



UNIVERSITY OF
TORONTO
MISSISSAUGA

EMS

Electronic Marks Submission

ARUCC 2010

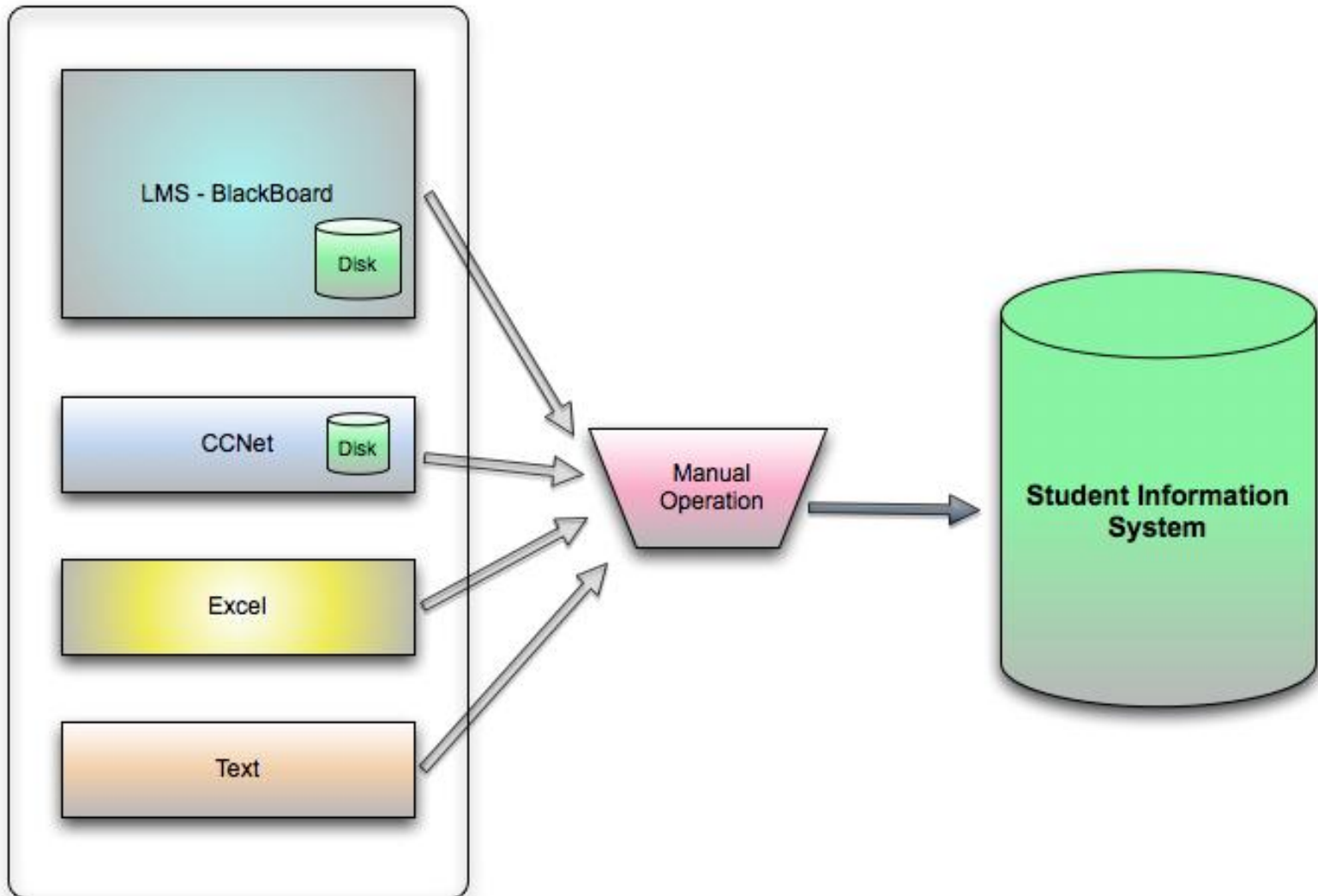
University of Toronto Mississauga, Office of the Registrar

Cesar Mejia – Manager, Information Technology
Sandra Speller – Assistant Registrar, Academic Standards & Examinations

