

	A	B	C	D	E	F	G	H	I
1	Session	Campus	Student Number	Subject	Course	Section	Percent Grade	Standing	Standing Reason
2	2013W	UBC	33333333	TEST	100	ABC		T	
3	2013W	UBC	12345678	TEST	200	DEF	45		DNW
4	2013W	UBC	44455558	TEST	300	GHI		P	
5	2013W	UBC	12345678	TEST	300	GHI		F	
6									
7									

Enter Your Students' Information

Enter student information into the *Percent Grade*, *Standing* or *Standing Reason* columns according to the criteria in the below.

Note: leave cells blank if value is not known. You can enter the information manually at a later date.

Acceptable Values for Entry into Your File

Percent Grade:

- Enter whole numbers (0-100)
- Entering decimal place values will result in an unsuccessful upload
- Do not enter a *Percent Grade* if entering a *Standing*

Standing:

- Enter either H, P, F or T.
- Do not enter a *Standing* if entering a *Percent Grade*

For information on the Standings, please visit one of the following pages:

- Vancouver: <http://www.calendar.ubc.ca/vancouver/index.cfm?tree=3,42,97,0>
- Okanagan: <http://www.calendar.ubc.ca/okanagan/index.cfm?tree=3,41,90,1015>

Standing Reason:

- Enter DNW if the student did not write the final exam
- A *Percent Grade* or *Standing* must also be entered with a DNW
- Do not use DNW with a T *Standing*