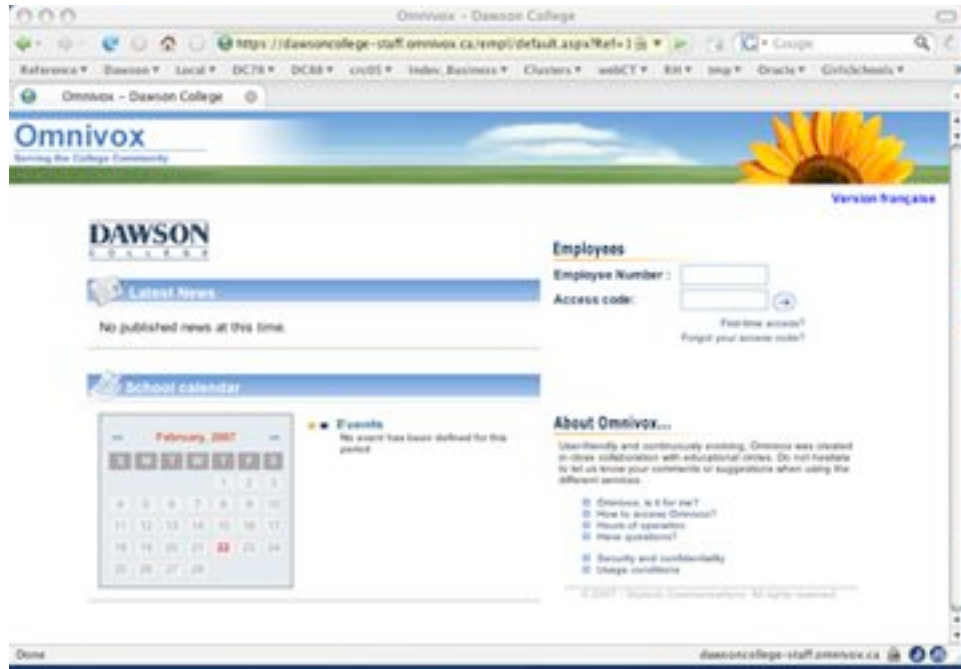


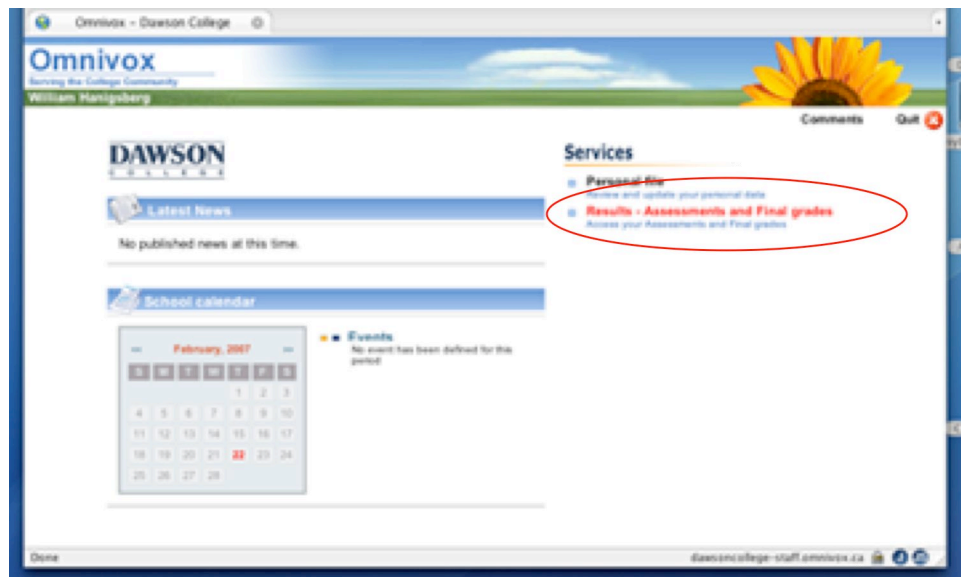
How To Get a Class List from Omnivox

1. Log into the page for “Grades Submission”:
<https://dawsoncollege-staff.omnivox.ca/empl/>

If you do not remember your username and password for “Grades Submission”, contact Lino Mamanteo at 1156 or Tom Ingerman at 1144.



