

Logging into ACSIS

To login to ACSIS:

1. Go to acsis.algonquincollege.com/staff

AC SIS for staff is also under **Tools** within the myAC employee portal https://algonquincollege.force.com/myAC/EC_CommunityHome

1. Enter your employee number. If you don't have this, contact the Human Resources department at extension 7660 or your Chair/Academic Manager.
1. Password (for first time log in): your employee number. (You will be prompted to change your password).

If you have trouble logging into ACSIS, send an email to ITS (Information Technology Services) at 5555@algonquincollege.com or call them at 613.727.4723 x5555.

Key Features for Faculty within ACSIS

ACCOUNT

Change Password

COURSE

View TimeTable

Section Lists

Grade Entry

REPORTS

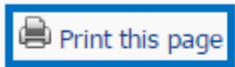
Grade Reporting Form Report

LOG OUT

- **Timetables:** Start and end date of courses, room locations (unless they are online courses).
- **Section Lists:** Class rosters.
- **Grade Entry:** Faculty submit their final grades within ACSIS and program chairs can review and approve those grades.
- **Grade Reports:** Print out reports of your course grades that you have inputted.

View Timetable


VIEW TIMETABLE



If you have questions regarding your timetable or believe that there are errors, please contact your department.

LINA TOVBIS
COURSES

Select Term: Fall 2015

#	SEC	TITLE	START	END	COURSE OUTLINE
TWR2014	300	Information Planning and Management	08-Sep-2015	19-Dec-2015	

You are able to view timetables for the current or previous term.

- **Print this Page:** Will give you a print-out of the timetable information that you see on the screen.
- **Select Term:** Will allow you to specify the semester that you wish to see.
- **Course Outline:** Save this official, most up-to-date PDF version of your course outline to your computer. Upload the PDF to your Brightspace course.

Current and Upcoming Activities

CURRENT AND UPCOMING ACTIVITIES

Week View

Labour Day	Sep 01	College Closed
TWR2014 - 300	Sep 08 to Dec 19	Online

NOTE: You may click on a room number to find it on the campus map

There is a list of holidays during which the College is closed and courses will not run. Also, if the course is online, a note will appear here. For face-to-face and hybrid courses, room locations will also appear on the timetable. Click on the room number to see where it is located.

Section Lists

SECTION LISTS

Select Term:
2015F ▼ Display

If you believe there are errors in this information or have any questions please contact your department.

Courses

Please select from the following course sections to view your section list.

Course	Section	Title(click title to view description)
TWR2014	300	Information Planning and Management

- **Select Term:** Will allow you to specify the semester that you wish to see.
- **Course Number:** Click on this link to get specific course information such as: class hours, maximum and minimum enrollment numbers, and the number of registrants in your course.
- **Course Title:** Click here to bring up the course description as outlined in the official program monograph.

Direct Grade Entry Into A

To login to ACSIS:

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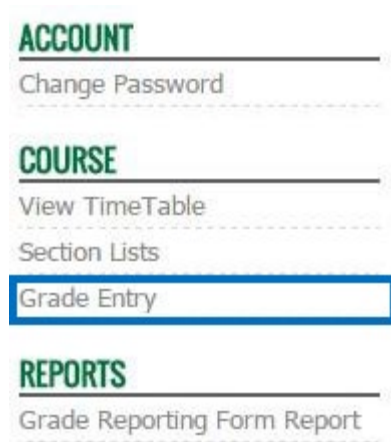
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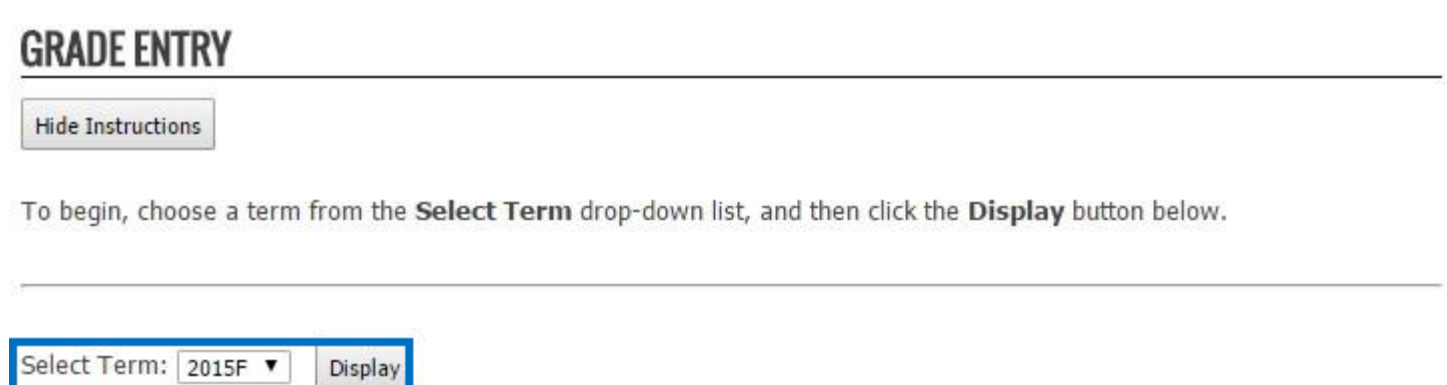
Grade Entry

