Memo

To: Course Instructors
From: Josie Lalonde, Director, Student Academic Services
Date: June 21, 2018
Re: Final Marks – May-June 2018 Courses

This session’s courses are now available for grade submission on the eMarks system.

Final grades for your course(s) must be entered on the eMarks system at https://emarks.utoronto.ca

Deadline for submitting grades in eMarks: Wednesday, July 11, 2018

Using eMarks, submit your grades to your Chair/Director/Graduate Coordinator (grade approver) by the **July 11** deadline. This will allow sufficient time for approval and transfer of the grades to ROSI in time for the School of Graduate Studies final grade submission deadline of Friday, July 13, 2018.

You will receive an automated reminder email message two days before your grades are due. Once you submit or amend your grades, a system-generated email message will inform your grade approver that your grades are ready for review on eMarks. You will receive an email when the approver approves or denies your grades, including any comments.

Note that you will not be able to submit your grades for approval in eMarks until all grades have been entered for the course.

**Logging onto eMarks**

- We strongly advise that you log into eMarks at your earliest convenience to verify that all your courses are available

- To access eMarks, you require your UTORID and password. As a secondary authentication, you will be prompted to enter the last 4 digits of your U of T personnel number. If you do not know your UTORID or personnel number or do not have one, please inform your graduate administrator or the business officer in your graduate unit.

- Once you have entered the above information, click the **Log In** button.

**Accessing your 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.

**Entering Grades**

- Grades must be entered in the **Mark** field using the graduate letter grade scale (A+ to B-, and FZ), or the alternate CR/NCR grade scale for certain courses. You also may copy & paste grades from a spreadsheet or Blackboard; upload a CSV File; or upload grades directly from Blackboard. Detailed instructions are in eMarks.

- The **Mark** field cannot be left blank when you submit grades for approval.

- eMarks will not accept INC, SDF or WDR non-grade symbols. For more information, please review the **SGS Guidelines on the Use of INC, SDF, & WDR**.

- IPR grades can only be entered using the **SDF Requested** functionality. Please see further details below.

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

- If a student is missing from your list, submit the grades for all identified students and advise your graduate administrator of those missing from the list.

**“SDF Requested” Functionality**

- **Coursework Extensions**: To indicate that a student is requesting a coursework extension, click the checkbox under the **SDF Requested** field on the grade entry page, to the right of the **Mark** field. The system will assign a temporary IPR grade to the student, which your graduate unit will convert to an SDF once the student’s coursework extension request has been approved.

  - If elements of a student’s work remain incomplete and the student has either not requested a coursework extension, or the coursework extension deadline has passed, or the coursework extension request is refused, you will need to provide your graduate administrator with the grade earned, calculated with zero assigned to any coursework that is incomplete.
Your administrator will enter that grade directly in ROSI.

- **Academic Misconduct:** If a case of possible academic misconduct is pending, seek advice from your Graduate Administrator and use the **SDF Requested** checkbox to assign a temporary grade of IPR. SGS will change the IPR to a GWR (Grade Withheld Pending Review) directly in ROSI once the case is brought to our attention.

**Submitting Grades for Approval**

- After entering all of your grades for a course, be sure to click the button **Submit to Chair**. Double check your list of courses to ensure that the status of the course has changed to **Pending**.

**Amending Approved Grades**

- Amended grades must also be submitted via the eMarks system and will require the approval of your graduate Chair. Once submitted, final grades cannot be changed without your Chair’s approval.

If you have any problems, please contact your Graduate Administrator as soon as possible. We appreciate your cooperation in meeting the deadlines and recording your grades in the required format.

**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). Please pay particular attention to the information in the Approvers section.
- **University Assessment and Grading Practices Policy**
- **SGS Calendar**. Contains the School’s regulations and procedures.

**Non-Grade Symbols**

- **SDF (Standing Deferred)** is assigned by a graduate unit review committee to a student who has been granted an extension for the completion of course work beyond the SGS deadline for completion of course work, pending receipt from the instructor of a final course report. SDF is not considered for averaging purposes and carries no credit. Copies of approved petitions for coursework extensions must be kept in the student file. SDF must be replaced by a final grade by the next SGS deadline for completion of course work.

- **INC (incomplete)** is assigned as a final report by a graduate unit review committee or SGS Vice-Dean on the basis of incomplete course work in special circumstances (e.g., medical reasons or when there are no grounds for assigning a failing grade). INC carries no credit for the course and is not considered for averaging purposes.

- **IPR** is a ROSI-generated grade for continuous courses and should not be entered by departments. ROSI adds the continuous course automatically to the student’s record for every
session with a grade of IPR, until the department enters a final grade. In eMarks, IPR is a system-generated grade assigned when an instructor indicates that a student is requesting a coursework extension or that a course grade is being reviewed under the Code of Behaviour on Academic Matters.

- **WDR** is entered by SGS only when a graduate unit review committee approves and submits to SGS, a request for late withdrawal from a course due to extenuating circumstances.

- **GWR** (Grade Withheld pending Review) is assigned by SGS in cases where a course grade is being reviewed under the Code of Behaviour on Academic Matters. It is replaced by a regular grade upon completion of the review. It carries no credit for the course and is not considered for averaging purposes.