


## Grade Summary/Distribution Report Explained

As you enter final grade information for your class, you will be able to generate the **Grade Distribution/Summary Report** for the class; it is a .pdf file. This report was created to prevent instructors from having to manually create the **Grade Summary Sheet** for submission with final grade rosters for grade approval purposes. The instructor is able to generate and view this report through Bear Tracks. Likewise, the grade approver will be able to generate and view this report through Campus Solutions. This report is accessible using the **Grade Distribution** link at the top of the **Grade Roster** page.

### Grade Roster

 [View FOIPP Statement](#)

Winter Term 2012 | Regular Academic Session | University of Alberta | Undergraduate

▼ **WKEXP 999 - B1 (69114)** change class

Introduction to Electronic Grading (Lecture)

Days and Times	Room	Instructor	Dates
T R 6:00PM-9:00PM	TBA	Instructor,Course	9-Jan-2012 - 13-Apr-2012

**Grade Roster Action:**

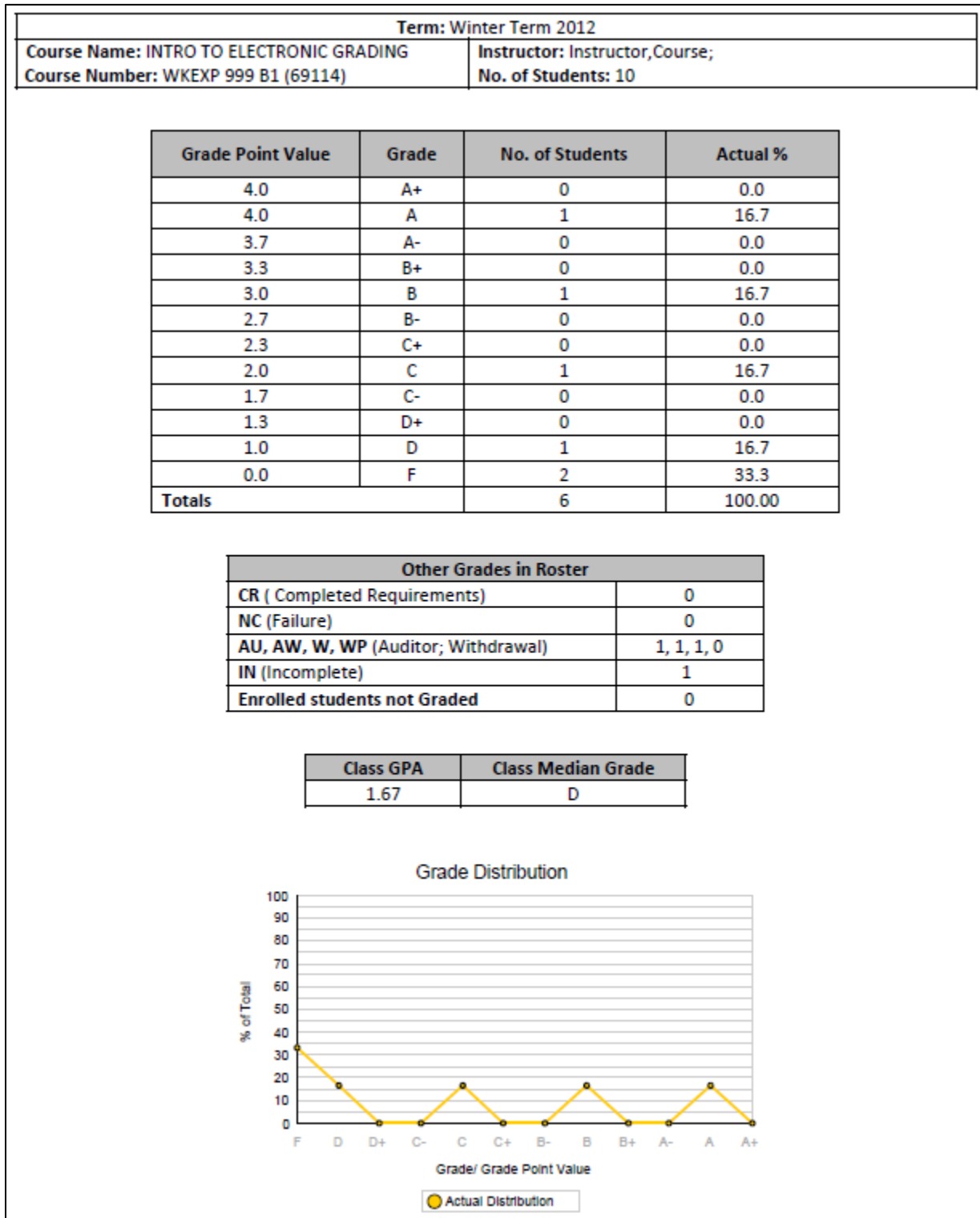
\*Approval Status Not Reviewed ▼

[Printer Friendly Version](#)
Grade Distribution
←

The information in the grade summary/distribution report will update according to the final grade information currently entered and saved in the grade roster. An example of a final grade roster is below:

