



# Faculty Service Centre User Guide

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## What is the FSC?

The Faculty Service Centre (FSC) is used by UBC Instructors, Teaching Assistants and Staff to:

- Access Classlists
- Email Students
- Enter and Submit Grades
- Generate Change Grade forms

Recommended Browser: [Google Chrome](#)\*

\*Only the newest browser version is supported.

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## What You'll See

Instructors and Teaching Assistants

**Assigned Sections**

2018W 2018S 2017W 2017S

You are assigned to the following sections in 2018W:

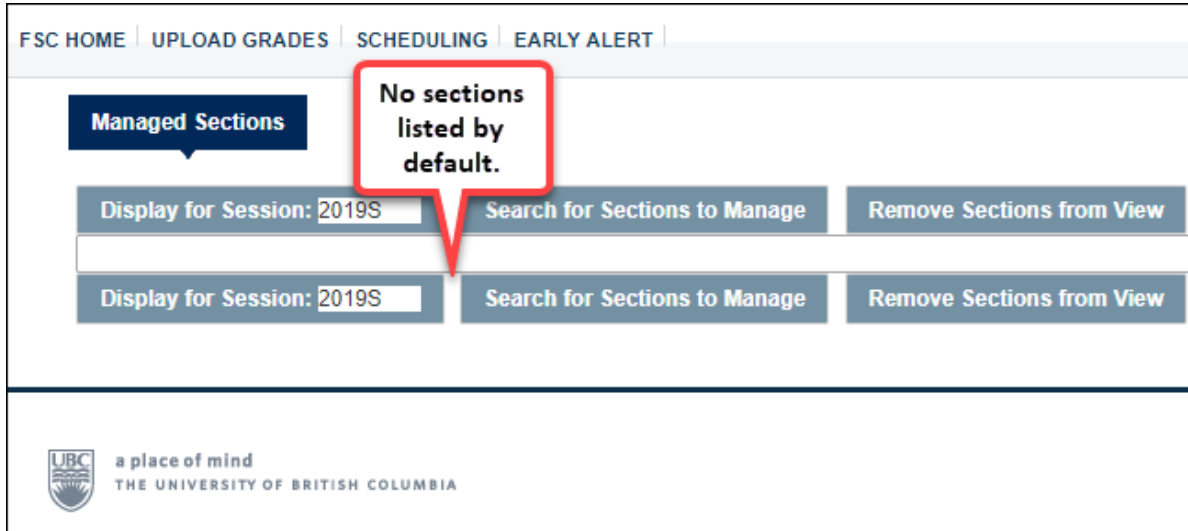
Select All	Course	Term	Starts	Ends
<input type="checkbox"/>	<a href="#">TEST300 - GHI</a>	1	2018-09-04	2018-11-30
<input checked="" type="checkbox"/>	<a href="#">TEST200 - ABC</a>	1-2	2018-09-03	2018-04-08
<input type="checkbox"/>	<a href="#">TEST100 - ABC</a>	2	2018-09-04	2018-11-30

View Classlist(s) Download/Print Classlist(s) Send Email

List of sections you've been assigned to

You will see a list of all sections you are assigned to, sorted by academic session. If you cannot see your sections, contact your department administrator or timetable representative.

## Administrators



You will need to find and add course sections that you are authorized to administer. See the [Find Your Course Sections](#) for more info.

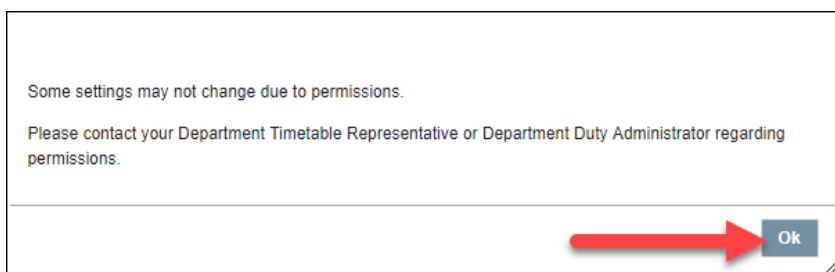
## Customize Your Settings

### Access Your Settings

1. Click on the **Settings** link on the top right hand corner of the screen.



2. A notification regarding access to your settings being controlled by system permissions will appear. Click **Ok**



## Select Your Preferences

1. Select the groups of columns to display on the classlist(s).
2. Select a file format to download your classlist(s).
3. Click on the **Ok** button to save your settings.

**Columns to Display in classlist - currently set to Image, Basic, Program, Grades.**

Group	Display	Columns included in group
Basic	<input checked="" type="checkbox"/>	Student Number, Primary Section, Secondary Section, Tertiary Section, Term, Surname, Preferred Name
Image	<input checked="" type="checkbox"/>	Student Image
Program	<input checked="" type="checkbox"/>	Program, Year Level, Version
Grades	<input checked="" type="checkbox"/>	Percent Grade, Letter Grade, Standing, DET Completion Date / Withdrawal Date, Grade/Standing Last Modified By (Note: These will only display if you have permissions to view grades for the selected section.)
Specialization Details	<input type="checkbox"/>	Specialization 1, Specialization 2
Restriction Details	<input type="checkbox"/>	Regi DateTime, Meets Prereq, Meets CoReq, Seat Type, Is Forced, Force Reason (Note: These will only display if you have permissions to view restriction details for the selected section.)

**Format for download - currently set to Excel Cont.**

Select	Format	Can Includes Images?	Multiple Section display
<input checked="" type="radio"/>	Excel Continuous	Yes	Continuous list of students
<input type="radio"/>	Excel	Yes	One section per sheet (NOTE: This format can not be used for grades upload.)
<input type="radio"/>	Text - Fixed Width	No	Continuous list of students (NOTE: This format can not be used for grades upload.)
<input type="radio"/>	Text - Tab Delimited	No	Continuous list of students
<input type="radio"/>	Text - Comma Delimited (CSV file)	No	Continuous list of students
<input type="radio"/>	Text - PRS Clicker Roster (CSV file)	No	Continuous list of students

**Miscellaneous settings.**

Setting	Description
<input type="checkbox"/> Include Withdrawn Students	Check this to include all withdrawn students in the classlists.

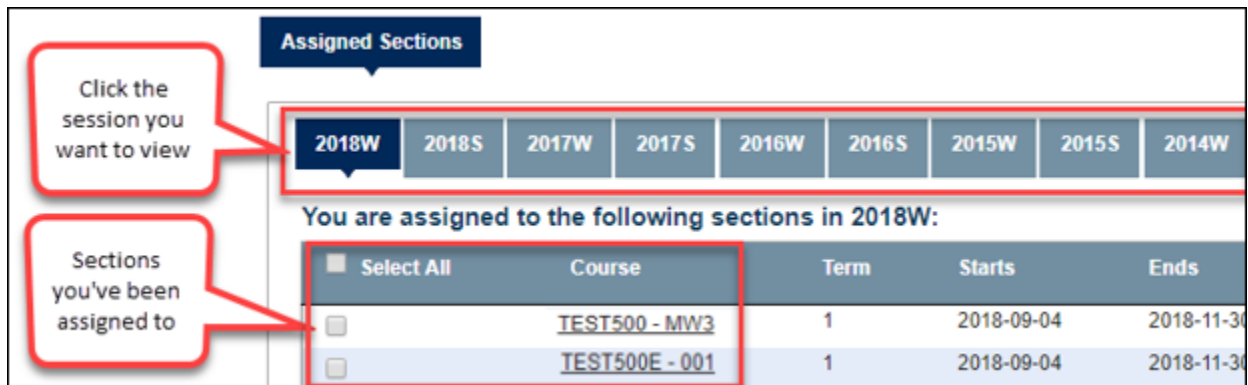
**3**

# Find Your Course Sections

## Instructors and Teaching Assistants

The list of sections you are assigned to will appear on the FSC Home screen under **Assigned Sections**.

1. Navigate between academic sessions by clicking on the session tabs. The session you are viewing is highlighted in darker blue.
2. For each session, the list of course sections you are assigned to will be listed.

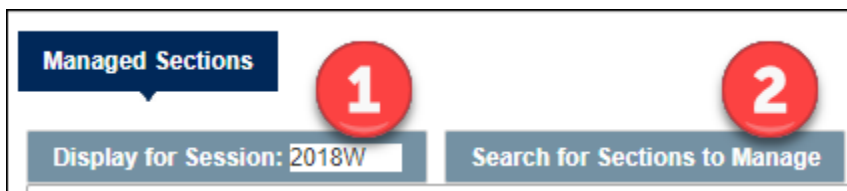


## Administrators

The list of sections you have access to will appear on the FSC Home page under **Managed Sections**. If no sections appear for the session, you will need to search for the course section.

### Search for a Course Section

1. In the **Display for Session** field on the FSC Home page, enter the academic session the course section was offered in.
2. Click the **Search for Sections to Manage** button.