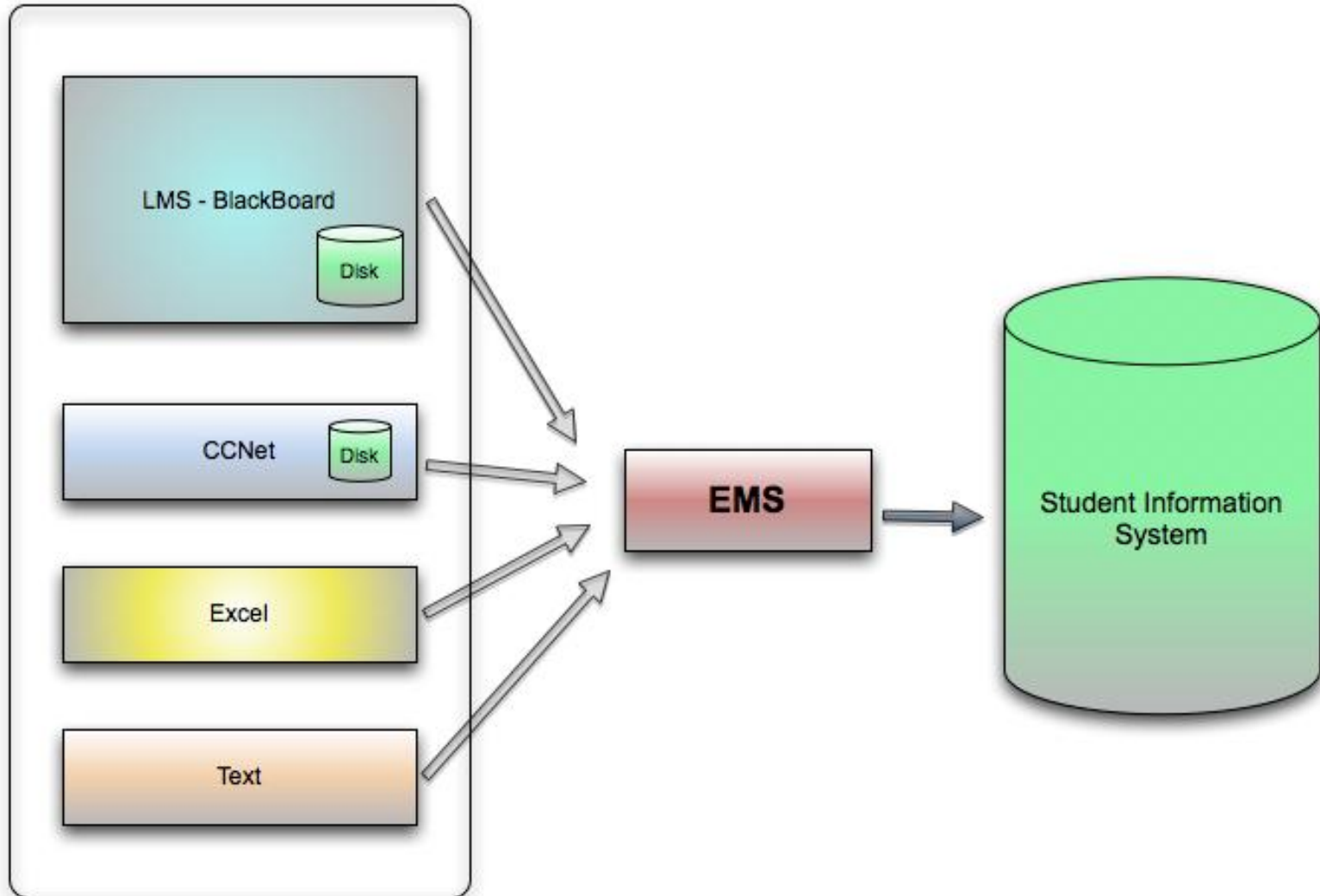
- Established in 1967, UTM is UofT's second largest division – home to 11,000 undergraduate students, over 400 graduate students, and 700 faculty and staff
- 33 km west of the St. George campus, situated along the Credit River on 225 acres of protected green belt
- HBA, HBSc, BCom, BBA, BEd, MA, MSc, MBioTech, MMPA, MMI, MScBMC, DIFA, PhD



Final Marks



Final Marks



Before EMS...