1. **Select Grade Entry.**



The screenshot shows a web interface with three main sections: ACCOUNT, COURSE, and REPORTS. Under ACCOUNT is 'Change Password'. Under COURSE are 'View TimeTable', 'Section Lists', and 'Grade Entry' (which is highlighted with a blue border). Under REPORTS is 'Grade Reporting Form Report'.

2. **Select the Term.**



The screenshot shows the 'GRADE ENTRY' page. It has a 'Hide Instructions' button. Below it, a text instruction says: 'To begin, choose a term from the **Select Term** drop-down list, and then click the **Display** button below.' At the bottom, there is a 'Select Term:' dropdown menu with '2015F' selected and a 'Display' button next to it.

3. Click on the **Course Number** link.

Select Term: 2015F ▼ Display

Course Sections

Clear All Filters

Course	Section	Title	Status
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
ENV0010	300	Environmental Citizenship	No Grades Entered, Saved
ENV0010	310	Environmental Citizenship	Saved

4. Enter Grades

For each student, you can enter either the letter grade, the percentage grade or both.

- Add Letter Grade:** In the Letter Grade column, enter the letter or select it from the dropdown menu.

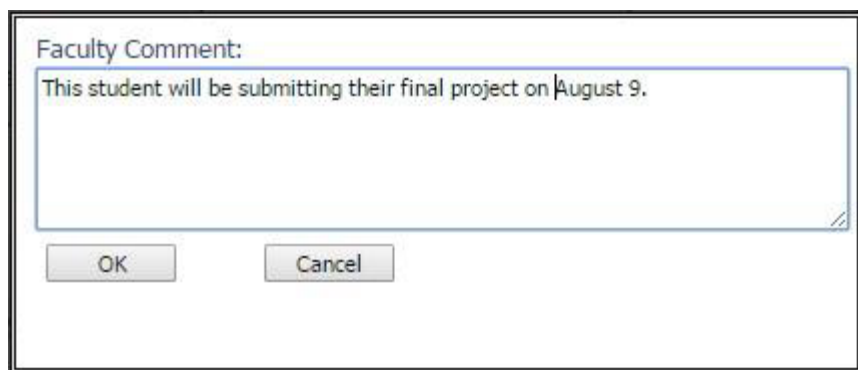
Student Number	Student Name	Program	Letter Grade	% Grade	Faculty Comment	Reviewer Comment
00000001	John Doe	0214C01FWO	A- ▼	81.00	Add	
00000002	Jane Smith	0242X01FWO	B ▼	73.00	Add	
00000003	John Doe	1103X04FWO	B- ▼	0.00	Add	
00000004	Jane Smith	0307X01FWO	B- ▼		Add	
00000005	John Doe	0150X01FWO	F ▼	29.00	Add	
00000006	Jane Smith	0590X04FWO	B- ▼	72.20	Add	
00000007	John Doe	0354X01FWO	B ▼	72.50	Add	

Notes: 1) Letter Grades will not be translated into percentage value as it represents a range. 2) For a failing grade, be sure to also enter the percentage. This way, information about where a student lies within the failure range is provided to whoever will approve the grades.


- Add a Percentage Grade:** Type it in the field within the Percentage Grade column. Typing in the percentage grade will populate the appropriate letter grade automatically

once you click the **Save** button.

- c. **Add Faculty Comments:** The faculty comment column will be mostly used for incomplete grades.

A dialog box titled "Faculty Comment:" with a text area containing the text "This student will be submitting their final project on August 9." Below the text area are two buttons: "OK" and "Cancel".

Once you add a comment, you will see a red flag and a **View/Edit** button.

