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.

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

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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:

	0225	Chawra	John	1	Degree/Humanities Exit Degree	10063				A	Graded	Note	+
	0273	Prickley	Edith	1	Health Sciences Non- degree/Chemistry MIN	10063		B+	Q		Pending	Note	•
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a. Click the 'Save' button in the Roster Submission section.

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.