2. Select <<Results - Assessments and Final grades>>



3. Select <<Course number>> of the course you want from the list

The screenshot shows the Omnivox interface for 'Classes Winter 2007'. At the top, there is a navigation bar with 'Back to the main menu', 'Comments', and 'Quit'. Below the header, the text reads 'Please select class for which you want to access the assessment marks or final grades.' A dropdown menu is set to 'Winter 2007'. The 'Classes List' table is as follows:

Classes List	
300-304-DW.sect_17	Integrative Seminar
387-101-DW.sect_01	Individual and Society
387-101-DW.sect_02	Individual and Society
387-201-DW.sect_01	Social Problems
990-300-A0.sect_17	Comprehensive Assessment

4. Select <<Evaluation Chart for the class>>

The screenshot shows the 'Main Menu for course 387-101-DW Individual and Society class 02'. The page features a central welcome message: 'Welcome to the Omnivox Online Gradebook. To start, you must first create an Evaluation Chart for this course by clicking on the lower left menu.' Four main menu items are arranged in a circle: 'Input or Consult marks for an assessment', 'Assessment Summary', 'Submit final grades to the College', and 'Evaluation Chart for the class'. The 'Evaluation Chart for the class' link is circled in red. At the bottom, there is a help icon with the text 'Get questions about this Service?' and navigation links for 'Select another class' and 'Quit the system'.

- From the menu on the left hand side select <<Summary>>
You will see a course list.

Evaluation Chart
387-101-DW Individual and Society class 02

Instructions
Creation of the Evaluation Chart
You can create your own Evaluation chart by adding the assessments according to your course outline.

Categories
Once your assessments are created, you will be able to classify them by categories (optional). You can create your own categories, or use the predefined categories. For example, you could fit in the category 'Laboratory' the assessments named 'Lab #1' and 'Lab #2'.

Special rules
For each category, the system allows you to set special rules. For example, you could decide that the lowest result obtained in the category 'Exercises' should not be taken into account when calculating the final grade OR that the student must obtain at least 80% in the category 'Exam' to pass the course.

Display rank
You can modify the display order of assessments and categories by clicking on the arrows on their left.

Options
Usage of an existing Evaluation Chart
If you've already built this exercise or from a previous semester an Evaluation Chart that you wish to reuse here, you can [IMPORT THE EVALUATION CHART FROM ANOTHER CLASS](#) and then modify it as needed for this class. You can also import an evaluation chart created by another teacher who chose to share it (the course must be in the same discipline).

Share your Evaluation Chart
Once your Evaluation Chart is complete, you may share it with other teachers of the same discipline in your College so that they can use it as a template for their own chart. To do so, checkmark the box below (note: this will not allow them to modify your

Scroll to the bottom of the page and click on the Excel icon

Assessment	Mark	Student	Grade	Weight	Final Grade
A633117	02	FLOHYNIC, EYSHENI			
A633197	02	PORTOUS, ALEXANDRA			
A333367	02	SAPKO, EUGENY			
A719017	02	SHIROVA, TATYANA			
7920801	02	SMITH, SANDRA			
A718542	02	TEEG, JUSTIN			
		Number of students:	--	--	--
		Average:	--	--	--
		Median:	--	--	--
		Standard deviation:	--	--	--
		Grades distribution:	--	--	--

33 students, generated on 22 February 2017, 17:26:43

DISPLAY LEGEND
 [mark] A blue-colored assessment mark indicates that the student already consulted that grade.
 [mark] An assessment mark shown between brackets indicates that this result will be discarded when calculating the category average and the student's final grade.

Save the modifications

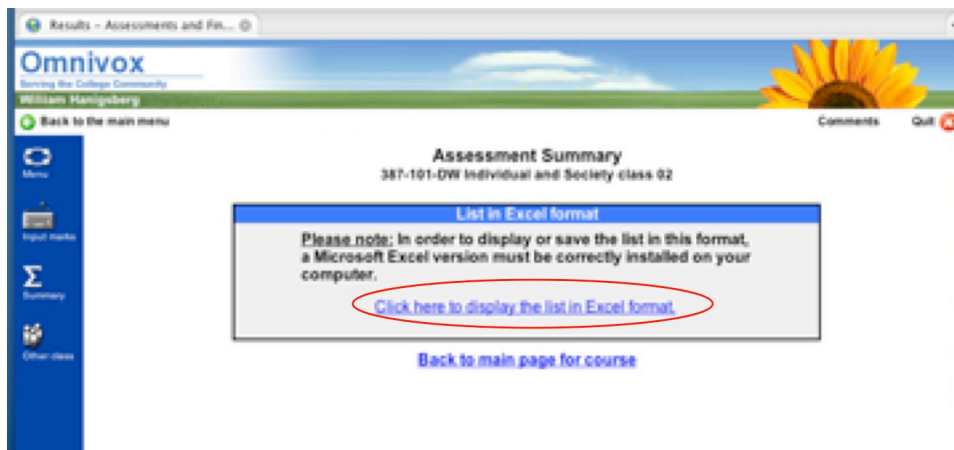
Excel marks (xls) Excel marks

Back to main page for course

6. Select <<Standard version>>



Select << Click here to display the list in Excel format>>



You will be prompted to save the file to your computer