0915X01FWO	<input type="text"/>	<input type="text"/>		<input type="button" value="View/Edit"/>	
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If you need to delete the comment, click on the View/Edit button, delete your comment and click **Ok**. This will remove the Red flag as well as the View/Edit button and restore the **Add** comment button.

5. IMPORTANT: Revising a Percentage Grade – Clear the Previous Letter Grade

If you need to change a percentage grade entry that you had saved previously, you will also need to do the following to ensure that the correct letter grade displays:

- a. Set the **Letter Grade** dropdown to **blank**.
- b. Click the **Save** button to re-save the grades. After re-saving, the Letter Grade should be correct.

6. Saving Versus Submitting

It is important to save your grades as you go.

Submit only when you are ready for your grades to be reviewed by your program Approver.

Once all of your grades have been submitted, you will be returned to the Course Sections screen. The Course Number will no longer have a link since there aren't more grades to view.

If you need to make any grade changes you can **Recall Submitted Grades**. This will cause the grades for the specific course to be returned back to your ACSIS area.

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Globalization and Sustainability

Submitted

When this has happened, the **Recall Submitted Grades** button will disappear and the Course

Number will be hyperlinked once again.

Recall Submitted Grades will no longer be available after your grades have been approved.

7. Approver Reviews Grades in ACSIS

After you click submit, the grades will be available within ACSIS for the Approver to review. They will be able to approve the grades or send them back to you for changes. If grades are approved, they will be forwarded to the Registrar's Office. If they require changes, you will receive access to the grades again. At this time, you would make changes/clarifications and submit again.

Grade Calculations within ACSIS

How Grades Are Calculated within ACSIS

Typing in a percentage with a decimal will result in rounding up or rounding down.

For example:

- a. 72.5 will round up to 73 percent, making the grade a B instead of a B-.
- b. 79.425 will round down to 79 percent, making it a B+.

For information about the percentage ranges represented by each letter grade, visit the directive related to Algonquin College's Grading System:

[Directive AA 14: Grading System](#)

Grade Change in ACSIS

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To change a grade in ACSIS:

1. Select **Grade Change** from ACSIS menu.

ACCOUNT

Change Password

COURSE

View TimeTable

Section Lists

Grade Entry

Grade Change

REPORTS

Grade Reporting Form Report

YOW Training Report

LOG OUT

1. Select the Term
 1. Select the term and click **Display**.

Enter Term: 2016F

(i.e. 2016F, 2017W, 2017S)

Display

2. Select the **Course and Section**.
 1. Click on the **course code link**.

Course Sections

Clear All Filters

Course	Section	Title	Status
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
ELE8711	010	Canadian Electrical Code - Level 1	Available For Change
ELE8712	010	Prints - Level 1	Available For Change
ELE8716	010	Electronics - Level 1	Available For Change

- Propose a **Grade Change** with **Different Change Reason** for Each Change.
 - Within the row for a particular student, type or select the new grade value in the **Proposed Grade** column.

Select	Student Number	Student Name	Program	Current Grade	Proposed Grade	Change Reason	Reviewer Comment
<input checked="" type="checkbox"/>	00000001	Arundel, Eric	0506X01FWO	A	A-	<input type="button" value="Add"/>	
<input type="checkbox"/>	00000002	Arundel, Taylor	0506X01FWO	A+	A-	<input type="button" value="Add"/>	
<input type="checkbox"/>	00000003	Chen, Connor	0506X01FWO	A+	B	<input type="button" value="Add"/>	
<input type="checkbox"/>	00000004	Collins, Carly	0506X01FWO	B	B+	<input type="button" value="Add"/>	

- Click **Add** in the **Change Reason** column.
- Within the pop-up, type a brief (up to 300 characters) reason why the grade should be changed.

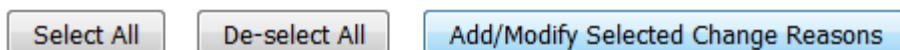
Change Reason:

Original grade entered was a typing error.

- Click **OK**. Repeat steps for each grade change.
- Once you add a comment, you will see a red flag and a **View/Edit** button.
 - If you need to delete the comment, click **View/Edit**, delete your comment and click **OK**. This will remove the red flag as well as the View/Edit button and restore the Add

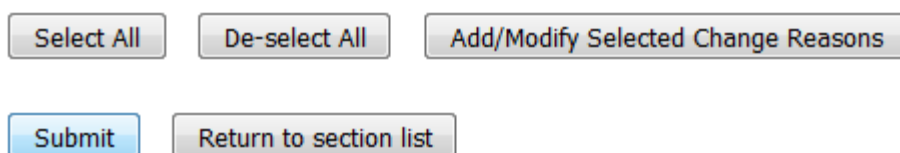
comment button.