3. Enter the Campus, Subject, Course and Section search criteria in the pop-up form. An asterisk (\*) acts as the wildcard "all" in your search. For example, to retrieve all course levels, enter "\*" in the "Course" search field.
4. Click the **Ok** button

Campus: UBCV ▾  
 Subject: TEST eg: ANTH, CHEM, VISA  
 Course: \*| eg: 1\*, 111, 11\*, \*  
 Section: \*| eg: L\*, 101, \*

**3** **4** Ok Cancel

### Review Search Results

Each search will produce a new tab, labelled with the search criteria used. Click between tabs to view each set of search results. If no students are enrolled in a listed course section, no checkbox will appear under the Select All column next to that section, and you will not be able to see the classlist for that section.

**Managed Sections**

Display for Session: 2018W Search for Sections to Manage

UBC-TEST-.\* UBCO-TEST-.\* One tab per search

Select All	Course	Term
<input type="checkbox"/>	TEST500 - MC2	1
<input type="checkbox"/>	TEST500 - MW3	1
<input type="checkbox"/>	TEST500E - MC1	1
<input type="checkbox"/>	TEST500E - MWC	1
<input type="checkbox"/>	TEST100 - 999	1-2
<input type="checkbox"/>	TEST100 - M01	1-2
<input type="checkbox"/>	TEST100 - MC1	1-2
<input type="checkbox"/>	TEST100 - MC2	1-2
<input type="checkbox"/>	TEST100 - MWC	1-2
<input type="checkbox"/>	TEST100 - TST	2
<input type="checkbox"/>	TEST500E - 001	2



## Remove Search Result Tabs

1. Click on the section search result tab you would like to remove
2. Click the **Remove Sections from View** button.

The screenshot shows the 'Managed Sections' interface. At the top, there is a 'Managed Sections' header. Below it, there are three buttons: 'Display for Session: 2018W', 'Search for Sections to Manage', and 'Remove Sections from View'. The 'Remove Sections from View' button is highlighted with a red box and a red circle with the number '2'. Below the buttons, there are two search result tabs: 'UBC-TEST-\*' and 'UBCO-TEST-\*'. The 'UBCO-TEST-\*' tab is highlighted with a red box and a red circle with the number '1'. Below the tabs, there is a message: 'There are no sections matching section list: UBCO-\* -TEST-\* for session 2018W'. At the bottom, there are three buttons: 'Display for Session: 2018W', 'Search for Sections to Manage', and 'Remove Sections from View'.

3. The search result tab should disappear from your **Managed Sections**

The screenshot shows the 'Managed Sections' interface. At the top, there is a 'Managed Sections' header. Below it, there are three buttons: 'Display for Session: 2018W', 'Search for Sections to Manage', and 'Remove Sections from View'. The 'Remove Sections from View' button is highlighted with a red box and a red circle with the number '3'. Below the buttons, there is a search result tab 'UBC-TEST-\*' highlighted with a red box and a red circle with the number '3'. Below the tab, there is a table with the following columns: 'Select All', 'Course', 'Term', and 'Starts'. The table contains two rows of data:

Select All	Course	Term	Starts
<input type="checkbox"/>	TEST500 - MC2	1	2018-09-04
<input type="checkbox"/>	TEST500 - MW3	1	2018-09-04

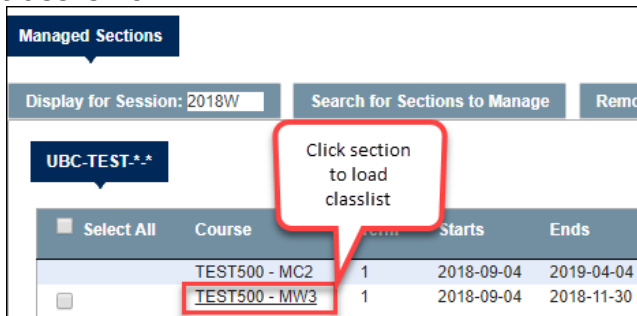
# View Your Classlists

I want to view a...

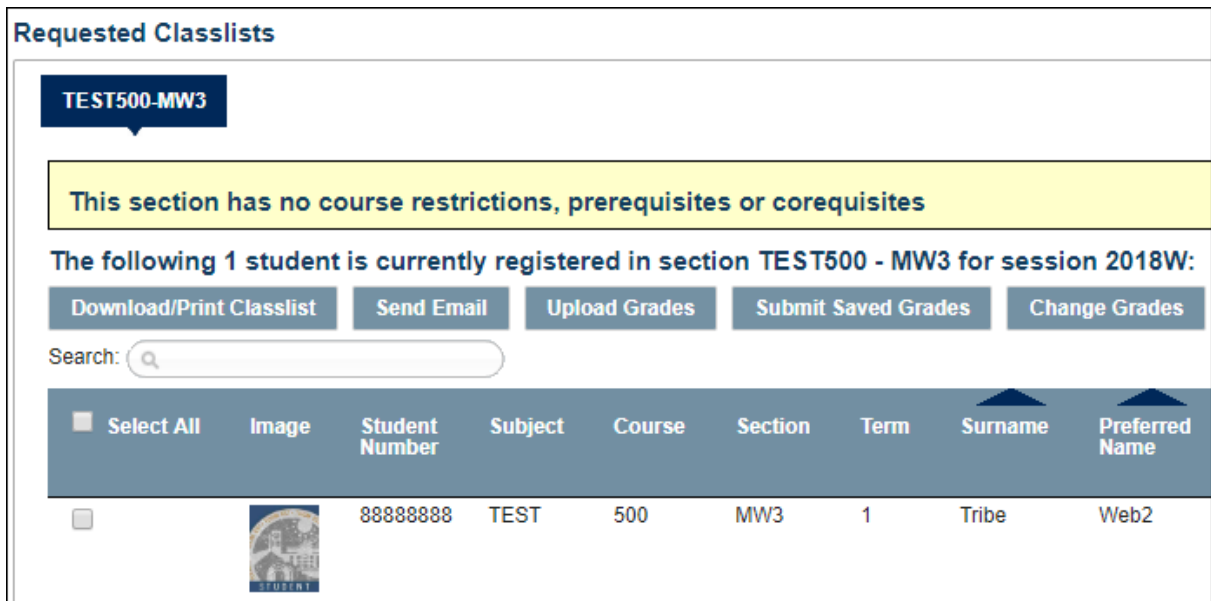
- Classlist
- Series of Classlists

## View a Classlist

1. Click the desired course section link on the FSC Home page you wish to view the classlist for.



2. The **Requested Classlists** page will load, and the selected course section's classlist will be loaded.



## View a Series of Classlists

1. Select the sections you want to view
2. Click the **View Classlist(s)/Enter Grade(s)** button.

Select All	Course	Term	Starts	Ends	Meetings	Enrolment	Course URL	Grade Type	Instructors	Final Exam Date	Final Exam Location
<input type="checkbox"/>	TEST500 - MC2	1	2018-09-04	2019-04-04		0 / 0	(edit)	Percent			
<input checked="" type="checkbox"/>	TEST500 - MW3	1	2018-09-04	2018-11-30	MonWedFri:	1 / 0	(edit)	Percent			
<input type="checkbox"/>	TEST500E - MC1	1	2019-01-02	2019-04-04	Mon: 8:00 AM to 8:30 AM	0 / 0	(edit)	Percent			
<input type="checkbox"/>	TEST500E - MWC	1	2018-09-04	2018-11-30	Mon:	0 / 0	(edit)	Percent			
<input type="checkbox"/>	TEST100 - 999	1-2	2018-09-04	2018-11-30	MonWedFri:	0 / 0	link (edit)	Percent			
<input type="checkbox"/>	TEST100 - M01	1-2	2019-07-01	2019-08-05	Mon:	0 / 0	link (edit)	Percent			
<input type="checkbox"/>	TEST100 - MC1	1-2	2019-01-02	2019-04-04	Thu,TueThu:	0 / 0	link (edit)	Percent			
<input type="checkbox"/>	TEST100 - MC2	1-2	2018-08-20	2019-08-18		0 / 0	link (edit)	Percent			
<input type="checkbox"/>	TEST100 - MWC	1-2	2018-09-04	2018-11-30	Mon:	0 / 0	link (edit)	Percent			
<input type="checkbox"/>	TEST100 - TST	2	2019-01-02	2019-04-04	Mon:	0 / 60	link (edit)	Percent			
<input checked="" type="checkbox"/>	TEST500E - 001	2	2019-01-02	2019-04-04	Mon: 8:00 AM to 8:30 AM	2 / 2	(edit)	Percent			
<input type="checkbox"/>	TEST500E - AMC	2	2019-01-02	2019-04-04	Mon: 8:00 AM to 8:30 AM	0 / 0	(edit)	Percent			
<input type="checkbox"/>	TEST500E - ML1	2	2019-01-02	2019-04-04	Mon: 8:30 AM to 9:00 AM	0 / 0	(edit)	Percent			
<input type="checkbox"/>	TEST200 - TST	X	2019-01-02	2019-04-04	Mon:	0 / 0	link (edit)	Percent			
<input type="checkbox"/>	TEST500 - MC1	X	2018-09-04	2018-11-30		0 / 0	(edit)	Percent			
<input type="checkbox"/>	TEST500 - MW1	X	2018-09-04	2018-11-30	TueThu:	0 / 0	(edit)	Percent			
<input type="checkbox"/>	TEST500 - MW2	X	2019-01-02	2019-04-04	Mon:	0 / 0	(edit)	Percent			

Display for Session: 2018W    Search for Sections to Manage    Remove Sections from View    **View Classlist(s)/Enter Grades**    Download/Print Classlist(s)    Send Email

The **Requested Classlists** page will load. A series of tabs will appear for each of the course sections you selected.

