3. Grades Submission – Finalizing and Submitting Your Grades at the End of Session

Grades should be finalized and transferred before your faculty's Results Due Date (this date will be communicated via email - speak with your faculty admin if you do not know.)

NB: In an early version of the Grades Process (2018), the Grade Centre would lock upon submission - this is no longer the case (2019+). If you've submitted you can continue to make changes until the Faculty Due Date, but you'll need to Approve and Transfer them each time to update CASS.

If you've missed your deadline, speak with your Grade Faculty Administrator.

NB: You cannot change a student's SYS_WEIGHTED_TOTAL mark. If you need to change their overall mark, you'll need to adjust one of the component marks, and that change will be carried through.

Instruction summary:

1. Adjust any **SYS_OVERRIDE_GRADE** grades
2. Add any notes to explain your override
3. Approve and Transfer grades

## 1. Adjust any SYS_OVERRIDE_GRADE grades

If you need to override any grades (eg. with a 'Q', 'W' or 'X'), do so now in the **SYS_OVERRIDE_GRADE** column. **NB.** *This column will only accept the limited override grades, as specified by your grading schema. You can also leave a comment to explain the override (details in the next step).*

NB. *If a large number of your students need override grades (eg. they're still out on prac by the due date and all need a 'Q'), you can use the Offline/Online feature to enter grades into a CSV, upload and adjust them all in one go. See previous page for a link to further instructions.*

2. Add any notes to explain your override

If you need to add any system comments to explain your override, you can do so in the **SYS_OVERRIDE_GRADE** column. These comments will be invisible to students but permanently available to staff, creating an audit trail:

○ Hover your mouse over the **SYS_OVERRIDE_GRADE** grade that you've adjusted. A down arrow will appear. Click on the down arrow, and select View Grade Details. If the down arrow does not appear, you may need to expand your browser window or column width.
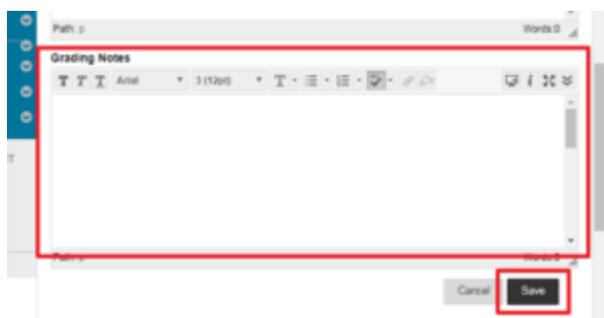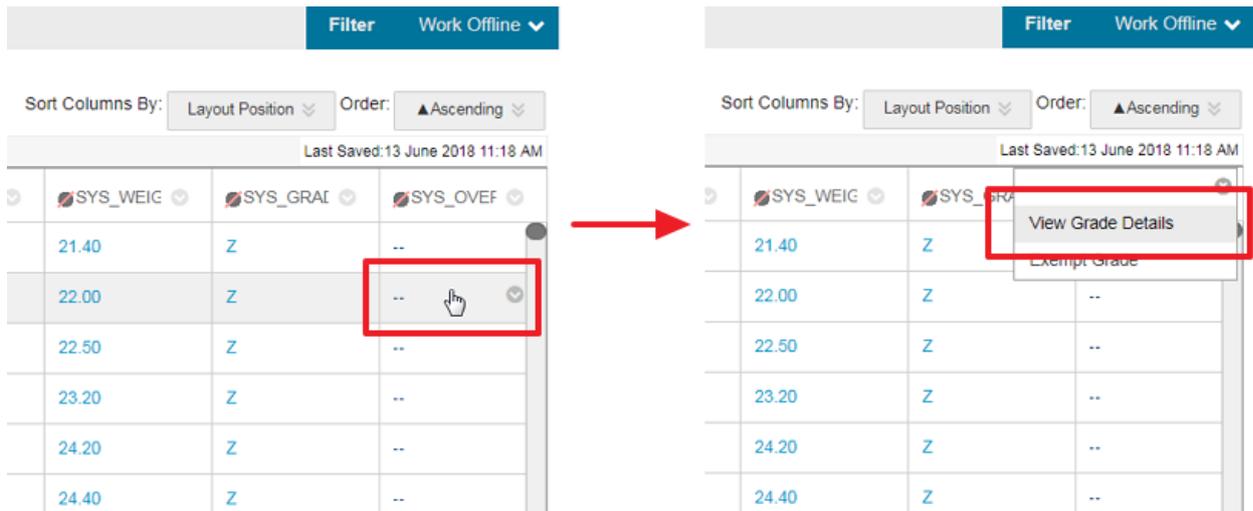
○ On the Grade Details screen, scroll down and add any comments under the Grading Notes section. Click on Save once you're done. These will not appear to the student, and they will not be sent to CASS, but they will remain in UTSOnline as a record for future reference.
○ **Note: You should make sure that any students who have withdrawn after the Census date and are still in the system are given the correct override grade. Otherwise they will receive the regular Z (Fail).**

