Memo

To: Graduate Deans, Chairs, Directors, and Coordinators
From: Josie Lalonde, Director, Student Academic Services
Date: April 3, 2018
Re: Instructions for Final Grades Approval on eMarks – Winter 2018 (H and Y Courses)

eMarks is now open for submission of grades for this term’s courses. Instructors can submit course grades and amendments at any time for your approval. Whenever an instructor submits their grades for your approval, the system will automatically send you an email (to your utoronto email account).

If you are not responsible for grade approval in your graduate unit, please email Hanna Granovsky and Ahmad Nizami with the contact information of the designated faculty member who is responsible.

Accessing eMarks
You may access the system at https://emarks.utoronto.ca

You will require your UTORID and password to log in. As a secondary authentication, you will be prompted to enter the last 4 digits of your U of T personnel number.

Viewing Graduate Courses
If you are responsible for entering or approving grades for both undergraduate and graduate courses, you will need to ensure that you are accessing the correct Faculty (Graduate Studies or the undergraduate Faculty) in order to see the courses for that Faculty.

Switch to the correct Faculty:

- To work with graduate courses, select Graduate Studies from the drop-down to the right of the Current Faculty option. You will see this option on the top right-hand side of your screen, underneath your name and the Logout button.

Allowable Grades
eMarks has been configured to only allow specific grade scales, depending on whether a student is undergraduate or graduate. All submitted grades for your unit’s graduate courses require your approval.

Grades for graduate students normally will be submitted using the refined letter grade scale (A+, A, A-, B+, B, B-, FZ). They also may be submitted as CR (Credit), NCR (No Credit) for certain courses.

For graduate students who are requesting a coursework extension, instructors will assign a temporary IPR (In Progress) grade. Once the coursework extension has been approved, your graduate administrator will convert the IPR to an SDF (Standing Deferred) grade in eMarks. The SDF grade will automatically be approved and transferred to ROSI. If the request is rejected, the instructor will provide the grade earned to your administrator, who will enter it directly in ROSI. That amended grade will require your approval.

Instructors will also assign a temporary IPR grade in cases where a course grade is being reviewed under the Code of Behaviour on Academic Matters. In these cases, SGS will change the IPR to a GWR (Grade Withheld Pending Review) in ROSI once the case is brought to our attention.

Grades for undergraduate students enrolled in graduate courses will be submitted using the numerical scale of marks, consisting of all integers from 0 to 100.

**Resources**

The following resources can be accessed from the Help tab when you log into eMarks (top right of the screen), or through the following links:

- [eMarks manual](#) (contact your graduate administrator for the username and password)
- [University Assessment and Grading Practices Policy](#)
- [SGS Calendar](#). Contains the School’s regulations and procedures.

**Deadlines for Grade Approval**

For students obtaining degrees at June convocation, the deadline for submission and approval of grades is **Friday, April 20, 2018**. Note that instructors are not able to submit grades for approval via eMarks until all grades have been entered for the course; therefore early grades for June graduands are approved outside of eMarks through an internal process that can be established by the Graduate Unit. Your graduate administrator will enter approved grades directly in ROSI for these students.

The deadline for submission and approval of remaining grades is **Friday, May 11, 2018**.

Instructors are being asked to submit their grades in eMarks by **Wednesday, May 9, 2018**.

**Need Assistance?**

Feel free to contact [Hanna Granovsky and Ahmad Nizami](#) if you have any questions.

Thank you.