

UNBC FAST Portal Grade Submission

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Overview

The Office of the Registrar accepts grades submitted via FAST Portal only. FAST Portal ensures confidentiality, proper approval, and processing. Grades are due **72 hours** after the final exam including Saturdays. If a course has no final exam, grades are due 72 hours after the last day of classes. The final grading deadline for each semester will be communicated by the Office of the Registrar prior to the final exam period.

Grade submissions are based on Course Registration Numbers (CRN) for the given term. If you are teaching multiple sections of a course with different CRN's, you will need to submit grades in each of the CRN's.

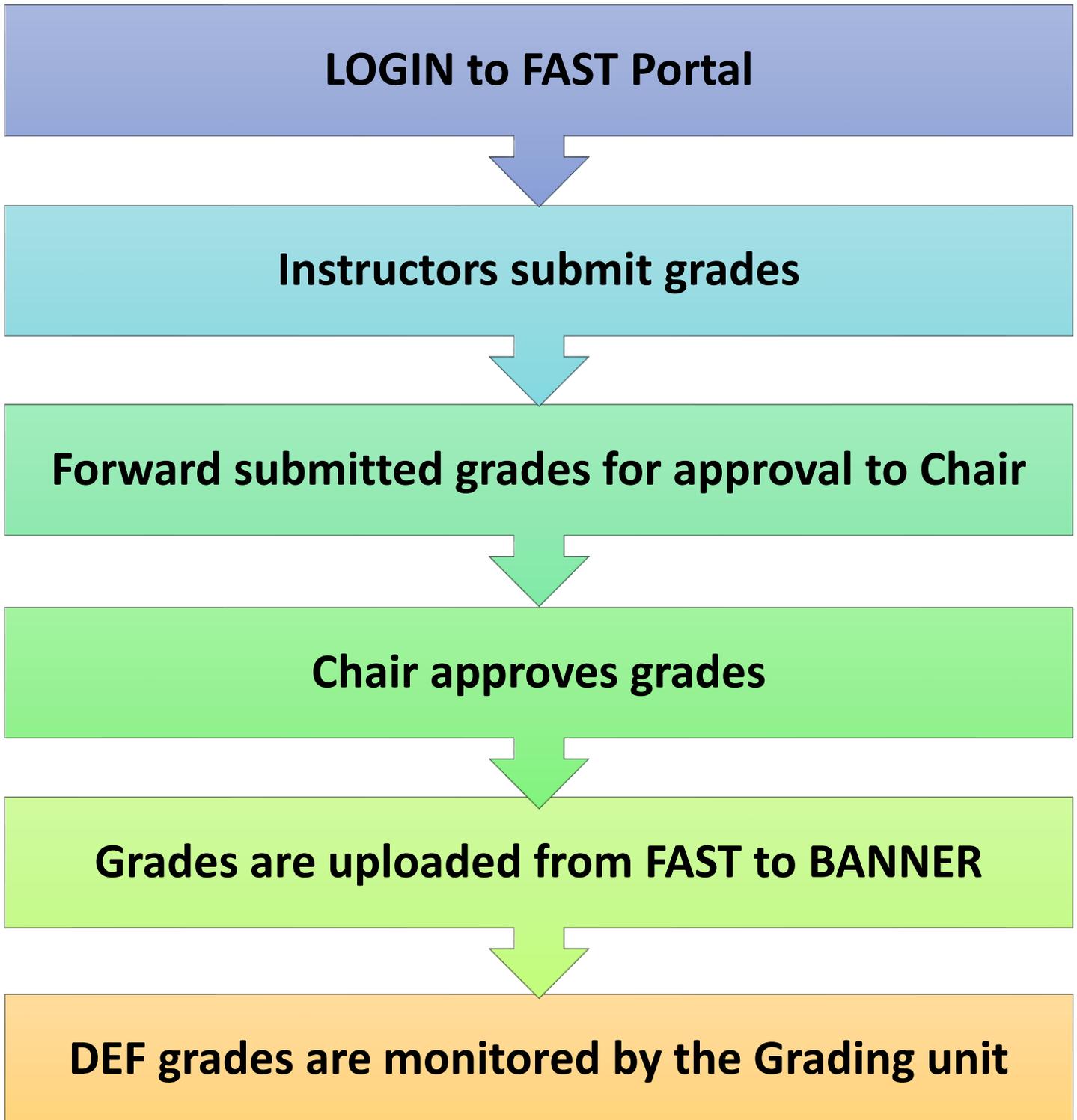
Dissertations, Theses, Projects & Comprehensive Exams are not graded through FAST Portal. These classes will be assigned an INP (In Progress) grade by the Office of the Registrar. Please contact grading@unbc.ca if you require additional information.

