



Grade Entry via Millennium FAST

Millennium FAST is the grade entry tool used at George Brown College.

Once a faculty member is assigned to a course as an instructor in Banner (our student information system), they will also be granted access to enter final grades in Millennium FAST. Each term, all courses become available for grading starting ten (10) business days prior to the course end date.

All grades must be entered by the published grade submission due dates. If grades are not entered within the allotted time, the course(s) will no longer be available for grade entry in Millennium FAST. In this case, the faculty member must contact their Academic Division to request that the CRN be made available again.

Once you have finished entering final grades for all students in a course (CRN), you can submit the grades for approval or save your changes.

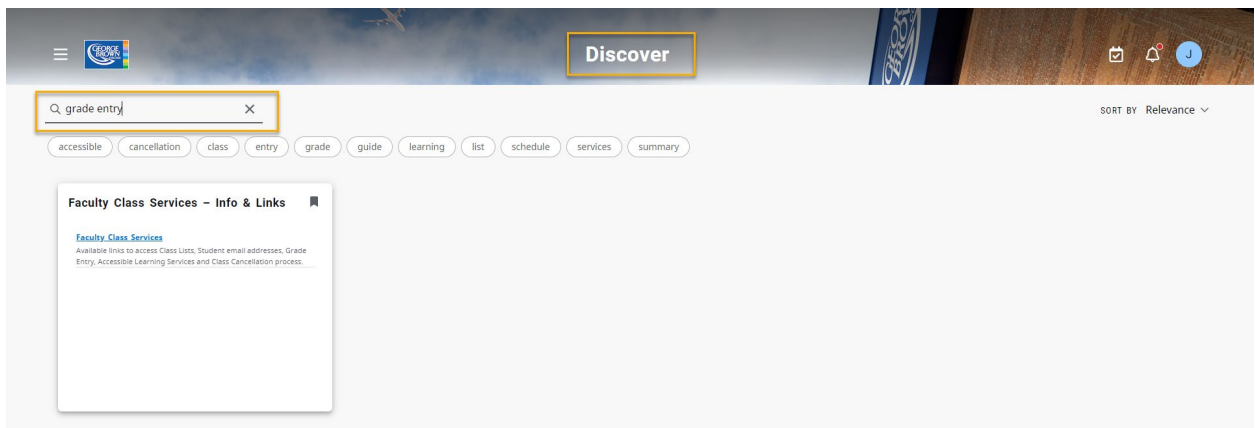
Please note you cannot submit an incomplete (partially graded) class list. You may add grades to the students as they are available, but you cannot submit a class list that is only partially complete. The system will validate your class list to ensure that no students have been missed.

Getting Started

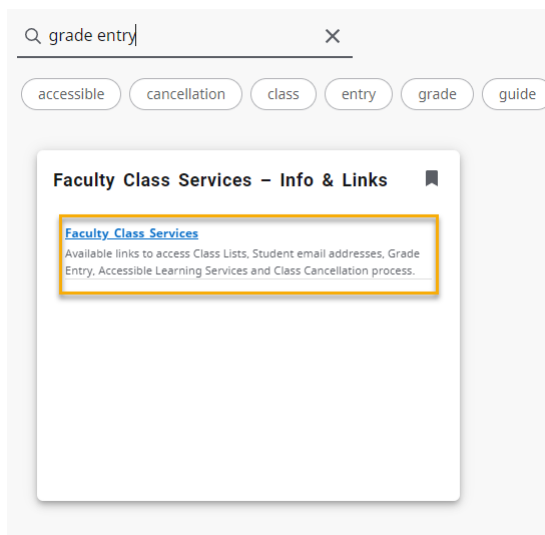
To access grade entry via Millennium FAST:

1. Log into your [STU-VIEW](#) account using your employee ID and password
2. Go to the “Discover” page using either method:
 - a. Select the main menu icon (3 horizontal lines) in the top left-hand corner of the homepage, and when the side panel appears, select the “Discover” option.OR
 - b. While on the homepage in the new STU-VIEW, scroll down to the bottom of the page and then select the blue “Discover More” button.