2. To edit the comment, click **View/Edit** and re-type your comment.
5. Propose a Grade Change with the Same Reason for Each Change
 1. Type or pick the new grade values in the Proposed Grade column for each student.
 2. Click the **Add/Modify Selected Change Reasons** button below the grade changes table.
 3. Within the pop-up, type a brief (up to 300 characters) reason why the grade should be changed. This function will apply this reason to all of the student rows selected (e.g. has box checked).



6. Submit Your Grade Changes.

1. Click on the **Submit** button below the grade table.



2. Once your grade change(s) have been submitted, you will see this message:

Grade changes successfully submitted for review.

3. You will no longer see student grade information for the items that you just entered. If you need to make changes, you will have to **recall** the grade change so that it is visible for you to revise. (See item 9).
7. Chair Reviews Grade Changes in ACSIS.

The Chair will review the proposed grade changes within ACSIS and then **approve the grade, change or send it back for changes.**

IMPORTANT: Make sure that you email your Chair to tell them that you have submitted proposed grade changes for them to approve. ACSIS does not send automatic email notifications to chairs when faculty submit proposed grade changes.

If the grade changes are approved, they will be automatically forwarded to the Registrar's Office. If they require changes, they will be returned to you and you will have access to those grades. You would then change the grades within the **Proposed Grade** column and re-submit. Once again, **make sure you send an email to notify your Chair of the revised proposed grade change.** The Chair will review, once again, for approval.

8. Recalling Proposed Grade Changes

If the chair has not approved the grade changes in ACSIS, it is possible to **recall** them for changes. If you wish to cancel your proposed grade change or need to change what you have entered:

1. Go back to the **Course Sections** list.
2. Go to the **Grade Change** screen by clicking on the **Return to Section List** button beneath

the grade table.

Submit

Return to section list

3. The course for which you have submitted a grade change now will now have a **Recall Submitted Grades** button. Click on it to begin the grade change recall.

Course Sections

Clear All Filters

Course	Section	Title	Status
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
ELE8711	010	Canadian Electrical Code - Level 1	Available For Change, Change Submitted Recall Submitted Grades

4. The student information and grades will now be available.

NOTE: You cannot undo a proposed grade change. You must submit a **new** grade change by re-entering the original grade. In the comments, you would specify that you changed the grade(s) back to their original grade.

Grade Uploads into ACSIS using CSV (Excel)

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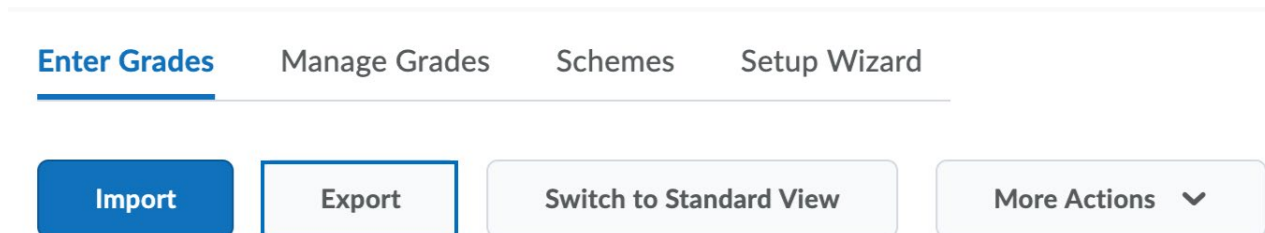
If you are comfortable with Excel .csv files or already use Excel to capture your course grades, this can be a time-saving option.

1. Create an Excel File of Your Grades

If you have managed your grades within Excel throughout the semester, make sure that you save your Excel workbook (e.g. your .xlsx file) as a .csv file. You can do this via “**File > Save As**” and select “.csv”.

Alternately, if you have final grades in **Brightspace**, you can download these as a .csv file via:

- a. From the navbar click **Progress > Grades**. On the **Enter Grades** page, click **Export**.



- b. In the **Export Options** area, do the following:

- **From the Export Grade Items For** dropdown list, select the Users you want to export grade items for (all users by default).
- In **Key Field** select **Org Defined ID** to identify users by their Student ID.
- In **Grade Values** select **Weighted grade**.