3. Approve and Transfer grades

Finally, to submit your grades to CASS, in Grade Centre hover your mouse over Manage, then click on Grade Approval and Transfer. **Nb. To submit the grades, you must have the Subject Coordinator role in Blackboard for this subject.** *Instructors and users with other permissions will not be able to see this option.*
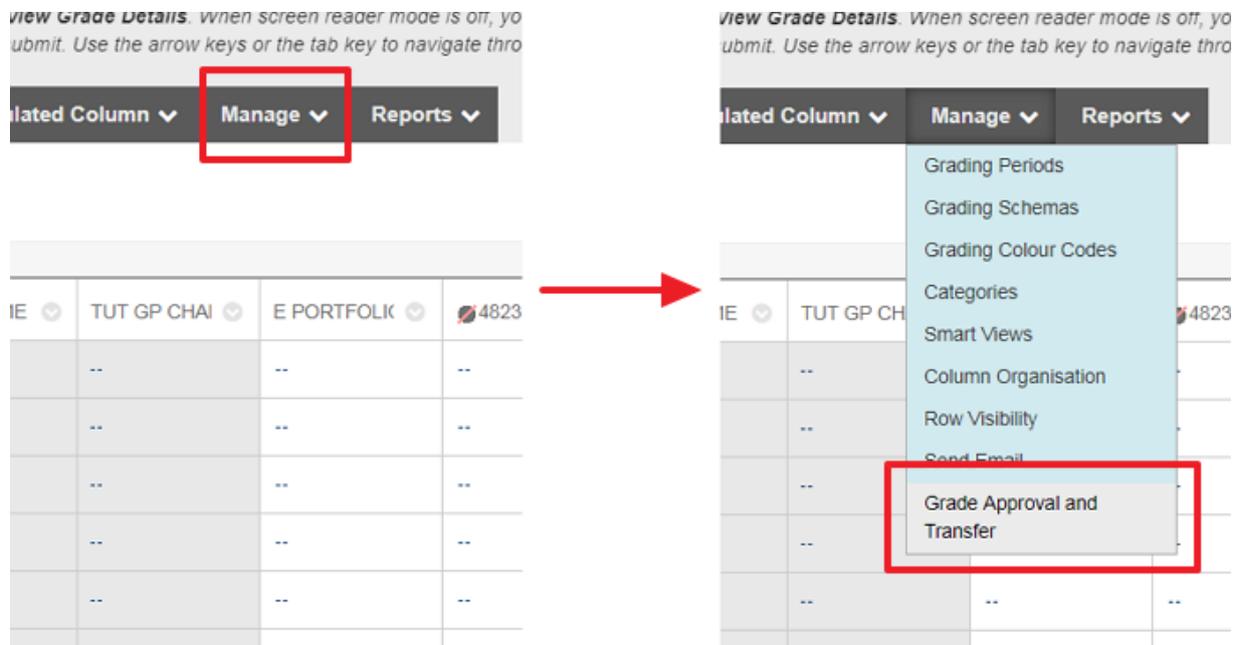
You will see the following confirmation message: "Clicking yes will release the grades for transfer. Do you wish to continue?" Click yes.

Only a designated coordinator can submit the grades. Other users will receive an error message if they try to submit.

If you miss the Results Due Date, please speak with your faculty admin for instructions.