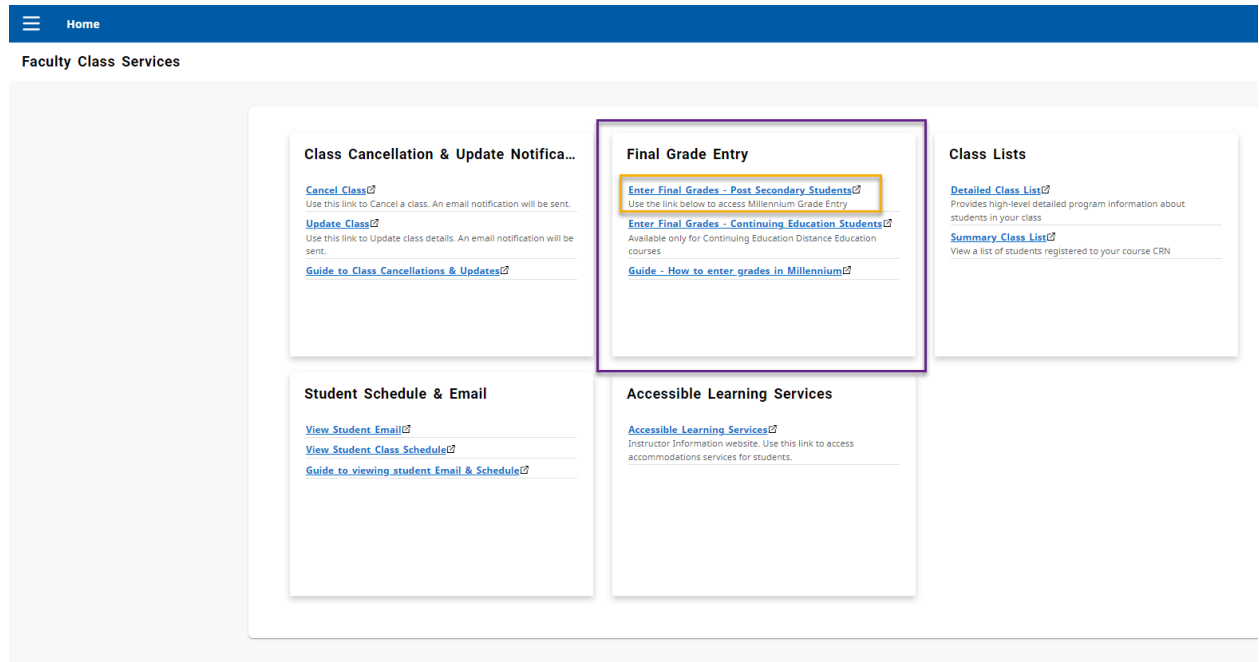
- On the “Discover” page, in the top left-hand corner, there should be a search box labelled, “Find cards.” Enter “grade entry” in this search box and hit enter on your keyboard.



- The card labelled, “Faculty Class Services – Info & links” should appear with a link inside of that card for “Faculty Class Services.”
- Open the “Faculty Class Services” link and a new page called, “[Faculty Class Services](#)” will appear with 6 new cards (also see screenshot below step 6).



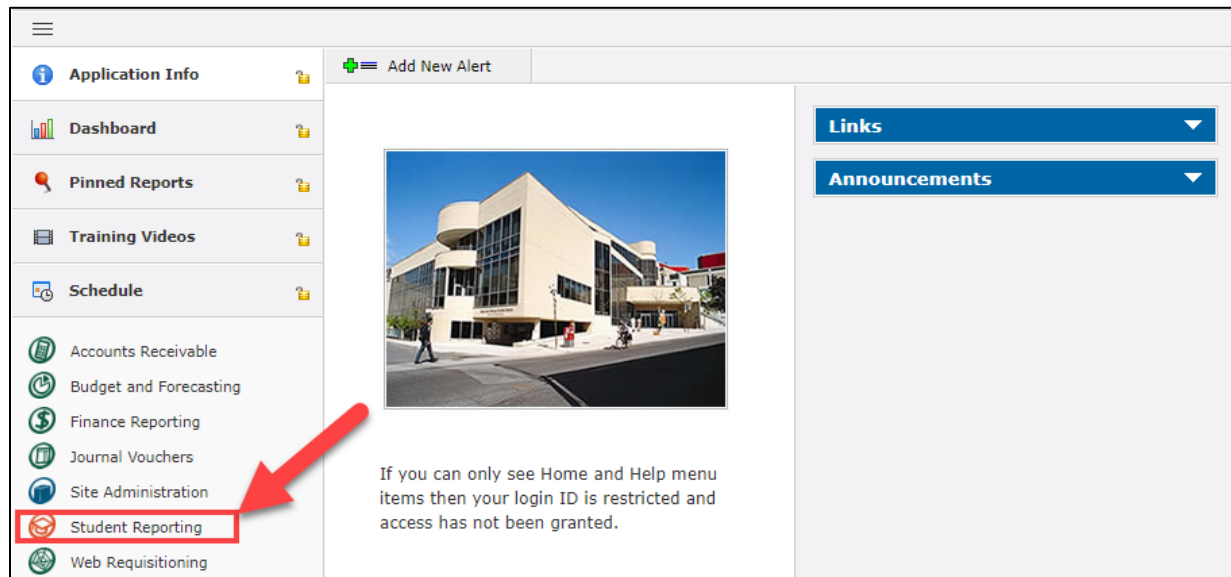
- On the “Final Grade Entry” card, select the link labelled, “Enter Final Grades – Post Secondary Students” to continue to [Millennium Grade Entry](#).