ID	Name	Roster Grade	Official Grade	Completion Date	Grade Basis	Program and Plan	Level
1 9999994	Student,Benjamin	A ▼			GRD	Special Graduate Student - Incoming Exchange	Not Set
2 9999996	Student,Daniel	B ▼			GRD	Special Graduate Student - Incoming Exchange	Not Set
3 9999992	Student,Gregory	C ▼			GRD	Open Studies - Undeclared	Not Set
4 9999991	Student,Jennifer	D ▼			GRD	Open Studies - Undeclared	Not Set
5 9999993	Student,Olivia	F ▼			GRD	Special Graduate Student - Incoming Exchange	Not Set
6 9999989	Student,Paulina	W	W		GRD	Open Studies - Undeclared	Not Set
7 9999997	Student,Rebecca	AU	AU		GRD	Special Graduate Student - Incoming Exchange	Not Set
8 9999995	Student,Samantha	AW	AW		GRD	Special Graduate Student - Incoming Exchange	Not Set
9 9999990	Student,Stephen	IN ▼		04/30/2013	GRD	Open Studies - Undeclared	Not Set
10 9999998	Student,Thomas	F1 ▼			GRD	Special Graduate Student - Incoming Exchange	Not Set

The grade distribution/summary report for the class will look like this:



As changes are made to the final grade information, changes to the grade summary/distribution report will automatically be calculated each time the report is generated. The different sections of the report are explained on the next two pages.

The top section of the report contains information about the class including:

- term
- course name
- course number
- instructor(s)
- number of enrolled students

<b>Term: Winter Term 2012</b>	
<b>Course Name: INTRO TO ELECTRONIC GRADING</b>	<b>Instructor: Instructor, Course;</b>
<b>Course Number: WKEXP 999 B1 (69114)</b>	<b>No. of Students: 10</b>

The next section of the report contains information about the final letter grades entered for the class.

The information is broken down by grade. At the bottom of the table, the total number of students who were given letter grades is noted.

If the total here does not match the total number of students noted in the top section of the page, it could mean that there are students in the roster with blank grades or it could mean that there are students in the roster with "other" grades that could not be included in the calculation here (see next step).

Grade Point Value	Grade	No. of Students	Actual %
4.0	A+	0	0.0
4.0	A	1	16.7
3.7	A-	0	0.0
3.3	B+	0	0.0
3.0	B	1	16.7
2.7	B-	0	0.0
2.3	C+	0	0.0
2.0	C	1	16.7
1.7	C-	0	0.0
1.3	D+	0	0.0
1.0	D	1	16.7
0.0	F	2	33.3
<b>Totals</b>		<b>6</b>	<b>100.00</b>

The **Other Grades in Roster** section of the report summarizes the number of students who have grades in the class that could not be included in the grade summary calculations in the section above.

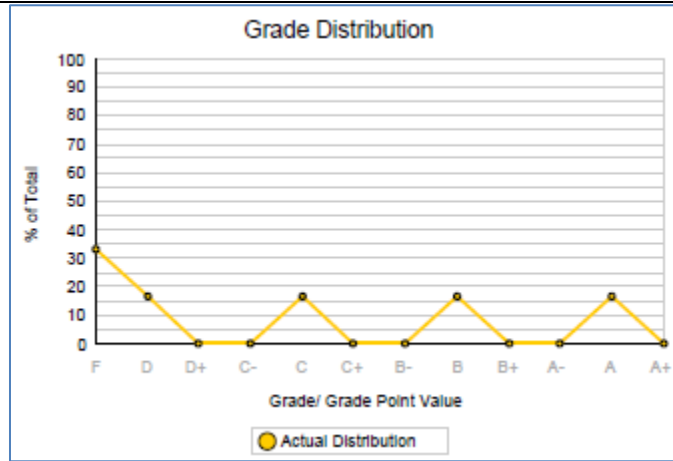
To confirm that you have no enrolled students with blank grades in your roster, make note of the total beside the **Enrolled students not Graded** description.

<b>Other Grades in Roster</b>	
<b>CR ( Completed Requirements)</b>	0
<b>NC (Failure)</b>	0
<b>AU, AW, W, WP (Auditor; Withdrawal)</b>	1, 1, 1, 0
<b>IN (Incomplete)</b>	1
<b>Enrolled students not Graded</b>	0

This is the **Class GPA/Class Median Grade** section of the report. These calculations are based on the totals entered in the top table of the report.

Class GPA	Class Median Grade
1.67	D

This is the **Grade Distribution** section of the report. This section plots the grade distribution of the class based on the totals entered in the top table of the report.



This is the second page of the Grade Distribution/Summary Report. This page does not contain any class-specific information, but does include information from, and a link to, the University of Alberta Marking and Grading Guidelines.

The information on this page will be different depending on the career of the class (e.g. an undergraduate class will show the undergraduate distribution of grade information; continuing education classes will not display any of this information).

[61.3 University of Alberta Marking and Grading Guidelines \(EXEC 03 FEB 2003\)](#)

Distribution of Grades in Graduate Courses (shown in percentages)		
Letter Grade	500 level	600 level
A+	10	15
A	14	15
A-	16	15
B+	17	17
B	16	16
B-	14	10
C+	8	7
C	2	2
C-	1	1
D+	0	0
D	1	1
F	1	1
Mean	3.2	3.3
Median	B+	B+

The University of Alberta uses a letter grading system with a four-point scale of numerical equivalents for calculating grade point averages.

Grades reflect judgements of student achievement made by instructors. These judgements are based on a combination of absolute achievement and relative performance in a class. Some instructors assign grades as intervals during the course and others assign marks (e.g. percentages) throughout the term and then assign a letter grade at the end. Instructors must adapt their approaches to reflect the letter grading system. Grade distribution should reflect those shown in this document.

These distributions are provided for guidance in your grading. It is not necessary for the grades in a particular class to follow any of the distributions exactly; rather, approximating the distribution for an appropriate level will ensure consistency in grading across fields of study and time.