



**AMERICAN
UNIVERSITY
OF BEIRUT**

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OFFICE OF THE REGISTRAR

November 28, 2025

Dear Faculty Members,

Kindly note that an enhanced version of the Faculty Self-Service feature on AUBsis will be active as of Wednesday, December 3, 2025.

While the core functionality will remain essentially the same, you will notice a number of improvements with both user interface and available options in the Grade Entry area.

The major updates include the following:

- Improved Grade Entry screen: You may continue to enter grades as usual; the layout and flow of the page have simply been optimized to make the process clearer and more efficient.
- New Excel upload option: The enhanced system introduces a feature to upload grades directly through an Excel file roster downloaded from the interface, which can be very useful when you have large sections. This feature can also reduce the chances of manual errors in your grade entry.

NB: If you use the Excel upload option, please attend to the grade mode of each student as this information is not included on the Excel file roster that you will download.

Please find attached to this message a detailed user guide which will take you through the new layout step by step.

For inquiries please email registration@aub.edu.lb or reach us by phone at ext. 3575 or ext. 2562.

Kind regards,

Office of the Registrar