- Marks lists generated in the Office of the Registrar
- Distributed to departmental administrators
- Passed on to instructors
- Instructors wrote down grades and signed marks summary
- Given to Departmental Chair to review/approve
- Returned to the Office of the Registrar
- Reviewed/approved by the Dean
- Manually entered into student database

Problems

- Paper lists were out-of-date, printed well before end of term
- Availability of marks to students limited by physical availability of faculty/staff to campus
- Processing of marks restricted to operating hours
- Transcription errors could occur at the level of instructor and/or data entry by Records Assessors in Office of the Registrar

New process objectives

- Retain the approvals process and existing model of ownership of the administrative work
- Replicate existing business process while eliminating paper and physical movement
- Minimize transcription and keying errors
- Ensure data collected and stored in a secure environment
- Provide up-to-date data
- Easy access and user-friendly
- Reduce grade collection to posting timeline

Electronic Marks Submission

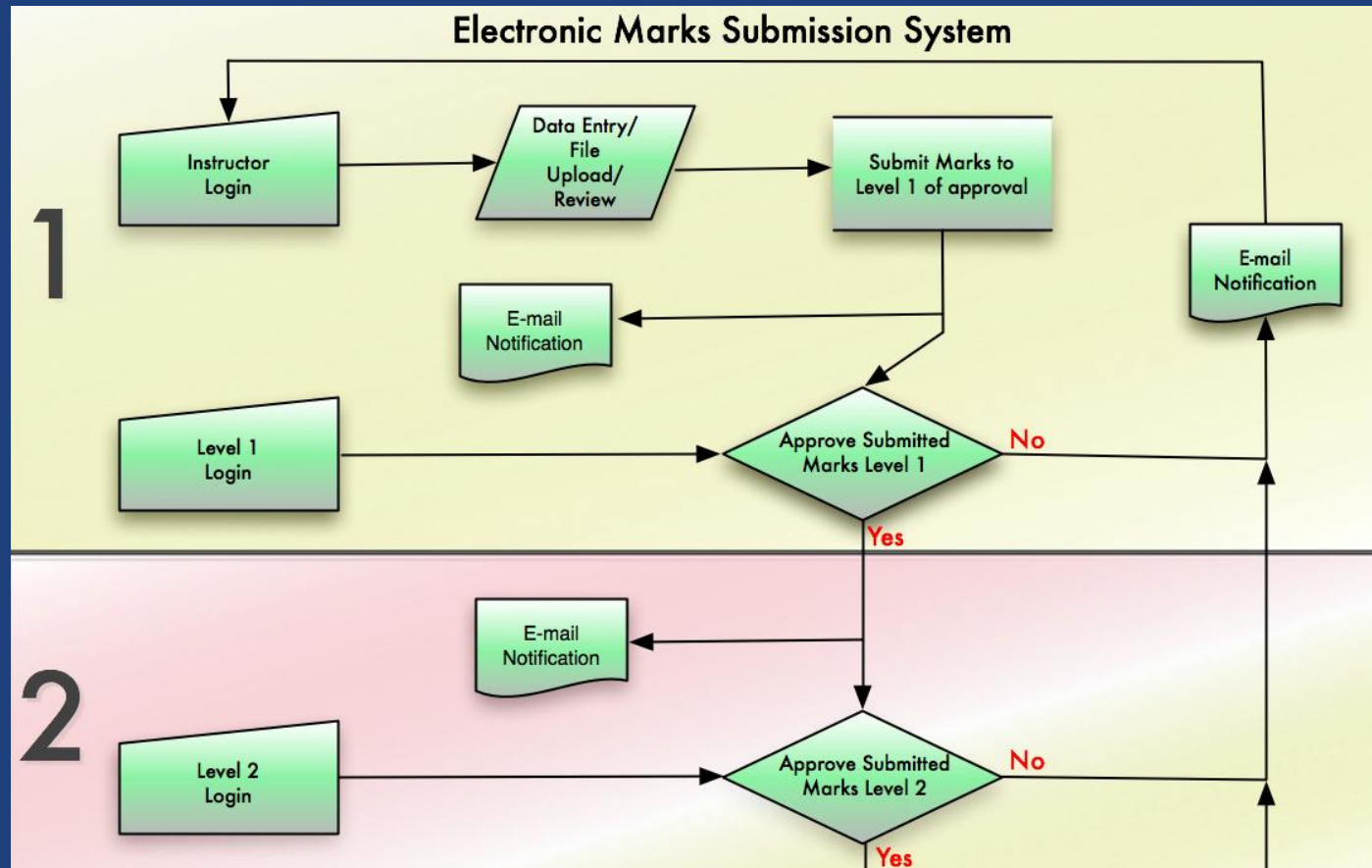
Inaugural launch December 2006

- Up-to-date student lists available to department administrators and instructors through application
- Instructors upload own data file or populate online list
- Departmental Chair logs in to Review/Approve
- Dean logs in to Review/Approve
- Grades uploaded to student database directly from data file generated by application