Export Options

Export Grade Items For

All users



Apply

Key Field

☒ Org Defined ID

☐ Username

☐ Both

Grade Values

☒ Points grade

☒ Weighted grade ?

☐ Grade Scheme ?

- c. In the **Choose Grades to Export** area, select the grade items you want to export.
- d. Click **Export to CSV**. A pop-up window appears. Click **Download**.



Final Calculated Grade ?



Final Adjusted Grade

Export to CSV

Export To Excel

Cancel

2. Select Grade Entry.

ACCOUNT

Change Password

COURSE

View TimeTable

Section Lists

Grade Entry

REPORTS

Grade Reporting Form Report

3. Select the Term, Course ID and Section Information.

GRADE ENTRY

Term: 2015S

Course Code and Section: GED6022 - 399

4. Click **Import Grades**. Then, click **Choose File** and browse to where your .csv file is saved on your computer. Click **Next**.

Import Grades Wizard - Step 1 of 3

To begin the import process, click the **Browse** button below to locate and open the CSV import file.

After you have located and opened the CSV import file, click the **Next** button to proceed to the next step.

Grades To Import: Choose File 2015S-Grades.csv

5. Identify Column Location of Grade Data in .CSV

The next step is to help ACSIS understand what columns contain the information that it needs (see screenshot below).

- Check off **My data has a heading row**. This will cause the heading information to appear.
- Identify the column that contains **student number data** using the dropdown menu.
- Identify the column that contains **letter grade data** using the dropdown menu. If your spreadsheet does not have Letter Grade data (only percentages) you can leave **My data has no letter grades** selected.
- Identify the column that contains the **percentage grade data** using the dropdown menu. If

your spreadsheet does not have Letter Grade data (only letter grades), you can leave **My data has no percentage grades** selected.

e. Click **Next**.

Import Grades Wizard - Step 2 of 3

The CSV import file has been loaded and is displayed in the table below.

To identify the location of the grade data in the file, please answer the questions below. If the CSV file has a heading row that should be ignored during the import process, check the **My data has a heading row** check-box.

After you finish answering the questions below, click the **Next** button to proceed to the next step.

Which column in the table below contains **student number** data? Column 1 ▼ **b**

Which column in the table below contains **letter grade** data? My data has no letter grades ▼ **c**

Which column in the table below contains **percentage grade** data? Column 5 ▼ **d**

☒ My data has a heading row **a**

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7
OrgDefinedId	Last Name	First Name	Email	Calculated Final Grade Numerator	Calculated Final Grade Denominator	Calculated Final Grade Percentage

Cancel < Back Next >


6. **Review Data and Finish.**

The data to be imported is shown in the table below.

To change import settings, click the **Back** button.

To import the grade data into the current course section, click the **Finish** button.

Student Number	% Grade	Letter Grade	Data Import Notes
40733815	80.00	A-	Letter grade automatically calculated based on percentage grade.
40816273	75.00	B	Letter grade automatically calculated based on percentage grade.
40723063	65.00	C	Letter grade automatically calculated based on percentage grade.
40739471	50.00	D-	Letter grade automatically calculated based on percentage grade.
40765503	40.00	F	Letter grade automatically calculated based on percentage grade.



7. Add Comments and Information for Failing Students

For students that receive a failing grade, you will need to enter their percentage. This will provide details about the failure range within which the student sits.

- a. Click on the text box under **Percentage Grade** for that student, type in the number and press the enter key on your keyboard or, click the **Save** button.

When you are ready to submit grades for review, click the **Submit** button.

Import Grades

0354X01FWO	0354X01FWO	0354X01FWO	A-	80.00	 View/Edit	
0336X01FWO	0336X01FWO	0336X01FWO	A+	100.00	 View/Edit	
0381X01FWO	0381X01FWO	0381X01FWO	F	10.00	 View/Edit	
0188X01FWO	0188X01FWO	0188X01FWO	A+	100.00	 View/Edit	
0317X01FWO	0317X01FWO	0317X01FWO	C-	60.00	 View/Edit	
0188X01FWO	0188X01FWO	0188X01FWO	A-	80.00	 View/Edit	
6785X01FPT	6785X01FPT	6785X01FPT	A+	100.00	 View/Edit	
			A+	90.00	 View/Edit	
0354X01FWO	0354X01FWO	0354X01FWO	B	75.00	 View/Edit	
0354X01FWO	0354X01FWO	0354X01FWO	B	75.00	 View/Edit	

Save

Submit

All grades from the CSV import file were successfully imported and saved into the current course section.