### Requested Classlists

TEST100-DEF    TEST200-DEF    TEST300-GHI

This section has no course restrictions, prerequisites or corequisites.

The following 3 students are currently registered in section:

Download/Print Classlist    Send Email    Upload Grades

Search:

Select All	Image	Student Number	Subject	Course
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# Download or Print Classlists

## Select Course Sections to Download or Print

1. Select the course sections you wish to download or print.
2. Click the **Download/Print Classlist(s)** button.

<input type="checkbox"/> Select All	Course	Term	Starts	Ends	Meetings	Enrolment	Course URL	Grade Type	Instructors	Final Exa Date
<input type="checkbox"/>	TEST500 - MC2	1	2018-09-04	2019-04-04		0 / 0	<a href="#">(edit)</a>	Percent		
<input checked="" type="checkbox"/>	TEST500 - MW3	1	2018-09-04	2018-11-30	MonWedFri:	1 / 0	<a href="#">(edit)</a>	Percent		
<input type="checkbox"/>	TEST500E - MC1	1	2019-01-02	2019-04-04	Mon: 8:00 AM to 8:30 AM	0 / 0	<a href="#">(edit)</a>	Percent		
<input type="checkbox"/>	TEST500E - MWC	1	2018-09-04	2018-11-30	Mon:	0 / 0	<a href="#">(edit)</a>	Percent		
<input type="checkbox"/>	TEST100 - 999	1-2	2018-09-04	2018-11-30	MonWedFri:	0 / 0	<a href="#">link</a> <a href="#">(edit)</a>	Percent		
<input type="checkbox"/>	TEST100 - M01	1-2	2019-07-01	2019-08-05	Mon:	0 / 0	<a href="#">link</a> <a href="#">(edit)</a>	Percent		
<input type="checkbox"/>	TEST100 - MC1	1-2	2019-01-02	2019-04-04	Thu,TueThu:	0 / 0	<a href="#">link</a> <a href="#">(edit)</a>	Percent		
<input type="checkbox"/>	TEST100 - MC2	1-2	2018-08-20	2019-08-18		0 / 0	<a href="#">link</a> <a href="#">(edit)</a>	Percent		
<input type="checkbox"/>	TEST100 - MWC	1-2	2018-09-04	2018-11-30	Mon:	0 / 0	<a href="#">link</a> <a href="#">(edit)</a>	Percent		
<input type="checkbox"/>	TEST100 - TST	2	2019-01-02	2019-04-04	Mon:	0 / 60	<a href="#">link</a> <a href="#">(edit)</a>	Percent		
<input checked="" type="checkbox"/>	TEST500E - 001	2	2019-01-02	2019-04-04	Mon: 8:00 AM to 8:30 AM	2 / 2	<a href="#">(edit)</a>	Percent		
<input type="checkbox"/>	TEST500E - AMC	2	2019-01-02	2019-04-04	Mon: 8:00 AM to 8:30 AM	0 / 0	<a href="#">(edit)</a>	Percent		
<input type="checkbox"/>	TEST500E - ML1	2	2019-01-02	2019-04-04	Mon: 8:30 AM to 9:00 AM	0 / 0	<a href="#">(edit)</a>	Percent		
<input type="checkbox"/>	TEST200 - TST	X	2019-01-02	2019-04-04	Mon:	0 / 0	<a href="#">link</a> <a href="#">(edit)</a>	Percent		
<input type="checkbox"/>	TEST500 - MC1	X	2018-09-04	2018-11-30		0 / 0	<a href="#">(edit)</a>	Percent		
<input type="checkbox"/>	TEST500 - MW1	X	2018-09-04	2018-11-30	TueThu:	0 / 0	<a href="#">(edit)</a>	Percent		
<input type="checkbox"/>	TEST500 - MW2	X	2019-01-02	2019-04-04	Mon:	0 / 0	<a href="#">(edit)</a>	Percent		

1

2

Display for Session: 2018W    Search for Sections to Manage    Remove Sections from View    View Classlist(s)/Enter Grades    **Download/Print Classlist(s)**

## Customize Classlist Format, Download or Print

Clicking the **Download/Print Classlist(s)** button brings up the following popup window where you can: customize the format of your classlist(s), download your classlist(s) into a file, or print your classlist(s).

**Select the format...**

Table  
 Grid

**Select and format the columns...**

Available columns are based on your Settings. To change them, please go to Settings.  
Downloaded columns are based on your access to a Course.

Display	Bold	Size
<input checked="" type="checkbox"/> Image	<input type="checkbox"/>	<input type="text"/>
<input checked="" type="checkbox"/> Student Number	<input type="checkbox"/>	<input type="text"/>
<input checked="" type="checkbox"/> Subject	<input type="checkbox"/>	<input type="text"/>
<input checked="" type="checkbox"/> Course	<input type="checkbox"/>	<input type="text"/>
<input checked="" type="checkbox"/> Section	<input type="checkbox"/>	<input type="text"/>
<input checked="" type="checkbox"/> Primary Section	<input type="checkbox"/>	<input type="text"/>
<input checked="" type="checkbox"/> Secondary Section	<input type="checkbox"/>	<input type="text"/>
<input checked="" type="checkbox"/> Tertiary Section	<input type="checkbox"/>	<input type="text"/>
<input checked="" type="checkbox"/> Term	<input type="checkbox"/>	<input type="text"/>
<input checked="" type="checkbox"/> Surname	<input type="checkbox"/>	<input type="text"/>
<input checked="" type="checkbox"/> Preferred Name	<input type="checkbox"/>	<input type="text"/>
<input checked="" type="checkbox"/> Program	<input type="checkbox"/>	<input type="text"/>
<input checked="" type="checkbox"/> Year	<input type="checkbox"/>	<input type="text"/>
<input checked="" type="checkbox"/> Version	<input type="checkbox"/>	<input type="text"/>
<input checked="" type="checkbox"/> Percent Grade	<input type="checkbox"/>	<input type="text"/>
<input checked="" type="checkbox"/> Letter Grade	<input type="checkbox"/>	<input type="text"/>
<input checked="" type="checkbox"/> Standing	<input type="checkbox"/>	<input type="text"/>
<input checked="" type="checkbox"/> Standing Reason	<input type="checkbox"/>	<input type="text"/>
<input checked="" type="checkbox"/> Status	<input type="checkbox"/>	<input type="text"/>
<input checked="" type="checkbox"/> DET Completion Date	<input type="checkbox"/>	<input type="text"/>
<input checked="" type="checkbox"/> Grade/Standing Last Modified By	<input type="checkbox"/>	<input type="text"/>

Bold are Required for uploading grades. Session and Campus will be automatically included in the download.

**Print...**

Print  
Download ...  
Download

**Lee Chuy, Adrian** TEST 500E - 001 (2018W)

Image	Student Number	Subject	Course	Section	Primary Section	Secondary Section	Tertiary Section	Term	Surname	Preferred Name	Prog
	44455558	TEST	500E	001	001			2	GIEDRIS	PN	BA

- File Format section:** For printed classlists, this section allows you to switch the format of the classlist between table or grid based. You can see a preview of what the formatting will look like by selecting the radio button and checking the Print Preview section (#4)

- Display section:** Allows you to select (by checking off) what student data will be exported to your file as a column. You can see a preview of what the formatting will look like in the Print Preview section (#4). The bolded student data categories must be in your file if you intend to use the Upload Grades function.
- Data format section:** Allows you to bold (via the “Bold” checkboxes) and/or select the size of the student data in your file. You can see a preview of what the formatting will look like in the Print Preview section (#4)
- Print Preview:** Allows you to see a preview of what the file will look like based on the formatting and columns selected in sections #1-3.
- Print and/or Download:** Once you have set the data you would like to export and the format of the file, you can click either the **Print** or **Download** buttons to print or download the file containing students in your selected classlist(s).

## Email Your Students

### Select Course Sections to Email

- Select the classes you would like to email by clicking on the checkbox next to the course section.
- Click on the **Send Email** button. The FSC Email Editor window will appear in a separate browsing tab or window.