Class Lists are available through FAST Portal. Please review your class list at the start of term, on the last day of the withdrawal period, as well as the last day of class to ensure students match due to add/drop and withdrawal activity. Instructions on how to retrieve class list information is also included in [Appendix A](#).

Please assign letter grades per regulations and policy stated in the current UNBC Academic Calendar.

- Undergraduate Grading System. UNBC Undergraduate Calendar 2024-2025 Regulations and Policies, pg. 40
- Grading System – Graduate Students. UNBC Graduate Calendar 2024-2025 Regulations and Policies, pg. 40

Process Flow Chart



FAST Grade Entry Process

- Go to [FAST](#) and **login**
- In the Application List, click on **Student Reporting**.
- Under the **Student Grades** menu click **Grade Entry** from the drop-down list.
- In the **Course List** drop-down, select a course to grade.

The list of students will open.

UNBC Faculty can access the grade entry section if they are assigned as the Primary Instructor. You can enter a grade by importing a class list from Excel, typing a percentage, or selecting a letter grade. For a special letter grade (DEF), you can add comments and a graded date.

** If a student did not write the final exam, but still passed the course, please assign the appropriate grade. If a student did not attend class, and did not write an examination, please assign an 'F' grade. **

**** If a student doesn't appear on your class list, contact grading@unbc.ca. Have the student check their registration status and follow up with registration@unbc.ca. DO NOT try to add the student to your class list****

To enter a grade, do ONE of the following:

- In the % text box, type the percentage and press TAB to calculate the Letter Grade **OR**
- You can change the letter grade if you want it to be different than the calculation **OR**
- In the **Letter Grade** drop-down list, select a grade

Deferred Grades

If a special letter grade is assigned, such as Deferred (DEF), please complete the following:

- In the text box under **Comments** header, enter the reason for the Deferral, e.g. "Medical"
- Enter the **Graded Date**. This is the extension date (when all course requirements must be completed). Per Calendar regulations, this is the last day of class in the next semester.
- Any additional information (e.g. a note from a physician) should be submitted in paper copy to your Program Chair or Dean at the same time as the electronic grades are submitted for approval.
- Deferred grades are not permitted to be assigned to an entire class. If a course is not able to be graded within posted grading deadlines, please contact the Grading Unit in the Office of the Registrar: grading@unbc.ca
- Select the **Conflict** check box if there is a conflict of interest which prevents you from grading a student.

Deferred course completed

Once a student has completed all the course requirements, or has not met the deadline, please update the DEF to the appropriate letter grade and submit the paper based Grade Change Form to the Office of the Registrar, complete with signatures. This form can be requested from grading@unbc.ca

******* IMPORTANT Click SAVE as you enter grades to ensure grade entries are not lost if FAST is closed. *******
This does not submit your grades, only saves them. You may enter partial grades, SAVE and return later to complete grade entry.

Your Grades are now entered, but not yet submitted.

Submitting Grades for Approval

You can submit grades for approval at the time of entry or **SAVE** and return later to submit. Once you have submitted the grades, you can no longer alter the assigned grades.

- To submit grades, **select your approver** from the drop-down list at the bottom right, and click **Submit for Approval**.
- If a Program Chair (or Approver) is not listed in the drop-down menu contact grading@unbc.ca to have an alternate approver assigned. Remember to **SAVE** before exiting.
- You will then receive a notice asking you to confirm submission to the chosen approver.
- Click **OK for final submission**
- Your grades have now been submitted and sent for approval. The course is removed from the list of courses to grade. An approval request email is automatically sent to the approver notifying there is an approval in the approval queue.

Viewing courses submitted for approval

You can view the courses you submitted for additional verification that the grades have been sent for approval.

- On the FAST Student menu, click **Student Grades** and then select **Grades Submitted**.
- A tree-view of courses you submitted grades for opens. Click the course name to list summary information.
- Expand a course, and click **Grade**. The list of Students opens. You can then export the class list to Excel or PDF.