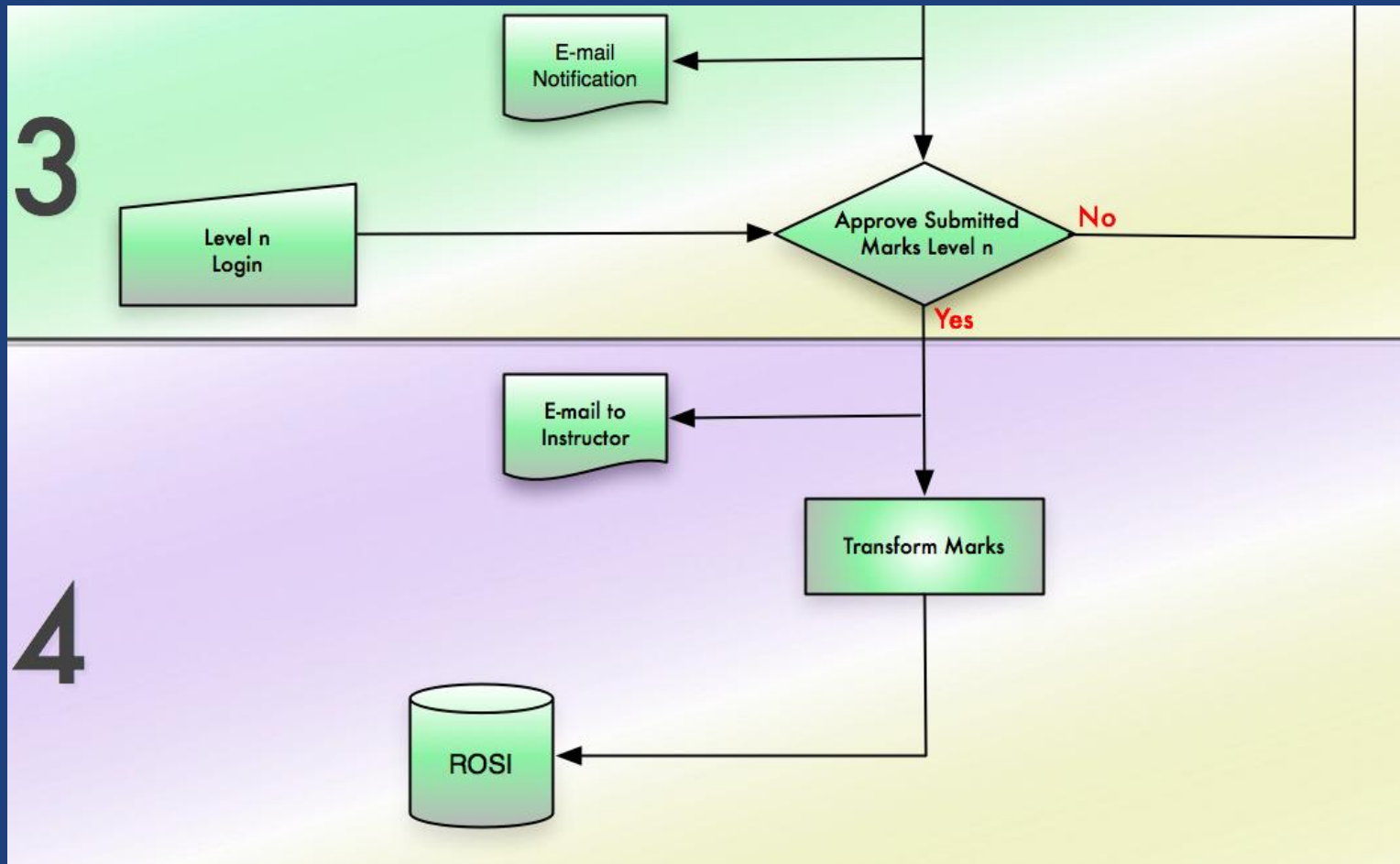
Problems Solved

- Student information fully up-to-date
- Availability of marks to students limited only by time needed for instructor to process final marks
- Once grades are uploaded/keyed by instructors, no transcription errors can be introduced