Select All	Course	Term	Starts	Ends	Meetings	Enrolment	Course URL	Grade Type	Instructors	Final Exam Date	Final Exam Location
<input type="checkbox"/>	TEST500 - MC2	1	2018-09-04	2019-04-04		0 / 0	<a href="#">(edit)</a>	Percent			
<input checked="" type="checkbox"/>	TEST500 - MW3	1	2018-09-04	2018-11-30	MonWedFri:	1 / 0	<a href="#">(edit)</a>	Percent			
<input type="checkbox"/>	TEST500E - MC1	1	2019-01-02	2019-04-04	Mon: 8:00 AM to 8:30 AM	0 / 0	<a href="#">(edit)</a>	Percent			
<input type="checkbox"/>	TEST500E - MWC	1	2018-09-04	2018-11-30	Mon:	0 / 0	<a href="#">(edit)</a>	Percent			
<input type="checkbox"/>	TEST100 - 999	1-2	2018-09-04	2018-11-30	MonWedFri:	0 / 0	<a href="#">link</a> <a href="#">(edit)</a>	Percent			
<input type="checkbox"/>	TEST100 - M01	1-2	2019-07-01	2019-08-05	Mon:	0 / 0	<a href="#">link</a> <a href="#">(edit)</a>	Percent			
<input type="checkbox"/>	TEST100 - MC1	1-2	2019-01-02	2019-04-04	Thu,TueThu:	0 / 0	<a href="#">link</a> <a href="#">(edit)</a>	Percent			
<input type="checkbox"/>	TEST100 - MC2	1-2	2018-08-20	2019-08-18		0 / 0	<a href="#">link</a> <a href="#">(edit)</a>	Percent			
<input type="checkbox"/>	TEST100 - MWC	1-2	2018-09-04	2018-11-30	Mon:	0 / 0	<a href="#">link</a> <a href="#">(edit)</a>	Percent			
<input type="checkbox"/>	TEST100 - TST	2	2019-01-02	2019-04-04	Mon:	0 / 60	<a href="#">link</a> <a href="#">(edit)</a>	Percent			
<input checked="" type="checkbox"/>	TEST500E - 001	2	2019-01-02	2019-04-04	Mon: 8:00 AM to 8:30 AM	2 / 2	<a href="#">(edit)</a>	Percent			
<input type="checkbox"/>	TEST500E - AMC	2	2019-01-02	2019-04-04	Mon: 8:00 AM to 8:30 AM	0 / 0	<a href="#">(edit)</a>	Percent			
<input type="checkbox"/>	TEST500E - ML1	2	2019-01-02	2019-04-04	Mon: 8:30 AM to 9:00 AM	0 / 0	<a href="#">(edit)</a>	Percent			
<input type="checkbox"/>	TEST200 - TST	X	2019-01-02	2019-04-04	Mon:	0 / 0	<a href="#">link</a> <a href="#">(edit)</a>	Percent			
<input type="checkbox"/>	TEST500 - MC1	X	2018-09-04	2018-11-30		0 / 0	<a href="#">(edit)</a>	Percent			
<input type="checkbox"/>	TEST500 - MW1	X	2018-09-04	2018-11-30	TueThu:	0 / 0	<a href="#">(edit)</a>	Percent			
<input type="checkbox"/>	TEST500 - MW2	X	2019-01-02	2019-04-04	Mon:	0 / 0	<a href="#">(edit)</a>	Percent			

Display for Session: 2018W
Search for Sections to Manage
Remove Sections from View
View Classlist(s)/Enter Grades
Download/Print Classlist(s)
Send Email

## Select Individual Students to Email

If you would like to send emails to specific students in a course section. Click the course section to load the classlist.

1. In the classlist, select the students to email. To select all students, check the box next to **Select All**.
2. Click on the **Send Email** button. The FSC Email Editor window will appear in a separate browsing tab or window.

The screenshot shows the 'Requested Classlists' interface for course section TEST500E-001. A yellow banner indicates 'This section has no course sections, prerequisites'. Below this, a message states 'The following 2 students are currently registered in section'. A toolbar contains buttons for 'Download/Print Classlist', 'Send Email', and 'Upload Grades'. A search bar is located below the toolbar. A table lists two students with columns for 'Image', 'Student Number', 'Subject', and 'Course'. The 'Select All' checkbox in the first column is highlighted with a red box and labeled '1'. The 'Send Email' button is also highlighted with a red box and labeled '2'.

<input checked="" type="checkbox"/> Select All	Image	Student Number	Subject	Course
<input checked="" type="checkbox"/>		44455558	TEST	500E
<input checked="" type="checkbox"/>		33333333	TEST	500E

## Send Your Email

Once you've selected your classlist(s) or student(s) and clicked the **Send Email** button, the FSC Email Editor window will appear in a separate browsing tab or window.

1. **From:** Who the email will be sent from. By default, this will be your UBC email address. Email address can be edited.
2. **To:** All students & classlists that were selected before clicking the Send Email button.
3. **Subject:** Enter your email subject line
4. **Attachments:** Click the **Add** button to include any attachments you'd like to send in the email
5. **Email Body:** Write or copy your email text into the message field.
6. **Send Email:** Click to send your email to the individuals listed in the "To:" field.

**Note:** The email editor does not save drafts and will automatically time out after 30 minutes. We recommend that you compose your email in a separate document and copy the text into the FSC Email Editor.

The screenshot shows the 'Compose New Email' interface. At the top, there is a header with the UBC logo and the text 'THE UNIVERSITY OF BRITISH COLUMBIA'. Below the header, a notice states: 'Notice something different? We have upgraded SISC and FSC functionality with this web-based HTML editor to improve layout and clarity of email messages. You can now format your emails with headers, hyperlinks, bullets, and more. The UBC header and footer will appear on every email sent out of the SISC and FSC. Student information will remain secure.'

The main form is titled 'Compose New Email' and includes the following fields:

- From:** A text input field containing 'testemail@students.ubc.ca' (Callout 1).
- To:** A text input field containing 'Email will be sent to all registered students in sections: 2018W-UBC-TEST-500-MW3-941, 2018W-UBC-TEST-500E-001-30044' (Callout 2).
- Cc:** An empty text input field.
- Bcc:** An empty text input field.
- Subject:** An empty text input field (Callout 3).
- Attachments:** A button labeled '+ Add...' (Callout 4).
- Test Mode:** Radio buttons for 'Normal' (selected) and 'Single Email Test'.

Below the form, a red warning message reads: 'The Email Editor will time out after 30 minutes.'

The email body editor features a rich text toolbar with icons for undo, redo, bold, italic, underline, strikethrough, link, unlink, list, indent, and outdent. It also includes 'Format' and 'Size' dropdown menus. The body text is as follows:

- Heading 1...**This is a test email for staff to see the different options
- Heading 2...**This is a test email for staff to see the different options
- Heading 3...**This is a test email for staff to see the different options
- Normal...**This is a test email for staff to see the different options (Callout 5)

At the bottom right of the editor is a blue 'Send Email' button (Callout 6).



# Upload or Enter Grades

I want to know...

- When Grades Are Due?
- How to Upload Grades
- Was My Upload Successful?
- How to Enter Grades Manually
- How to Submit Grades
- How to Change Submitted Grades

## When Are Grades Due?

Grades are due:

- 7 business days following the examination date **OR**
- 5 days following examination dates written on the last 2 days of the examination period

Due dates for Distance Examination grades are determined by the instructor's department.

## How to Upload Grades

Before you begin, check your FSC settings by clicking on the **Settings** link to verify:

1. The required classlist data columns are visible for grades entry and upload.
  - a. Under the “**Columns to Display in classlist**” section, verify that the “Display” checkbox is ticked (at minimum) for the following column groups: “**Basic**” and “**Grades**”. The two groups include the required columns to enter & upload student grades into the FSC.

Columns to Display in classlist - currently set to Image, Basic, Program, Grades.		
Group	Display	Columns included in group
Basic	<input checked="" type="checkbox"/>	Student Number, Primary Section, Secondary Section, Tertiary Section, Term, Surname, Preferred Name
Image	<input checked="" type="checkbox"/>	Student Image
Program	<input checked="" type="checkbox"/>	Program, Year Level, Version
Grades	<input checked="" type="checkbox"/>	Percent Grade, Letter Grade, Standing, DET Completion Date / Withdrawal Date, Grade/Standing Last Modified By (Note: These will only display if you have permissions to view grades for the selected section.)
Specialization Details	<input type="checkbox"/>	Specialization 1, Specialization 2
Restriction Details	<input type="checkbox"/>	Regi DateTime, Meets Prereq, Meets CoReq, Seat Type, Is Forced, Force Reason (Note: These will only display if you have permissions to view restriction details for the selected section.)

