><strong>Moodle</strong></td>
<td>Moodle is an electronic Learning Management System (LMS) that operates externally to eGRADES.</td>
</tr>
<tr>
<td><strong>myCambrian</strong></td>
<td>Cambrian College’s Academic Web Portal</td>
</tr>
<tr>
<td><strong>Portal</strong></td>
<td>Is a web application that uses the browser to access information</td>
</tr>
<tr>
<td><strong>Portlet</strong></td>
<td>Is a component on a web page</td>
</tr>
<tr>
<td><strong>Evaluation Method</strong></td>
<td>Is similar to the Assessment Types. It is how the faculty member evaluates the student progress during the semester. E.G. Assignments/Tests, etc…</td>
</tr>
<tr>
<td>-----------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Evaluation Plan</strong></td>
<td>eGRADES Gradebook Templates</td>
</tr>
<tr>
<td><strong>Faculty Dashboard Portlet</strong></td>
<td>Contains Academic Resources within myCambrian</td>
</tr>
<tr>
<td><strong>Final Grade Submission</strong></td>
<td>At the end of each term and/or subject end date all final grades must be submitted to the Enrolment Centre through eGRADES.</td>
</tr>
<tr>
<td><strong>Grade Change Form Authorization</strong></td>
<td>This form allows the faculty the opportunity to change grade change after final grade submission.</td>
</tr>
<tr>
<td><strong>Grade Release Date</strong></td>
<td>Closes the student viewing of eGRADES.</td>
</tr>
<tr>
<td><strong>Grade Schemes</strong></td>
<td>Defines the grading requirements for each course. A grade scheme may be different depending on the passing requirements of the course.</td>
</tr>
<tr>
<td><strong>Highest Mark Possible</strong></td>
<td>Provides a location to include Bonus Marks</td>
</tr>
<tr>
<td><strong>In-Progress Grades</strong></td>
<td>Is the grade progression of the student throughout the term.</td>
</tr>
<tr>
<td><strong>Occurrence Weights</strong></td>
<td>Each Assessment Type Occurrence will have a weight value. Occurrence Weights are used within the calculation to determine the mark percentage and overall total grade.</td>
</tr>
<tr>
<td><strong>Owner</strong></td>
<td>There is only one owner of an eGRADES gradebook. The owner of the course is the Primary faculty that is assigned in Banner.</td>
</tr>
<tr>
<td><strong>Primary Faculty</strong></td>
<td>The main instructor of the course</td>
</tr>
<tr>
<td><strong>Published Course Outlines</strong></td>
<td>A published course outline is a contract between the college and the student on what they are being taught and how.</td>
</tr>
<tr>
<td><strong>Semester</strong></td>
<td>Is the period of academic delivery of courses</td>
</tr>
<tr>
<td><strong>Shared User</strong></td>
<td>It is the co-teacher of a course. The owner can provide access to eGRADES by sharing.</td>
</tr>
<tr>
<td><strong>Subject Start &amp; End Dates</strong></td>
<td>The official first day and last day of the course delivery</td>
</tr>
<tr>
<td><strong>Term Codes</strong></td>
<td>A term code represents the start of each term, subject, registration period, etc...</td>
</tr>
</tbody>
</table>