The process part 1



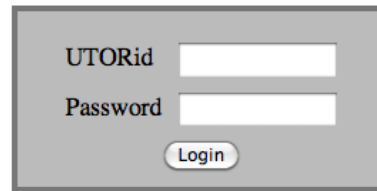
The process part 2



EMS Features

Office of the Registrar University of Toronto Mississauga

Login



UTORid

Password

Login

If you have problems logging in please contact the Office of the Registrar

Supported Browsers: Internet Explorer 6.0+, Mozilla Firefox 1.5+, Safari 2.0+, Opera 9.5+, Chrome

EMS Features

Enter/Review Marks (Step 1 of 4) - 20105

Manually enter/review marks for:

[Next Step](#)

Summary of Marks Submitted to Chair for Approval

Course ID	TM/Section	Session	Submitted By	Submitted Date	Distribution Check	Status *	Chair App/Denied Date	Action
ERS325H5F		20105	koblukel	2010-06-01 14:40:10	Not Applicable	Approved	2010-06-02 09:57:22	Details

* Status:

Approved	The marks have been approved and submitted to the Office of the Registrar.
Denied	The marks have NOT been approved by the Chair. Please edit the marks and/or your letter of explanation and submit the marks to the Chair again.
Pending	The marks have been submitted to the Chair and they are waiting to be approved.

EMS Features

COURSE: ERS325H5F 20105 SESSION: 20105



Marks Distribution

A+	0.00%	B+	36.36%	C+	18.18%	D+	0.00%	F	0.00%
A	18.18%	B	27.27%	C	0.00%	D	0.00%	NGA	0.00%
A-	0.00%	B-	0.00%	C-	0.00%	D-	0.00%		

A	18.18%	B	63.64%	A+B	81.82%	F	0.00%
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EMS Features

Marks Details

Click on StudentID to sort by Student ID. Click on Name to sort by Name.

StudentID	Last Name	First Name	Mark
002100250	Brown	Matthew	67
4	n		85
6			73
8			78
7	m-		73
4			74
2			77
2			85
9		risten	77
5	cki	nislaw	67
7			77

EMS Features

Load Marks from a CSV file

Instructions:

1. Prepare the file that you want to upload. The file must be in the following format:
Student Number,Mark

Example:

999999911,34

009428110,78

737373727,78

Note that the file may contain only student numbers and marks. No column headers are allowed.

Note also that neither the student numbers nor the marks have to be zero-padded, i.e. 89 is the same as 089.

2. Enter the file name in the box below (or click on **Browse** to search for your file)
3. Select the course to upload the marks to and select the **Next Step** button to continue

Please specify a file:

Browse...

Select the CourseId:

No Course Selected



Next Step

EMS Features

Enter/Review Marks (Step 2 of 4) - 20105

COURSE: CCT100H5F 20105

Enter or change marks in the "Mark" column.
Click on StudentID to sort by Student ID. Click on Name to sort by Name.

StudentID	Teach Method	Last Name	First Name	Mark	Notes
06	LEC6001		Si	<input type="text"/>	
33	LEC6001	Attar	M	<input type="text"/>	er
71	LEC6001	d	Ya	<input type="text"/>	
87	LEC6001		Ha	<input type="text"/>	
54	LEC6001		Ac	<input type="text"/>	
82	LEC6001		Yo	<input type="text"/>	
26	LEC6001		Ya	<input type="text"/>	
31	LEC6001		Ta	<input type="text"/>	
35	LEC6001		Fa	<input type="text"/>	
58	LEC6001		M	<input type="text"/>	

EMS Features

Step 3 of 4

COURSE: CCT100H5F 20095

The following marks have not been saved to the database yet

Please verify the marks below then select **Save Marks** at the bottom of this page.

Student Number	Name	Mark
S	A d	456 *** ERROR - Invalid Mark ***
S	A	45
S	A	56
S	A	45
S	A	34
S	A	45
S	A	567 *** ERROR - Invalid Mark ***

EMS Features

This message is intended for: [REDACTED]

[This is an automated message.]

The final marks for ENG236H5F 20095 have been submitted to the U of T Mississauga Electronic Marks Submission (EMS) system and are awaiting your approval.

Please log on EMS to review the final marks at:

<https://registrar.utm.utoronto.ca/adminPro/Marks>

Instructions for reviewing and approving the final marks are available online.

Should you require any assistance, please see your undergraduate assistant. The Office of the Registrar will be available to help if further assistance is requested.