- b. These FSC column groups should be checked by default. The Basic group (containing student number, course section, and name data) should always be checked.

2. Your selected file format allows the ability to upload grades.
  - a. Under the “**Format for Download**” section, verify that your selected format does not have the note “**This format can not be used for grades upload.**” listed under the “Multiple Section Display” column. Grades in these file formats cannot be uploaded back into the FSC.
  - b. The default file format “**Excel Continuous**” should allow you to upload grades. This file format will list all students in all of the sections you selected for download listed in a continuous list. They will not be separated by course section, however the course section information already exists for each student under the columns “Course” and “Section” in your file.

### Download File from FSC

1. As an instructor or TA, locate your Assigned sections. As a department administrator, you can search for your Managed sections.
2. Once you have your list of course sections, click the checkbox(s) next to the course section(s) you want to upload grades for. The selected sections will be highlighted in orange.
3. Click **Download/Print Classlist(s)** button.

Select All	Course	Term	Starts	Ends	Meetings	Enrolment	Course URL	Grade Type	Instructors	Final Exam Date	Final Exam Location
<input type="checkbox"/>	TEST500 - MC2	1	2018-09-04	2019-04-04		0 / 0	(edit)	Percent			
<input checked="" type="checkbox"/>	TEST500 - MW3	1	2018-09-04	2018-11-30	MonWedFri:	1 / 0	(edit)	Percent			
<input type="checkbox"/>	TEST500E - MC1	1	2019-01-02	2019-04-04	Mon: 8:00 AM to 8:30 AM	0 / 0	(edit)	Percent			
<input type="checkbox"/>	TEST500E - MWC	1	2018-09-04	2018-11-30	Mon:	0 / 0	(edit)	Percent			
<input type="checkbox"/>	TEST100 - 999	1-2	2018-09-04	2018-11-30	MonWedFri:	0 / 0	link (edit)	Percent			
<input type="checkbox"/>	TEST100 - M01	1-2	2019-07-01	2019-08-05	Mon:	0 / 0	link (edit)	Percent			
<input type="checkbox"/>	TEST100 - MC1	1-2	2019-01-02	2019-04-04	Thu,TueThu:	0 / 0	link (edit)	Percent			
<input type="checkbox"/>	TEST100 - MC2	1-2	2018-08-20	2019-08-18		0 / 0	link (edit)	Percent			
<input type="checkbox"/>	TEST100 - MWC	1-2	2018-09-04	2018-11-30	Mon:	0 / 0	link (edit)	Percent			
<input type="checkbox"/>	TEST100 - TST	2	2019-01-02	2019-04-04	Mon:	0 / 60	link (edit)	Percent			
<input checked="" type="checkbox"/>	TEST500E - 001	2	2019-01-02	2019-04-04	Mon: 8:00 AM to 8:30 AM	2 / 2	(edit)	Percent			
<input type="checkbox"/>	TEST500E - AMC	2	2019-01-02	2019-04-04	Mon: 8:00 AM to 8:30 AM	0 / 0	(edit)	Percent			
<input type="checkbox"/>	TEST500E - ML1	2	2019-01-02	2019-04-04	Mon: 8:30 AM to 9:00 AM	0 / 0	(edit)	Percent			
<input type="checkbox"/>	TEST200 - TST	X	2019-01-02	2019-04-04	Mon:	0 / 0	link (edit)	Percent			
<input type="checkbox"/>	TEST500 - MC1	X	2018-09-04	2018-11-30		0 / 0	(edit)	Percent			
<input type="checkbox"/>	TEST500 - MW1	X	2018-09-04	2018-11-30	TueThu:	0 / 0	(edit)	Percent			
<input type="checkbox"/>	TEST500 - MW2	X	2019-01-02	2019-04-04	Mon:	0 / 0	(edit)	Percent			

Display for Session: 2018W    Search for Sections to Manage    Remove Sections from View    View Classlist(s)/Enter Grades    **Download/Print Classlist(s)**    Send Email

4. Select the data columns you would like to include in your file. All bolded columns must be checked as they must exist in your file in order to upload the grades in the file back into the FSC.
5. Click the **Download** button to download your classlist into a file from the FSC. Your file will already contain the correct formatting for uploading to the FSC.

## Review Your File

Your downloaded file should contain all selected column headings. Each student selected should appear as a separate row in your file. Each column heading is necessary, even if you are not entering data into a column. An example of the file in Excel with only the bolded columns and the student's surname & preferred name is shown below.

	A	B	C	D	E	F	G	H	I	J	K
1	<b>Session</b>	<b>Campus</b>	<b>Student Number</b>	<b>Subject</b>	<b>Course</b>	<b>Section</b>	<b>Surname</b>	<b>Preferred Name</b>	<b>Percent Grade</b>	<b>Standing</b>	<b>Standing Reason</b>
2	2018W	UBC	44455558	TEST	500E	001	GIEDRIS	PN			
3	2018W	UBC	33333333	TEST	500E	001	Uduji	History			
4	2018W	UBC	88888888	TEST	500	MW3	Tribe	Web2			
5											
6											

## Grade Files Exported from Canvas

Grade files downloaded from Canvas can be uploaded into the FSC. The Canvas grade file(s) will need to be re-formatted into an acceptable format for the FSC before the grades can be uploaded into FSC.

- For the latest instructions on how to download your grades into a CSV file from Canvas, please refer to the Canvas help file [here](#).
- Once you have downloaded your grades into a CSV file from Canvas, please refer to the Canvas Instructor Guide > “How do I use Canvas?” > **“Upload grades to the Faculty Service Centre”** section [here](#) for instructions on how to format your grades into an acceptable format for upload into FSC.

You should be able to upload your grades file from Canvas into FSC once the file(s) from Canvas have been:

1. Formatted as per the Canvas Instructor Guide > “How do I use Canvas?” > **“Upload grades to the Faculty Service Centre”** section [here](#).
2. The data in all of the spreadsheet columns meet the FSC requirements listed in the [Acceptable Values for Grades Entry](#) section.

For questions regarding Canvas, please contact the [Learning Technology \(LT\) Hub](#).

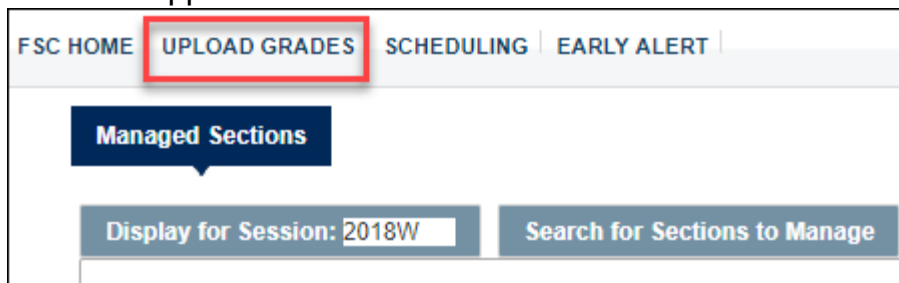
### Enter Your Students' Information

1. Enter student grade information into the **Percent Grade, Standing , or Standing Reason** columns according to the criteria in the [Acceptable Values for Grades Entry](#) section.
2. Leave cells blank if the value is not known. You can enter the information into your file or [directly into the FSC](#) at a later date.
3. Save your file into a location of your choice as one of the following file format extensions:
  - .xls (Excel) - must contain **only one** worksheet
  - .txt (Tab Delimited)
  - .csv (Comma Delimited)

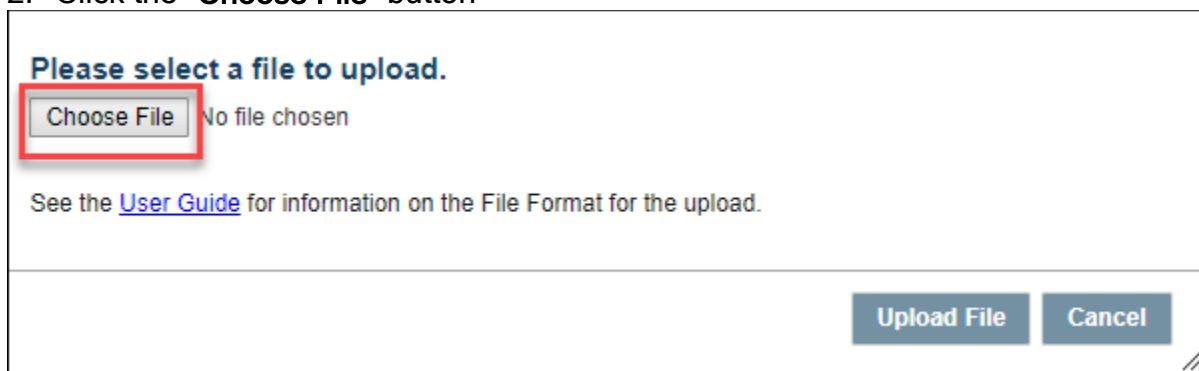
### Upload file to FSC

Once the grades have been entered for your students, and you are ready to upload the grades into the FSC:

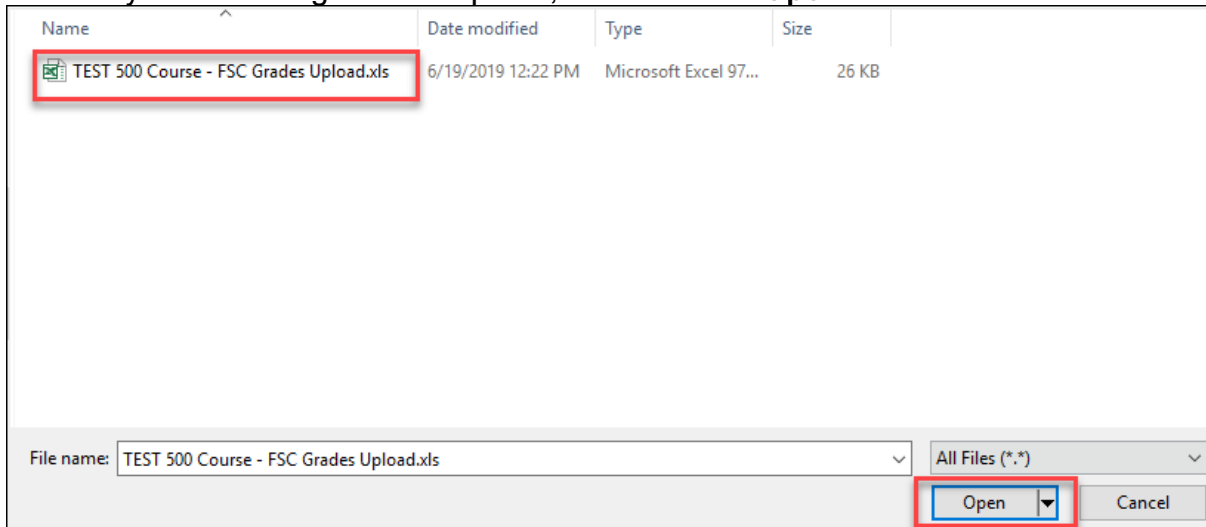
1. On the FSC Home page, click the **Upload Grades** link. The file upload popup window should appear.



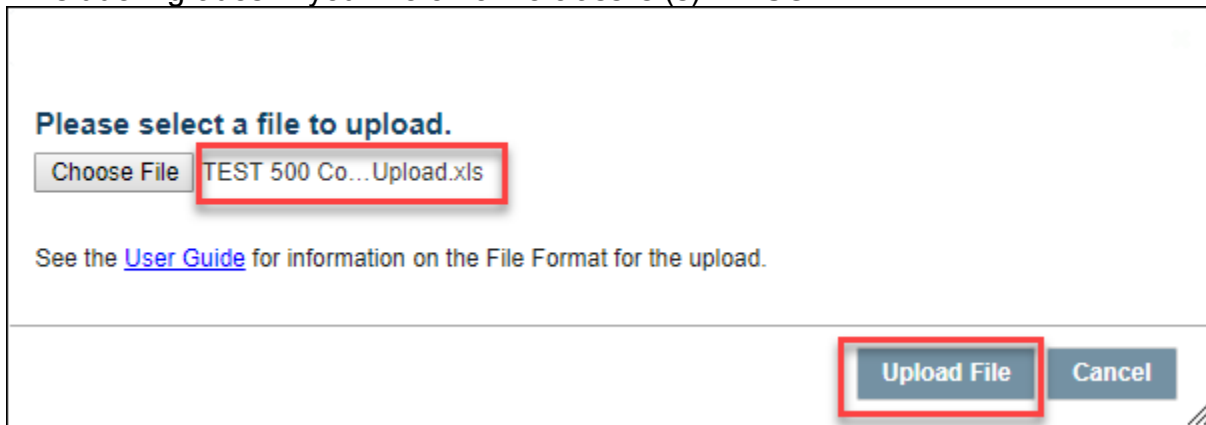
2. Click the “Choose File” button



3. Find your file with grades to upload, then click the **Open** button.



4. Your chosen file's name should appear next to the Choose File button. Verify it is the correct file, then click the **Upload File** button. The system will upload all of the student grades in your file onto the classlist(s) in FSC.



## Was My Upload Successful?

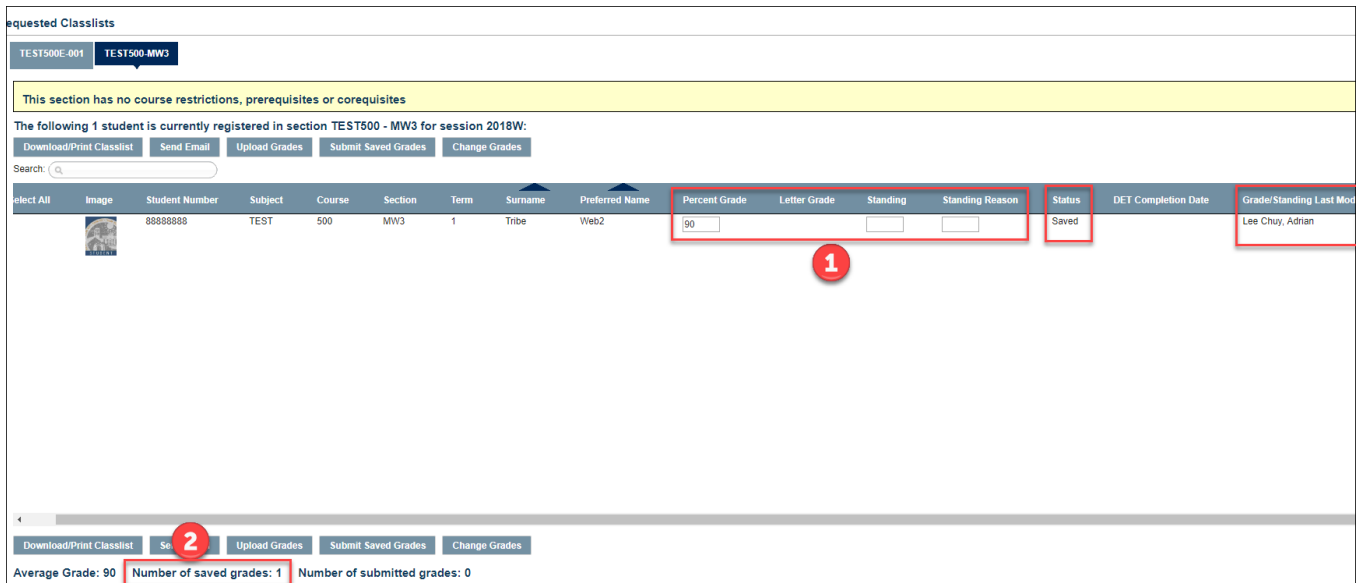
### Upload Successful

You will receive a message from FSC indicating that your “Grades have been saved.” Click the **OK** button.



You will be returned to the FSC classlist view where each section will be displayed on a separate tab.

1. Verify that the uploaded grade is correct. You will also be able to see the status of the grade (should be set to “Saved”), and who last modified the student’s grade.
2. A total of the number of saved student grades is displayed at the bottom of the page.



The screenshot shows the FSC classlist interface. At the top, there are tabs for "TEST500E-001" and "TEST500-MW3". Below the tabs, a yellow banner states: "This section has no course restrictions, prerequisites or corequisites". Underneath, it says: "The following 1 student is currently registered in section TEST500 - MW3 for session 2018W:". There are buttons for "Download/Print Classlist", "Send Email", "Upload Grades", "Submit Saved Grades", and "Change Grades". A search bar is present. Below the search bar is a table with the following columns: "Select All", "Image", "Student Number", "Subject", "Course", "Section", "Term", "Surname", "Preferred Name", "Percent Grade", "Letter Grade", "Standing", "Standing Reason", "Status", "DET Completion Date", and "Grade/Standing Last Mod". The table contains one row for student 88888888 with a percent grade of 90 and a status of "Saved". A red circle with the number "1" is placed over the "Percent Grade" column. At the bottom of the page, there are buttons for "Download/Print Classlist", "Submit Saved Grades", and "Change Grades". A red circle with the number "2" is placed over the "Submit Saved Grades" button. Below the buttons, the summary text reads: "Average Grade: 90 Number of saved grades: 1 Number of submitted grades: 0".

After you have verified that your grades have been uploaded successfully for all students, you will now need to [submit](#) your grades.

## Students with Errors

If there are errors in your spreadsheet preventing your file from being uploaded into the FSC, the FSC will notify you which row(s) in the file is causing the error and the reason for the error. Verify that the data is entered as per the guidelines in the [Acceptable Values for Grades Entry](#) section.

