

**From:** uwinsite@uwindsor.ca  
**Sent:** April 9, 2020 10:39 AM  
**Subject:** Winter 2020 Grade Submission Reminders

**COPY:**

Good Afternoon,

You are receiving this email because you have Instructor access in UWinsite Student. If you are not teaching Winter 2020 courses, please disregard the remainder of this message.

**Grade Submission Timelines**

As described in Senate [Bylaw 54 \(Section 2.12\)](#) and [Bylaw 55 \(Section 1.7\)](#), unofficial grades for a course must be inputted and submitted to the Dean no later than seven calendar days after the final examination of the course has been written, except in the Faculty of Law.

In cases where there is no examination slot, unofficial final grades must be inputted and submitted to the Dean no later than seven calendar days after the close of the examination period. For Winter 2020, **April 27** is the deadline date for grade submissions where there was no exam slot.

Adhering to these grade submission timelines facilitates graduation check-out, VISA letter processing, transcript generation for graduate school applications, and many more services on which our students rely. They are particularly important this semester with the COVID-19 Revised Grading Regulations in place and their impact on the timeline for approving graduations. Your cooperation is much appreciated.

**Grade Roster Access**

The Office of the Registrar generates grade rosters in UWinsite Student. They were available starting Monday, April 6. If one of your Winter 2020 grade rosters is missing, submit an [Access to UWinsite Student ticket](#) and include the course code and section number for which the grade roster is needed.

**Exam Rosters**

Since in-person exams are not being held this semester, printed exam rosters will not be distributed. If you feel you need an exam roster, please use your class roster in UWinsite Student. Instructions for finding, viewing and printing class rosters can be found in this [reference sheet](#). You will need your UWin ID and Password to access this resource.

**Inputting Final Grades**

There are three options for inputting final grades into UWinsite Student:

1. Directly through UWinsite Student Faculty Centre
2. Via the Blackboard interface
3. Via an Excel spreadsheet upload

For step-by-step instructions on any of the above grade input options, please use this [reference sheet](#). You will need to log in with your UWin ID and password.

Please note you are not responsible for inputting P/NP grades or late voluntary withdrawals. Students make those choices after your grades have been posted in UWinsite Student. If you receive a question from a student about how to choose a P/NP grade or late voluntary withdrawal, please direct them to this [ask.UWindsor article](#).

Also, please remember students cannot see grades when you input them. The grades are reviewed and approved (usually by your Department Head and then Dean's Office) and then posted by the Office of the Registrar. It is only once the grades are posted that they are visible to students in UWinsite Student.