Thank you.

Records Assessment
Office of the Registrar

COURSE: CCT390H5F 20095

Marks Distribution

A+	0.00%	B+	0.00%	C+	0.00%	D+	0.00%	F	100.00%
A	0.00%	B	0.00%	C	0.00%	D	0.00%	NGA	0.00%
A-	0.00%	B-	0.00%	C-	0.00%	D-	0.00%		

A	0.00%	B	0.00%	A+B	0.00%	F	100.00%
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Distribution Rules Check

Course Average	45.0%
Number of students in this course	1
Checking distribution rules	Not applicable
Submitted by	mejiaces (Mejia, Cesar)

Check this box to indicate that you have reviewed and acknowledge the marks distribution check above.

- I **APPROVE** these marks. These marks will be submitted automatically to the Office of the Registrar.
- I **DENY** these marks. These marks will NOT be submitted to the Office of the Registrar. An e-mail with **my comments** below will be sent to the instructor. The instructor will make appropriate changes and re-submit the marks for approval.

Comments

Cancel

Submit

EMS Features

List of Instructors

User	Full Name	Courses	Action
4	Abraham, Sara	SOC324H5 S 20081 SOC332H5 S 20081	Edit
e	Afonso, Veronica	PSY399H5 F 20089	Edit
n	Agic, Branka	WGS367H5 F 20095 WGS367H5 S 20081 WGS367H5 S 20091 WGS367H5 S 20101	Edit
us	Ahmad, Kusay	ARA212Y5 Y 20091 LEC0101	Edit
	Aivazian, Varouj	ECO373Y5 Y 20091 ECO373Y5 Y 20101 ECO373Y5 Y 20081 LEC6001 ECO399Y5 Y 20085 LEC0201 MGT431H5 F 20079 MGT431H5 F 20099	Edit
	Alberts, Tom	STA348H5 S 20091	Edit
1	Alexander, John	MAT135Y5 Y 20071 MAT135Y5 Y 20075 MAT135Y5 Y 20081 MAT135Y5 Y 20085 MAT135Y5 Y 20091 MAT135Y5 Y 20095 MAT135Y5 Y 20101	Edit
s	Algar, Walter Russell	CHM311H5 S 20081 CHM311H5 S 20091 CHM391H5 Y 20091	Edit

EMS Features

Log of transactions

Click on any button to sort the column

User ID	Course ID	Date	Description	Source IP Address	Action
	HIS101H5S	2010-06-07 11:03:26	Submit mark amendments to the Chair		Details
2	PSY202H5S	2010-06-05 15:25:30	Approved mark amendments and sent to the Registrar Office		
	PSY202H5S	2010-06-05 11:02:43	Submit mark amendments to the Chair		Details
4	HIS431H5S	2010-06-04 15:24:44	Approved mark amendments and sent to the Registrar Office	.88	
4	RLG101H5S	2010-06-04 15:24:37	Approved mark amendments and sent to the Registrar Office	.88	
4	RLG101H5F	2010-06-04 15:24:22	Approved mark amendments and sent to the Registrar Office	.88	
	RLG101H5F	2010-06-04 14:45:23	Submit mark amendments to the Chair		Details
	RLG101H5S	2010-06-04 14:43:19	Submit mark amendments to the Chair		Details
7	PSY321H5S	2010-06-04 09:37:07	Registrar Office processed amended mark		
idgeniv	SOC221H5S	2010-06-04 09:36:22	Registrar Office processed amended mark	172.150.0.17	

New System Benefits/Results

- 95-99% of grades are in by the last day to submit grades
- Manual keying only for individual amended or symbol grades (WDR/GWR/SDF) so academic audit can be recalculated
- Work and time needed to complete grades submission from entry to the student database dramatically reduced
- Errors inherent in keying and rekeying almost eliminated

New System Benefits/Results

- Significantly less prompting and reminders needed for stragglers as marks system provides automatic e-mail reminders and overdue notices
- Positive feedback from departments and instructors especially with respect to the freedom to complete work wherever and whenever they wish
- Positive feedback from students regarding timeliness of final grade availability

Some yearly stats...

- Over 1,000 active users (Staff/Faculty)
- Around 100,000 records updated using the system
- More than 5,000 amendments to those records
- More than 160,000 transactions (Submissions, Approvals)

DEMO

Questions?

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sandy.speller@utoronto.ca

www.utm.utoronto.ca