**2 lines out of 3 in the upload file contains invalid data.**

Please review the below list before proceeding. If you would like to proceed with the upload (invalid lines will not be uploaded)

ERROR*	Line #2	2018W	UBC	44455558	TEST	500E	001	2	GIE
* Percent Grade cannot be blank with a DNW Standing Reason.									
ERROR*	Line #4	2018W	UBC	88888888	TEST	500	MW3	1	Tri
* Percent Grade cannot be entered with a T Standing.									

Row # in spreadsheet containing error data.

Error message preventing grade upload

To upload students who do not have data errors, click the **Continue with Upload** button; otherwise, click the **Cancel** button to avoid uploading any student grades.

If you choose to continue and upload students who do not have errors, the grades will be saved for the students. You will then need to [submit](#) your grades on the FSC afterwards.

Note: If you select “Continue with Upload”, you can re-upload the same file with the resolved errors at a later time. Any new data in the file will merge with the existing data.

## Upload Unsuccessful

You will receive an error message with the reason the file failed to upload. You will need to resolve the issue and resubmit your file. After you resubmit your file, the grades in the file will be saved, and you will also need to [submit](#) your grades for all students in the class on the FSC.

## How to Enter Grades Manually

View the classlist for which you want to enter grades.

Note: If you cannot see the grades in the classlist view, go to Settings and make sure "Grade" is checked off to display the Grades columns.

### Enter Your Students' Information

1. Enter student grade information into the **Percent Grade**, **Standing**, or **Standing Reason** columns according to the criteria in the [Acceptable Values for Grades Entry](#) section.
2. Press **Tab** or **Enter** to save your entered data.
3. Leave cells blank if the value is not known. You can enter the information directly into the FSC or [upload the grade information via a file](#) at a later date.

## Acceptable Values for Grades Entry

Percent Grade:

- Enter whole numbers (0-100)
- Entering decimal place values will result in an unsuccessful upload
- **Do not** enter a Percent Grade if entering a Standing

Standing:

- Enter either T or leave this field blank.
- **Do not** enter a Standing if entering a Percent Grade

For information on the Standings, please visit one of the following pages:

- Vancouver: <http://www.calendar.ubc.ca/vancouver/index.cfm?tree=3,42,97,0>
- Okanagan: <http://www.calendar.ubc.ca/okanagan/index.cfm?tree=3,41,90,1015>

Standing Reason:

- Enter DNW if the student did not write the final exam
- A Percent Grade or Standing must also be entered with a DNW
- **Do not** use DNW with a T standing



# How to Submit Grades

(Restricted to Instructors and Administrators)

Before you begin:

1. Grades must be entered & saved in the FSC for a student before the student's grade can be submitted in the FSC.
2. **Once grades have been submitted, they CANNOT be modified on the FSC.** A [change of grades form](#) must be completed & submitted to Enrolment Services to modify submitted grades.
3. Grade submission can only be done one classlist/course section at a time.

## Instructors

1. On the FSC Home page, under Assigned Sections, select the course section(s) you would like to submit grades for.
2. Submit your grades by clicking on the **Submit Saved Grades** button.

## Administrators

1. On the FSC Home page, under Managed Sections, select the course section(s) you would like to submit grades for.
2. Click the **View Classlist(s)/Enter Grades** button.

The screenshot displays the 'Managed Sections' page in the FSC system. At the top, there are navigation links: 'FSC HOME', 'UPLOAD GRADES', 'SCHEDULING', and 'EARLY ALERT'. Below this, the 'Managed Sections' header is visible. A dropdown menu shows 'Display for Session: 2018W'. To the right, there are buttons for 'Search for Sections to Manage', 'Remove Sections from View', and 'View Classlist(s)/Enter Grades'. The 'View Classlist(s)/Enter Grades' button is highlighted with a red box and a circled '2'. Below the header, a table lists various course sections. The first two rows are highlighted in yellow. A red box labeled '1' highlights the 'Select All' checkbox and the first two rows of the table. The table columns are: Course, Term, Starts, Ends, and Meetings. The rows include sections like TEST500 - MC2, TEST500 - MW3, TEST500E - MC1, TEST500E - MWC, TEST100 - 999, TEST100 - M01, TEST100 - MC1, TEST100 - MC2, TEST100 - MWC, TEST100 - TST, TEST500E - 001, TEST500E - AMC, TEST500E - ML1, TEST200 - TST, TEST500 - MC1, TEST500 - MW1, and TEST500 - MW2.

Course	Term	Starts	Ends	Meetings
TEST500 - MC2	1	2018-09-04	2019-04-04	
TEST500 - MW3	1	2018-09-04	2018-11-30	MonWedFri:
TEST500E - MC1	1	2019-01-02	2019-04-04	Mon: 8:00 A
TEST500E - MWC	1	2018-09-04	2018-11-30	Mon:
TEST100 - 999	1-2	2018-09-04	2018-11-30	MonWedFri:
TEST100 - M01	1-2	2019-07-01	2019-08-05	Mon:
TEST100 - MC1	1-2	2019-01-02	2019-04-04	Thu,TueThu
TEST100 - MC2	1-2	2018-08-20	2019-08-18	
TEST100 - MWC	1-2	2018-09-04	2018-11-30	Mon:
TEST100 - TST	2	2019-01-02	2019-04-04	Mon:
TEST500E - 001	2	2019-01-02	2019-04-04	Mon: 8:00 A
TEST500E - AMC	2	2019-01-02	2019-04-04	Mon: 8:00 A
TEST500E - ML1	2	2019-01-02	2019-04-04	Mon: 8:30 A
TEST200 - TST	X	2019-01-02	2019-04-04	Mon:
TEST500 - MC1	X	2018-09-04	2018-11-30	
TEST500 - MW1	X	2018-09-04	2018-11-30	TueThu:
TEST500 - MW2	X	2019-01-02	2019-04-04	Mon:

3. On the Requested Classlists screen, click the **Submit Saved Grades** button. Students must have a grade entered & saved before the grade can be submitted. The system will automatically find students with saved grades. You do not have to select each student in the classlist to submit grades.

**Requested Classlists**


TEST500E-001 TEST500-MW3

This section has no course restrictions, prerequisites or corequisites

The following 1 student is currently registered in section TEST500 - MW3 for session 2018W:

Download/Print Classlist Send Email Upload Grades **Submit Saved Grades** Change Grades

Search:

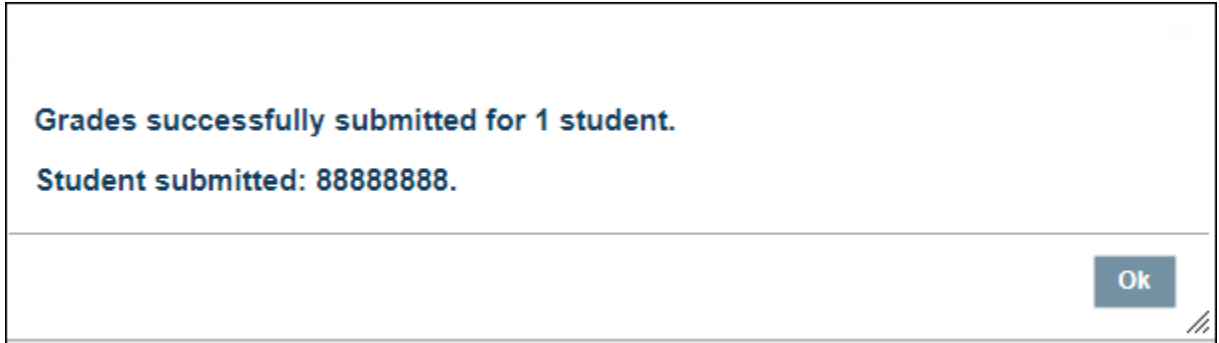
<input type="checkbox"/> Select All	Image	Student Number	Subject	Course	Section	Term	Surname	Preferred Name
<input type="checkbox"/>		88888888	TEST	500	MW3	1	Tribe	Web2

4. A popup message will appear to notify you that all saved grades will be submitted, and that the process cannot be undone. If you are ready to submit the student(s) grades, click the **Submit** button.

By pressing submit, you will submit all the saved grades in this section. This cannot be undone and any further grade changes must go through the official change grade process.

**Submit** Cancel

5. If the grades submit request is successful, the FSC will notify you in the popup message:
  - a. How many students had their grades successfully submitted
  - b. The student numbers that had their grades submitted



6. Click the **Ok** button to close the popup window.
7. In the classlist, the status of the student's grade will be changed to "Submitted", and if a percent grade was entered & saved, the corresponding letter grade will also appear. The total number of submitted grades will also be updated at the bottom of the page.

Course	Section	Term	Surname	Preferred Name	Percent Grade	Letter Grade	Standing	Standing Reason	Status
500	MW3	1	Tribe	Web2	90	A+			Submitted

Number of submitted grades: 1

8. If you selected multiple course sections in step 1, each course section will appear under its own tab on the Requested Classlists page. Click the section tab to switch course sections. The current course section classlist you are viewing is highlighted in darker blue, with a small triangle pointing downwards at the bottom of the tab.

