

Graduate Studies – Final Mark Entry

1. Sign onto the portal
2. Go to My Work -> Brock Db Menu -> GradeBook ->FinalGrade
3. To import marks for the whole class use “Import Final Grade” tab.
4. The import file must be in the correct format.
 - a. If you are starting with a new file the easiest is to “[Click here to setup the import file for Section](#)”  (leave blank to include all sections). Clicking this option will bring up an excel spreadsheet in correct format with your class list. If you want to separate the class by section, use the dropdown to select the section.

Example of correct format.

Student ID	Student Name	Final Mark	Final Letter
1234567	optional		

- * Grade must be a valid Final Numeric Grade or Final Letter Grade
 - ‘IN’, ‘IP’ grades are entered into Final Letter
 - You do not need to enter a letter grade if a numeric grade is supplied
 - b. Once you have entered the grades and saved the file, use the Browse button to find the Final Grades File you saved.
 - c. Choose whether the grades you are importing are to replace the current grades by clicking on the “Overwrite Grade” option (note: first import will overwrite blank marks automatically)
 - d. Click Go
 - e. Errors will be displayed if they exist
 - i. If errors exist, you can correct them individually via the Final Grade Tab or change the grade on the import file and repeat the import process.
5. To change marks or input marks individually use “Final Grade” tab.
 - a. By clicking on the pencil icon beside the Student Id you will be in update mode.  
 - b. To save the change, press the checkmark.   
 6. When grade entry is complete for the class, Go to ReleaseMarks on the GradeBook menu
 7. Check the Release boxes for the sections you are releasing (or hit select All) -> press the Go button beside Release Final Marks.
 8. Print a report of the Final Grades by hitting Go beside “View released Final Marks report”
 9. There are multiple Report Output formats to use, but the best to start with is to select PDF from the dropdown.
 10. After the report is displayed, print/sign/send Grad Studies the Released Final Marks report.

IMPORTANT:

If a Final Grade is changed for an individual, multiple individuals or the whole class after you have Released Marks you must re-release the grades. You can re-release grades as long as the Release Status is blank or "Unofficial". After re-releasing, you must print a new Final Marks report, have it signed and sent to Graduate Studies (Grads).