#### 1

# **SOEN 287**

# **Concordia University**

# Concordia University Grades Management System

# Sign In

Email		
Password		
SIGN IN		
Forgot Password?		

Sign up as a new faculty member

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## **User: Teachers**

#### Login:

For Teacher logins, entering the email provided by the University (example\_T@concordia.ca) along with your password will allow you to log into the system as a teacher:

# Sign In Email Password SIGN IN Forgot Password? Sign up as a new faculty member

Log in page

After logging in, you will be able to add a new student or add a new grade.

#### Adding a New Student and Grades:

To add a new student entry, click on the "Add New Student" button located at the top of main page to the left as shown below:



Adding new student to record

After clicking on "Add New Student" you will be brought to a new page where you may add the new students name and grades:

New Student Record		
Name:		
Assignmet 1:		
Assignment 2:		
Assignment 3:		
Midterm Test:		
Final Exam:		
Save		

Entering details for new student

After entering the new details, click on "Save" to save the entry to the system.

#### Editing student record:

To edit an existing student record, click on the "edit" button, located to the right of the students record you wish to edit, on the main page:

Final Exam	Average	Grade	
72	77.80%		Edit
75	78.40%		Edit
78	81.00%		Edit
Avg Final	Median		1
75.00%			

Editing existing student record

#### Signing out:

To sign out, click on "Sign Out" on the main page:



Sign out

Once you have successfully signed out you may close the window or sign back in:



Successful sign out / sign back in

# **User: Students**

#### Login:

For Student logins, entering the email provided by the University (example\_S@concordia.ca) along with your password will allow you to log into the system as a student:

## Sign In

Email					
Password					
SIGN IN					
Forgot Password?					
Sign up as a new faculty member					

Log in page

#### Viewing Grades:

Grades can be viewed on the home page without requiring the student to log in. All grades (medians, averages, and test marks) are displayed.

#### Signing out:

To sign out, click on "Sign Out" on the main page:



Sign out

Once you have successfully signed out you may close the window or sign back in:



Successful sign out / sign back in

#### End notes:

Please note that the current state of the Grade Management System is NOT FINAL and is subject to changes that may or may not be present in the final released version. Thank you for using the Grade Management System.

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Concordia University
SPT group