Grade Calculations:

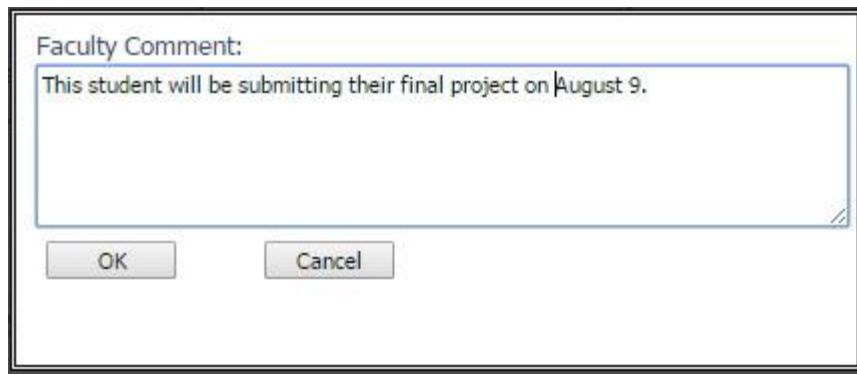
Typing in a percentage with a decimal will result in rounding up. For example, 72.5 will round up to 73 percent, thus making the grade a B instead of a B-.

b. When grades are uploaded via a .csv file, a **comment** is added to each student automatically.

c. **Delete a Comment:** click on the **View/Edit** button, delete your comment and click on **Ok**. This will remove the Red flag as well as the **View/Edit** button and restore the **Add** comment button.

0915X01FWO			 View/Edit
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d. **Edit a Comment:** click on the **View/Edit** button, delete the existing comment, and type in the comment you would like to see.



Faculty Comment:

This student will be submitting their final project on August 9.

OK Cancel

8. Saving Versus Submitting

It is important to save your grades as you go.

Submit only when you are ready for your grades to be reviewed by your program Chair.

Once your grades have been submitted, you will see this message:

No outstanding grades to submit or change for term, course code, and course section.

You will no longer see the details of grades you entered on the screen. If you need to make any changes, you will have to request the Chair to send it back for changes.

7. Chair Reviews Grades in ACSIS

The Chair will review these marks; within ACSIS they are able to **approve the grades** or **send back for changes**.

If grades are approved, they will be forwarded to the Registrar's Office.

If they require changes, you will receive access again to the grades. At this time, you would change the grades and submit again. After which, the Chair would review for approval.

8. What to do if you **notice a grade entry mistake *after the grades have been submitted to your program chair?***

- i. Notify your Chair immediately of the mistake.
- ii. If the Chair has not **approved** the grades within ACSIS, they can send the marks back to you for changes.
- iii. However, if your Chair has approved the grades within ACSIS, the manual **Grade Change Form process** must be followed.

[Grade Change Form \(pdf\)](#) Intranet access

The grade entry dashboard in ACSIS can indicate up to five different Grading Statuses. In some cases it might also be possible to have multiple statuses.

Course	Section	Title	Status
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
FAM0030	511	Creative Art Experiences for Children	Saved
FAM1242	561	Foundations of Early Childhood Education	Under Review
FAM1249	310	Math and Science Experiences for Children	Saved, Change Recommended
FAM1249	320	Math and Science Experiences for Children	No Grades Entered
TTA5509	521	Presentation Skills	Submitted
			Recall Submitted Grades

1. **No Grades Entered:** There are no grades entered or saved for this course.
2. **Saved:** Grades have been saved but not submitted.
3. **Submitted:** Grades have been submitted to the Approver for review, but the Approver has not yet started reviewing. When your grades are “Submitted”, you cannot click the course number to see the grade editing screen.
4. **Change Recommended:** The Approver has reviewed some or all of the grades and sent them back to you with a recommendation for a change/changes.
5. **Under Review:** The Approver is in the process of reviewing the grades but has not finished. When your grades are “Under Review”, you cannot click the course number to see the grade editing screen.
6. **Recall Submitted Grades:** If you have submitted your grades but your Approver has not yet started reviewing them, a “Recall Submitted Grades” button will be available. If you need to update your grades, you can click this button and you will have the ability to edit grades again.
7. **Approval:** Once the Approver finishes reviewing the grades, if he/she does not have any concerns, they will approve them and they will be sent to the Registrar’s Office. At this point, the course will disappear from your dashboard.