Department of Civil and Environmental Engineering
Electronic Grades Submission – At a Glance

Step	Action
1.	Sign in to Bear Tracks and go to your **My Schedu**le page.
2.	Select the **Grade Roster** icon beside the class
3.	**Manually Assigning Grades** – you can manually assign grades for small classes by scrolling down to the class list and simply selecting the appropriate grade from the pull down list next to the student's name. Once you have made changes, click the save button. You can also use the select feature at the bottom of the page to do mass assignment of grades. **Note:** Use Remark of "1" after the letter grade for undergraduate students' final grade including a missing final and/or major term work and for graduate student grades of C+ or above or to a grade of "F"; use Remark of "5" for all graduate student grades of "C' and below, with the exception of the grade of "F"; use Remark of "6" for all graduate student failure grades ("C" and below) including a missing final and/or major term work, with the exception of the grade of "F".

3.	**Downloading the Grade Roster for Assigning Grades** – you can also download the roster in *.xls, *.xlsx, or *.csv format for grade assignment. Under the explanation of remarks table, select the file format you wish, then select download. This file may then be modified to add the grade assignments. Please note the following format requirements:
	    Columns: the first four columns that appear in the file are required and must appear in this order (i.e. term value, class number, student ID, and final grade). Additional columns may exist, but are ignored on the upload.
	    Rows: the first two rows of the spreadsheet must contain non-student data, but are ignored on the upload.
	    Sheets: The grade roster must be the first sheet in the file, but can be renamed. Additional sheets may also exist, but are ignored on the upload.
	Once modified, the file can then be uploaded by selecting the "Upload" button and navigating to the appropriate file. Uploaded grades are automatically saved.

4.	**Instructor Comments** – you may enter in any comments for the grade approver in the instructor comments field. This is a free-format field and does not have a character limit. Once the comment has been entered, use the "Save" button at the bottom of the page. Note: this field is optional.
5.	**Supporting Documents** – The Faculty of Engineering (the Department) requires that **a spreadsheet containing the breakdown of marks** and **the class grade distribution curve** are submitted along with the Grade Roster. Under the Instructor comments section, select the "Attach File" button and navigate to your file to upload. Once the file has been uploaded, use the "Save" button at the bottom of the page. Note: only one file can be attached of maximum size 10 MB, but it may be of any file type. If you have more than one file, you can create a *.zip file to attach.
6.	**Submit for Approval** – Once your grades have been entered and your supporting documents attached, the final step is to submit the grades for approval. Near the top of the page, change the Approval Status to "Ready For Review" in the dropdown list and click the "Send for Approval" button. You have now submitted the grade roster to the Grade Approver for approval. Note: once this step is complete, you can no longer make any changes to the grade roster page.