

## Enter and Submit Grades for Approval-From Avenue to Learn

a. Navigate to the Grade Roster of your Course in the Faculty Centre on Mosaic.

a. Select the **Load from Avenue to Learn** radio button.

Grade Roster > 2014 Fall > McMaster University

Course: ASTRON 1F03 Intro: Astron & Astrophys  
Combined Course(s): ASTRON 1F03 - C1, PHYSICS 1F03 - C1  
Roster Type: Final

Class Nbr	Sect	Sess	Grading Role	
10063	C1	Regular	Faculty Approver	<a href="#">Add Comment</a>
10064	C1	Regular	Faculty Approver	<a href="#">Add Comment</a>

Please choose how you would like to load your grades:

Upload grade sheet (.csv) file  
 Enter manually into grade roster below  
 Load from Avenue to Learn

[go](#) [report grade distribution](#)

b. Click the **Go** button.

c. Select the radio button for the **Course ID** you wish to load.

d. Click the **Get Grades** button.

Faculty Center Online Grading Advisor Center Search Learning Management

grade entry || grade approval || grade change

Online Grading

Grade Entry

2015 Winter | McMaster University [return to classes](#)

Grade Roster > 2015 Winter > McMaster University

Course: CHEM 4PB3 Computational Models For Elec  
Combined Course(s): CHEM 4PB3 - C01  
Roster Type: Final [Upload Error Conditions](#)

Select one Class to load from Avenue to Learn:

Course ID	Description
<input checked="" type="radio"/> 67601	CIVENG_770_UTS_T1_10
<input type="radio"/> 44407	GERMANN_1Z06_pennern_T3_10


[Get Grades](#)

e. A **message** will appear to notify you of the completion status of the process.

**Online Grading**

**Grade Entry**

2015 Winter | McMaster University [return to classes](#)

 **Process Completed**

**Grade Roster > 2015 Winter > McMaster University**

**Course:** CHEM 4PB3 Computational Models For Elec  
**Combined Course(s):** CHEM 4PB3 - C01  
**Roster Type:** Final [Upload Error Conditions](#)

Select one Class to load from Avenue to Learn:

Course ID	Description
<input checked="" type="radio"/> 67601	CIVENG_770_UTS_T1_10
<input type="radio"/> 44407	GERMAN_1Z06_pennern_T3_10

[Get Grades](#)

Once grades are entered, they can be **saved** and returned to at a later date/time if you are not ready to submit them right away. Alternatively, grades can be entered and submitted all at once. **For Undergraduate courses, you must submit all of the grades in your roster at once.** Partial submission of grades for Undergraduate courses is not allowed.

If you choose to save the grades without submitting them, and return to the Grade Roster at a later time then:

- a. Click the **'Save'** button in the Roster Submission section.

<input type="checkbox"/>	0225	Chawra	John	1	Humanities Exit Degree/Humanities Exit Degree	10063	<input type="checkbox"/>			A		Graded	<a href="#">Note</a>	<a href="#">+</a>
<input type="checkbox"/>	0273	Prickley	Edith	1	Health Sciences Non-degree/Chemistry MIN	10063	<input type="checkbox"/>	B+	<input type="text"/>			Pending	<a href="#">Note</a>	<a href="#">+</a>

[Select All](#) | [Clear All](#) | [Printer Friendly Version](#)  
 < add this grade to selected students  
 |

**Roster Submission**

I authorize that these grades are complete and ready for review. I understand that, once approved/submitted by my Faculty (and Department if required), grade changes must be done using the grade change process.

|  |

If you choose to submit the grades immediately,

- a. Scroll to the bottom of the page to the **Roster Submission** section.
- b. Select the '**I authorize that these grades are complete and ready for review**' check box.
- c. Click the '**Submit**' button.
- d. Scroll down the page to view the Approval History section, which displays details pertaining to the grade(s) submission for the course.