

Revised: December 2016

The OntarioLearn Grades System-Release 2 is an administrative tool used to record and track student results. The system is designed for faculty and administrator use only. Students do not have access to this system. All instructors are required to use the Grades System to record the breakdown of their students' results and their final mark. Administrators from all partner colleges are able to retrieve the results for their students as well as monitor the data for the courses that they host through OntarioLearn.

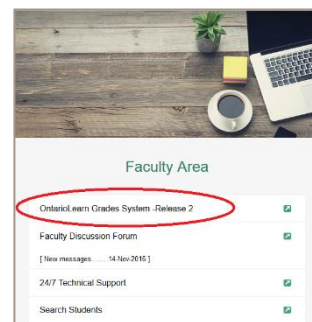
Highlights

- Instructors have the option of managing their grade form "online" or "offline" (using excel).
- Prior to the end of each intake, the Grades System student data is updated to reflect any student **status changes** provided by the registering college. This includes withdrawals or early completions. The Final Mark result is automatically populated with a "W" on the grade form for any student who officially withdrew from their course after the official refund/withdrawal period.
- Only approved Final Mark designations can be stored.
- System checks have been incorporated into the system. When marks are entered manually (online method) or when grade forms are imported (offline method), the system will confirm if the information was successfully stored. The system will also flag any errors so instructors can make the necessary adjustments and re-enter/re-import their data. This includes incorrect file formats as well as incorrect final mark designations.

Accessing the Grades System

Select "Faculty Area" from the menu to navigate to the "Faculty Area" on your portal desktop.

A link to the "OntarioLearn Grades System-Release 2" module appears in the "Faculty Area" section on your portal desktop.



Assistance/Help

- Click on the [Help] link within the Grades System area to review information about the different areas.
- Please contact the OntarioLearn Coordinator at your college for assistance or the OntarioLearn Administrator (heather@ontariolearn.com).
- Please Note: The Pearson-Embanet Help Desk is not responsible for Grades System support.

How It Works

- The grade forms for each intake are generated after the official refund/withdrawal deadline (2 weeks after the course start date). You can access your course grade form at that time within the Grades System.
- Within the Grades System, you are able to: create/edit individual course assessment components to reflect the unique evaluation criteria for your course; input/edit student results; access/download your grade form(s) and upload y completed grade form(s).
- You may choose to use the online method or the offline method when working with the OntarioLearn grades system. Be sure to assess which method best suits your situation.

Who Should Use the Online Method?

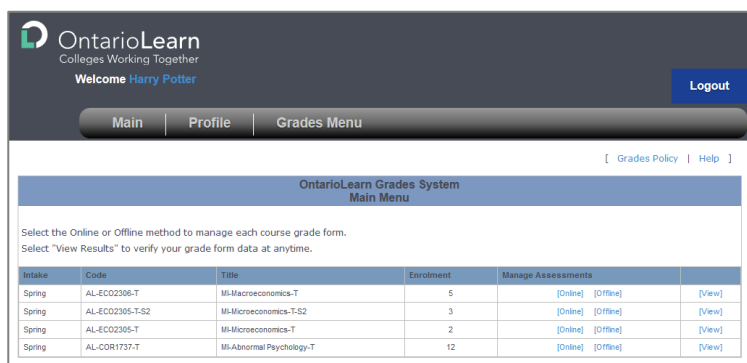
- ✓ If you do not have Excel software, you **MUST** use the Online Method.
- ✓ If you are NOT comfortable using spreadsheets, exporting or importing files, or converting files to csv format, you should use the Online Method.
- ✓ If it is your first time using the OntarioLearn Grades System you will find the Online method easier.

Who Should Use the Offline Method?

- ✓ If you have a large class and/or multiple course sections you may find that the Offline Method has many time-saving elements via the use of Excel. For example you can use excel formulas to calculate the final mark column.
- ✓ If you are comfortable exporting or importing data you will find the Offline Method is easy to use.

Navigating through the Grades System

From the main [Grades Menu] area you can manage your assessments for each course through the [Online] or [Offline] links, verify results that have been entered/uploaded from the [View] area, and access information about the OntarioLearn [Grades Policy](#) and [Help](#). The [Grades Menu] button appears on the navigation bar when you are in the Grades System, allowing you to return to this area to access other course grade forms. The [Main] button will take you out of the Grades System and return you to your portal desktop at any time.



Using the Grades System

All instructors are required to provide a final mark result and the breakdown of their students' grades that match the evaluation criteria presented on the course outline. You are required to create each unique assessment component on your grade form by adding the assessment heading and the value.

Online Method

The "Online" method allows you to manually create/edit/delete the course assessments components and the option to manually input or edit each students' results for each assessment. You can access your "online" grade form throughout the duration of the course to keep the grade form up-to-date. The [Online Method] area consolidates all of the functions that are needed to manage the grade form online.

Procedures:

Login to your portal account → Select [Faculty Area] on the menu → Select [OntarioLearn Grades System -Release 2] → Select [Online Method]. Within the "Manage Assessments - Online Method" area:

1. Use the "[Create New Assessment](#)" feature to create the unique assessment components for your course.
2. Use the [Properties] option to update or edit an existing assessment component details.
3. Use the [Input/Edit Results] option to enter specific student results directly into the grades system.
4. Use the [View Result] option to display the full grade form and verify the information you have entered.

Click on [HELP](#) for additional information and tips on how to manage assessments using the **Online Method**.

Approved Final Mark Designations:

Only approved final mark designations can be used. The system will not save final mark entries that do not match one of the following formats. Only whole numbers can be used for the numeric final mark entries (no decimals).

Final Mark Format	
Percentage	##
Percentage F	##F
Incomplete	Inc
Unsatisfactory	U
Satisfactory	S
Pass	P
Fail	F

Offline Method

The "Offline" method allows you to work "offline" using an excel version of your grade form and then import the completed form to the grade system after the course has ended. The [Offline Method] area consolidates all of the functions that are needed to create and download your customized grade form template, to import your completed grade form, as well as the functionality to manually update/edit the assessment components or students results.

Procedures:

Login to your portal account → Select [Faculty Area] on the menu → Select [OntarioLearn Grades System -Release 2] → Select [Offline Method]. Within the "Manage Assessments - Offline Method" area:

1. Use the "[Create a New Assessment for your "Grade Form Template"](#)" feature to create the unique assessment components for your course that will appear on your grade form export.
2. Use the "[Export your "Grade Form Template" to Excel](#)" option to download and save your grade form file to your computer. Open the file in excel and input your student results throughout the duration of the course.
3. At the end of the term, **save your completed excel grade form in CSV format**. In excel, choose "File" + "Save As" + "Save As Type" = CSV (Comma delimited).
4. Use the "[Import Completed Excel Grade Form](#)" option to import the completed grade form into the grades system.
5. Use the [View Result] option to display the full grade form and verify the information that has been imported.

Click on [HELP](#) for additional information and tips on how to manage assessments using the **Offline Method**.