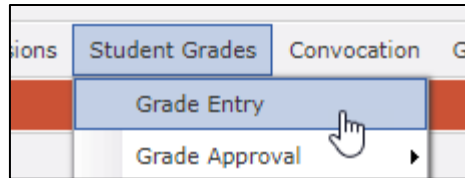
Entering Grades

To enter grades for a course:

1. Select **Student Reporting** from the sidebar on the left side of the screen



2. Click on the **Student Grades** menu at the top of the screen, then select **Grade Entry**



3. From the **Course List**, select a course.

Note: Faculty members will see all courses they are attached to as an instructor which are available for grade entry. Grade Entry Administrators will see all courses which are available for grade entry for their academic department(s).

4. When the page loads, you will see your Class List for the selected course/CRN:

5. To enter grades, do one of the following:

- a. In the **Percent** text box, type the percentage (do not include the % sign)
The Letter Grade will be automatically calculated when you press the Tab key, or move to the next student, based on the [GBC Grading Scheme](#) – please note that the system does not round up.
- b. In the **Letter Grade** drop-down list:

- Select the appropriate Letter Grade, or
- Select a Special Symbol Grade:
 - *SD – Standing Deferred*
 - *INC – Incomplete*

Important: For courses with the P/NP Grade Mode, please do not enter percentage grades. Instead, use the **Letter Grade** dropdown to indicate **P** (Pass) or **NP** (Not Pass).

- If you entered a Special Grade Symbol, you may enter a comment/date in the **Comments** and **Graded Date** columns for your records. However, please note that this information will not be stored in our student information system (Banner).

Letter Grade	Comments	Graded Date	Conflict	
B- ▼			<input type="checkbox"/>	
C+ ▼			<input type="checkbox"/>	
INC ▼	Student to hand in assignmer	10/AUG/2022 📅	<input type="checkbox"/>	

- Click **Save** to save your changes.

You may now choose to exit and return to Millennium FAST at a later date to finish entering grades.

- To save a copy of the grades before submitting, click on the PDF or Excel icons at the bottom of the screen.

Number of students: 15

- Once grades have been entered for all students in a CRN, click **Submit for Approval**.

Once a course has been graded and submitted for approval, it will no longer appear in the Course List dropdown (Grade Entry Queue).

- Click **OK** or **Continue** on the pop-up message to complete your submission.

Importing a Class List from Excel

On the Student Grade Entry page, you can use the Import option to import a class list. **Note**, the Excel file must be in **.xls** format for *Millennium Fast* to be able to import it.

1. Select Import

Student Reporting > **Student Grade Entry** > Enter Student Grades by course

Course List: 10008 - LEADERSHIP IN LEARNING ORG. (ECL 3102 300) 202301

Student ID	Name	Percent	Letter Grade	Comments
			[v]	
			[v]	
			[v]	
			[v]	
			[v]	
			[v]	
			[v]	
			[v]	
			[v]	
			[v]	

Number of students: 27

PDF Excel **Import**

millennium

2. Ensure the Excel document is formatted correctly and includes the correct headings.

	A	B	C	D
1	Student ID	Name	Percent	Letter Grade
2	10	A		
3	10	A		
4	10	A		

3. Choose the file to import.

The screenshot shows the Millennium Student Reporting interface. The breadcrumb trail is: Student Reporting > Student Grade Entry > Enter Student Grades by course. The Course List dropdown shows: 10008 - LEADERSHIP IN LEARNING ORG. (ECL 3102 300) 202301. A modal window titled "Step 1" is open, with sub-header "Select an XL file to import:". It contains a "Choose File" button and the text "No file chosen". At the bottom of the modal are buttons for "<< Back", "Next >>", and "Cancel".

