

| | 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*