Program Chair or Approver Use

Approving Grade Submissions

To approve student grades by CRN:

- Go to [FAST](#) and **login**
- Click on **Student Reporting** in the Application List
- Under the **Student Grades** menu, click **Grade Approval** from the drop-down list
- Click on CRN to view courses requiring approval
- In the CRN tree-view, expand the semester.
- In the semester tree-view, expand a course (see example below). The Grade or Special Grade folder opens.
- To open the graded class list, click **GRADE**. A list of students is visible with name, ID and grade



- If the grade has a drop-down list, the grade can be updated. If it is a special grade (example DEF), comments and date can be entered
- You can select the **Approve Later** check box if necessary
- Click **Save** if you have made any changes to the list

To complete the Approval Process:

- To return the list to the instructor, select **Return**
- To approve all grades, select **Approved** then click **Submit** to send the grades to the Office of the Registrar for processing.

Setting an Alternate Approver

If you are absent during grade approval cycles, you can select an alternate approver. Please complete the steps below and email grading@unbc.ca with details so that the system setup can be fully completed by Registrar's Office staff.

To Select an alternate user to approve grades:

- From the **Student Grades** menu select **Admin**
- In the **Chair List** drop down list, select a name. The list of employees you previously selected as alternates opens.

Do **ONE** of the following:

- In the list, find an employee and click edit **OR**
- Click to add an employee to the list
 - If you are adding an employee, in the **Employee ID** text box, do **ONE** of the following:
 - Type the Employee ID **OR**
 - Click Search
 - Type the First Name and/or Last Name
 - Click Search
- Click the approver required and the Employee ID will fill in
- In the **Role** drop down, select an Acting Chair from the list
- In the **Expiry Date** column, click the calendar and select the date you want the role to expire
- Click **SAVE** to give the alternate approver access to the Grade Approval menu item under the Student Grades menu.

For assistance with Alternate Approver setup contact: grading@unbc.ca. Please include the alternate approver contact information and applicable dates for the alternate approver assignment.

Appendix A – Accessing Class Lists

- Go to [FAST](#) and **login**
- Click on **Student Reporting** in the Application List
- Under the **Course Info** menu click **Class list** from the drop down
- Select the correct **Academic Term** by choosing it from the list and clicking the **green** checkmark
 - Example: Term: 202405 (2024 September Semester)
- Enter the **CRN** of the course. Grade submissions are based on Course Registration Numbers (CRN) for the given term. If you are teaching multiple sections of a course with different CRN's, you will need to submit grades in each of those CRN's
- Click **Execute Report**
- A Class list report will be created which you can export into Excel or PDF format. Please note that class lists may change after the add/drop and withdrawal deadlines.

Appendix C – What if it doesn't work?

If you are unable to submit online despite your best efforts, we will accept a hard copy submission. Hardcopy submissions must be on a standard-format Grade Sheet, and must be signed by the instructor and program chair. For security reasons, grades will only be accepted via UNBC email account. To request a Grade Sheet for hardcopy submission, please send an email to: grading@unbc.ca. Be sure to include CRNs for each section separately as this will assist us with processing your request.

FOIPOP & Student Information

All course sections are identified by a unique 5-digit identification code called a CRN (Course Registration Number). The Office of the Registrar requires you to specify the CRN and Term Code in all communications regarding processing of grades, scheduling etc. Please ensure that your program provides you with this information upon receipt of your teaching assignment.

Please include your employee ID in correspondence with the Office of the Registrar, as well as your full name and contact info. This will ensure prompt and correct processing of your requests.

Student Information is protected in BC by provincial legislation. Under the Freedom of Information and Protection of Privacy Act (FIPPA), personal information must be kept in strict confidence. This includes name and contact information as well as grades etc. Please be aware of confidentiality when dealing with student data.

Tips & Helpful Hints

You can submit grades for approval at the time of entry or SAVE and return later to submit. Once you have submitted grades, you can no longer alter an assigned grade.

Please be cautious using scrolling features of your computer mouse. It may cause incorrect grades to be submitted in the Letter Grade Field.

You may wish to print or save a copy of your grades before submitting for approval. You have the option of exporting a class list in either Excel or PDF format. After official add/drop dates, please review your class list for accuracy.

Please ensure you select the appropriate approver from the drop-down list before submitting to ensure grades are received within required grading deadlines.

Be sure to click the "SUBMIT" button; not just the "Save" button.

Using FAST Grade Submission while Off Campus

- If you are submitting grades while off campus you will need to install the VMware Horizon View Client to access the FAST through [UNBC Virtual Desktop Environment](#)
- Please contact the [ITS Service Desk](#) for any assistance required on this client install.

*******Administrative rights** may be necessary to install the VMware Horizon View Client*****

UNBC IT Service Desk contact for account issues and client install assistance: (T)1-250-960-5321 or (T)1-866-960-5321

Email: support@unbc.ca or Visit: 8-265 at the Prince George Campus

Web: <http://www.unbc.ca/information-technology-services>