Guidelines for WKTEP Instructors

Entering Grades and Viewing Class lists

Instructors may view class lists for their own classes on the Faculty Service Centre (FSC).

You will need a Campus Wide Login (CWL) code to access the FSC. If you don’t already have a CWL, sign up for one at http://it.ubc.ca/services/accounts-passwords/campus-wide-login-cwl.

Once you have a CWL, enter it on the FSC login page and follow the instructions.

Access the Faculty Service Centre (FSC): https://ssc.adm.ubc.ca/fsc/home.

1. Log in with your CWL.
2. Use the “Class List” link to access your class list. If the “Class List” link isn’t available, click “Switch to HTML” and the link will appear. You can also send emails to your class using the “Class List” function on the FSC.

Submission of final grades and practicum grades are submitted to the WKTEP administrative assistant who forwards them on your behalf to the program manager at UBC campus. You are required to submit final grades for courses that you are teaching within 5 working days of the end of class.

Course Evaluation

End of term course evaluations will be completed by teacher candidates online.

For more details, please refer to the Faculty of Education website: http://faculty-staff.educ.ubc.ca/online-course-evaluations.

Frequently Asked Questions

I do not have access to the Faculty Service Centre (FSC).
Discuss your appointment status with TEO’s Administrative Manager, Rhea Ravanera at rhea.ravanera@ubc.ca or 604 822 3888.
Instructors must be actively appointed to teach the course being accessed.

SIS Security will contact you by email with a login name and password to the Faculty Service Centre: http://facultystaff.students.ubc.ca/faculty-service-centre-fsc.

If your appointment is active, complete the instructor access request form at https://forms.students.ubc.ca/facultystaff/fsc-access.
Be sure to click the submit button at the bottom of the page, once entry is completed.

**I can’t remember my login name or password.**
Email sissecurity@students.ubc.ca to obtain a user ID. Instructors must include their courses.

**I have a student in my class who does not appear on my class list.**
Registration is linked directly to class lists on the Faculty Service Centre (FSC). As soon as a student registers for a course, their name will appear on the class list.

Instructors should check their class lists on the FSC early in the term so any students not listed could be notified to complete registration. This will ensure there is a place to enter each student’s final grade during grade submission.

**What is the due date for grade submission?**
Grade submission is 5 business days following the date the examination was held. If an examination was not scheduled for the course, then grades are due 5 days following the last scheduled class.

It is very important that these timelines are observed.

**How do I change a grade that I have already submitted?**
Contact Rhea Ravanera at rhea.ravanera@ubc.ca to request a Change to Academic Record form.

Complete the form and submit it back to the TEO Program Planning Manager, Jennifer Stewart at jennifer.stewart@ubc.ca.