**Requested Classlists**

TEST500E-001    **TEST500-MW3**


Current course section classlist in view

This section has no course restrictions, prerequisites or corequisites

The following 1 student is currently registered in section TEST500 - MW3 for session 2018W:

Download/Print Classlist    Send Email    Upload Grades    Submit Saved Grades    Change Grades

Search:

Select All	Image	Student Number	Subject	Course	Section	Term	Summary
		88888888	TEST	500	MW3	1	Tribe

## How to Change Submitted Grades

Once grades have been submitted for students, they cannot be modified on the FSC. In order to change submitted grades, you will need to select the affected students on the FSC and download a Change to Academic Record form for each student.

1. On the FSC Home page, under your Assigned or Managed Sections, select the classlist(s) containing the students you want to change submitted grades for.
2. Once all classlist(s) have been selected, click the **View Classlist(s)/Enter Grades** button. The Requested Classlists screen will appear with your selected sections.

The screenshot shows the 'Managed Sections' interface. At the top, there is a 'Managed Sections' header. Below it, there are four buttons: 'Display for Session: 2018W', 'Search for Sections to Manage', 'Remove Sections from View', and 'View Classlist(s)/Enter Grades'. The 'View Classlist(s)/Enter Grades' button is highlighted with a red box and a red circle containing the number '2'. Below the buttons, there is a 'UBC-TEST-\*-\*' header. A table of course sections is displayed with columns: 'Select All', 'Course', 'Term', 'Starts', 'Ends', and 'Meetings'. The table contains 15 rows of data. A red box highlights the selection checkboxes in the 'Select All' column, with a red circle containing the number '1' next to it. The table data is as follows:

Select All	Course	Term	Starts	Ends	Meetings
<input type="checkbox"/>	TEST500 - MC2	1	2018-09-04	2019-04-04	
<input checked="" type="checkbox"/>	TEST500 - MW3	1	2018-09-04	2018-11-30	MonWedFri:
<input type="checkbox"/>	TEST500E - MC1	1	2019-01-02	2019-04-04	Mon: 8:00 A
<input type="checkbox"/>	TEST500E - MWC	1	2018-09-04	2018-11-30	Mon:
<input type="checkbox"/>	TEST100 - 999	1-2	2018-09-04	2018-11-30	MonWedFri:
<input type="checkbox"/>	TEST100 - M01	1-2	2019-07-01	2019-08-05	Mon:
<input type="checkbox"/>	TEST100 - MC1	1-2	2019-01-02	2019-04-04	Thu,TueThu:
<input type="checkbox"/>	TEST100 - MC2	1-2	2018-08-20	2019-08-18	
<input type="checkbox"/>	TEST100 - MWC	1-2	2018-09-04	2018-11-30	Mon:
<input type="checkbox"/>	TEST100 - TST	2	2019-01-02	2019-04-04	Mon:
<input checked="" type="checkbox"/>	TEST500E - 001	2	2019-01-02	2019-04-04	Mon: 8:00 A
<input type="checkbox"/>	TEST500E - AMC	2	2019-01-02	2019-04-04	Mon: 8:00 A
<input type="checkbox"/>	TEST500E - ML1	2	2019-01-02	2019-04-04	Mon: 8:30 A
<input type="checkbox"/>	TEST200 - TST	X	2019-01-02	2019-04-04	Mon:
<input type="checkbox"/>	TEST500 - MC1	X	2018-09-04	2018-11-30	
<input type="checkbox"/>	TEST500 - MW1	X	2018-09-04	2018-11-30	TueThu:
<input type="checkbox"/>	TEST500 - MW2	X	2019-01-02	2019-04-04	Mon:

At the bottom of the interface, there are four buttons: 'Display for Session: 2018W', 'Search for Sections to Manage', 'Remove Sections from View', and 'View Classlist(s)/Enter Grades'.

3. For each classlist in the Requested Classlists screen, select the students who have submitted grades that you would like to change. Under the "Status" column of the classlist, the grade must be set to "Submitted".

- Once you have selected all students with submitted grades that you would like to change, click on the **Change Grades** button.

- The Change of Grades pop up window will appear. Complete the following fields:
  - In the **Reason for change:** field, enter the reason for why the submitted grades need to be modified.
  - Under the **Grade and/or Standing changes:** field, each student you selected should appear. Enter the new grade, standing, and/or standing reason code into the fields according to the criteria in the [Acceptable Values for Grades Entry](#) section. Press **Tab** or **Enter** to save your entered data.
- Once you have finished entering all of the new grades, standings, and/or standing reason codes for each student, click on the **Download Change Grade Form** button.

- You will be taken back to your classlist, and a **Change to Academic Record form** should be generated by the FSC and downloaded to the folder your browser stores downloaded files. The file name of the form should be "ChgGrade.pdf". On Google Chrome, the downloaded form may appear at the bottom of your browser. Click on the file to view the form.

FSC HOME | [UPLOAD GRADES](#) | [SCHEDULING](#) | [EARLY ALERT](#) |

### Requested Classlists



TEST500E-001 TEST500-MW3

This section has no course restrictions, prerequisites or corequisites

The following 2 students are currently registered in section TEST500E - 001 for session 2018W:


[Download/Print Classlist](#)
[Send Email](#)
[Upload Grades](#)
[Submit Saved Grades](#)
[Change Grades](#)

Search:

<input checked="" type="checkbox"/> Select All	Image	Student Number	Subject	Course	Section	Term	Surname	Preferred Name
<input checked="" type="checkbox"/>		44455558	TEST	500E	001	2	GIEDRIS	PN
<input checked="" type="checkbox"/>		33333333	TEST	500E	001	2	Uduji	History

ChgGrade.pdf ^ 7

8. The Change to Academic Record form should appear in a separate tab on your browser. The form contains all of the information you entered for the course section under the “Student Information” section. You will need to obtain at least 3 of the required signatures under the “Authorization” section of the form.



**THE UNIVERSITY OF BRITISH COLUMBIA**

*June 21, 2019*

**CHANGE TO ACADEMIC RECORD**

**COURSE CHANGE INFORMATION**

Academic Year	Session (W/S)	Subject Code	Course Number	Section	# of Credits
2018	W	TEST	500E	001	3

**INSTRUCTOR'S NAME:**

**STUDENT INFORMATION:**

Name	Student No.	Program	Grade	Grade to	Standing	Standing to	Standing Reason	Standing Reason to
PN GIEDRIS	44455558	BA 1		55	T			
History Uduji	33333333	BA 1	90	90				DNW

Please provide specific reasons for change:

Submitted grades in error. Student #33333333 did not write the final exam.

8

**AUTHORIZATION (Three signatures required)**

Instructor Signature	Name (Please Print)	Department	Date (yyyy/mm/dd)
<b>AND</b>			
Head of Department Signature	Name (Please Print)	Department	Date (yyyy/mm/dd)
<b>And ONE of the following:</b>			
Dean, Director or Designate Signature (of Faculty offering course)	Name (Please Print)	Faculty	Date (yyyy/mm/dd)
<b>OR</b>			
Dean, Director or Designate Signature (of student's Faculty, if different from above)	Name (Please Print)	Faculty	Date (yyyy/mm/dd)
<b>Faculty of Graduate Studies: (if applicable)</b>			
Signature	Name (Please Print)	Date (yyyy/mm/dd)	

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9. If you are an instructor, please include your signature, name, department, and date under the Authorization section. You can then forward the form to your department & faculty for the additional required authorization signatures.
  - Change Grade Requests for Undergraduate Students: Please submit completed and signed PDF copies via email to [registration.support@ubc.ca](mailto:registration.support@ubc.ca). If PDF copies cannot be emailed, please obtain all required signatures and submit the completed hard-copy form via campus mail to the Enrolment Services - Records and Registration Department.
  - Change Grade Requests for Graduate Students: Please submit completed and signed PDF copies via email to [graduate.sas@ubc.ca](mailto:graduate.sas@ubc.ca). If PDF copies cannot be emailed, please obtain all required signatures and submit the completed hard-copy form via campus mail to Graduate + Postdoctoral Studies - Dean's Office (Zone 2).

## Notes:

- The Change to Academic Record form will contain the information you entered in the fields of the Change of Grades pop up window.
- If you are unsure where the form was downloaded to, you will need to check your browser settings to find the location of downloaded files.
- For each section requiring a grade change, you will need to repeat steps #3-6 in the [How to Change Submitted Grades](#) section above to download separate forms for each section.
- When generating the Change to Academic Record form, there is a limit to the number of students that can be selected at a time. **The recommended number of students to select per Change to Academic Record form is 50 students.** Going over the selected student limit will not generate a Change to Academic Record form for any of the selected students.