4. Import the excel file to Millennium. Note, to view student names the 'Name' column can be checked.

The screenshot shows the Millennium Student Reporting interface. The breadcrumb trail is: Student Reporting > Student Grade Entry > Enter Student Grades by course. The Course List dropdown shows: 10276 - ANAT.& PHYSIOLFOR PRAC.NURS.I (ANAT 1052 401) 202301. A modal window titled "Step 3" is open, with sub-header "Select a column name for any or all of the following:". It contains a list of checkboxes and dropdown menus:

- ☐ Student ID (dropdown: Student ID)
- ☒ Letter Grade (dropdown: Letter Grade)
- ☒ Percent (dropdown: Percent)
- ☐ Graded Date
- ☐ Comments
- ☒ Name (dropdown: Name)

 At the bottom of the modal are buttons for "<< Back", "Import", and "Cancel". The "Import" button is highlighted with a red box.

5. Review imported results

Frequently Asked Questions

Why is a particular course missing from the Course List drop down?

Courses (CRNs) will no longer appear in the Course List drop down if:

- a. The course is not available for grading.
 - *Courses are available for grading in Millennium FAST starting 10 business days prior to the course start date and up to twenty-five business days after the course end date (45 business days for Continuing Education courses).*
 - *Outside of the grade entry window, please contact the [Academic Records Department](#) to temporarily open the CRN for grading.*
- b. The course was already graded, approved, and submitted to Banner
- c. A student may have already received a grade in Banner via the Class Roster form (SFASLST).
 - *If this is the case, contact the Academic Records Office to have the course re-instated.*

When are the Special Symbol Grades ('INC' and 'SD') used?

An **INC (Incomplete)** grade is a temporary grade assigned when course requirements cannot be completed by the course end date due to extenuating circumstances. A time extension of up to 60 days from the course end date may be granted by the academic department. Unless amended (due to submission of a late assignment or completion of a deferred exam), an INC grade is automatically converted to an "F" or "NP" 60 days after the course end date.

An **SD (Standing Deferred)** grade is a temporary grade assigned when course requirements cannot be completed by the course end date due to extenuating circumstances. This is granted when a time extension beyond 60 days is required. The course requirements shall be completed within one year of the course end date. Permission must be granted by the academic Chair. Unless amended, all SD grades are automatically converted to an "F" or "NP" after one year from the course end date.

I don't see the *Faculty Services* link in STU-VIEW. What should I do?

If you are a new instructor at the college, your account may need to be updated to indicate that you are "Faculty" in order for the *Faculty Services* tab to appear when you log into STU-VIEW. Usually, this occurs during the scheduling process each term when your Academic Department assigns you as an instructor for courses. If you do not see the *Faculty Services* tab, please contact the Office of the Registrar for assistance – see [contact information](#) below.

I'm Faculty and I can't see my assigned courses in STU-VIEW or Millennium FAST. What should I do?

If you don't see your assigned courses in STU-VIEW or Millennium FAST, please contact your Academic Department to confirm that you are attached to the CRN as an instructor. If you are not attached to the CRN as an instructor in Banner – Schedule Information Form (SSASECT) – they can contact the Office of the Registrar for assistance – see [contact information](#) below.

How do I view grades that I've already submitted?

To view grades you've already submitted, go to the ***Student Grades*** menu and select ***Grades Submitted***. Courses that have been submitted for approval, and that you are an instructor for, are listed on this page. To view a class list and corresponding grades, select a course from the tree view on the left-hand side of the screen. Once the class list and grades are displayed you will then be able to export the class list to Excel or PDF.

Helpful Reports for Grade Entry Administrators

Banner Reports

Report Title	Banner Code	Description
CRNs by Program	SWRCRNS_FACULTY	This report lists CRNs by Term and Program along with the assigned faculty member.
CRNs without Faculty by Program	SWRNFACCRN	This report lists any CRNs by Term and Program that <u>do not</u> have a faculty member assigned.

Millennium FAST Reports

You can access the following reports in Millennium FAST by navigating to ***Student Reporting > Student Grades > Registrar.***

Report Title	Description
Reg. Courses Not Graded	List the courses that are not yet graded and are in the Grade Entry Queue
Reg. Courses Not Approved	List the courses that are in the Approval Queue and not yet submitted to Banner

Contacts

To open a course/CRN for grade entry, please contact the Academic Records department:

George Huang

Academic Records Specialist

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Elysia Cheung

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For access to Millennium FAST as a grade entry administrator for your department, please complete the [Employee Access Request Form](#) on Microsoft Forms. Please note that sign-in is required to validate access within George Brown College.