

## FACULTY GRADE ENTRY: TIPS & TRICKS

### My Courses

Columns may be sorted by clicking on the arrows located to the right of each column title.

A search box is available to locate your courses by typing in various items such as term name and year (Ex. Spring 2021). Delete your search to exit the search function.

Final Grades									
My Courses									
Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN		
Completed	Completed	INFS - Information Systems-INFS	6350	01V	Bus Intelg & Data Warehousing	202113 - Fall 2020 Module 1	13041		
In Progress	Not Started	CLSC - Clinical Laboratory Sci -CLSC	6302	01V	Adv Practice in Clinical Chem	202117 - Fall 2020 Module 2	17002		

Instructional Technology	202123 - Spring 2021 Module 1	23020
	<span>&lt;</span> <span>&lt;</span> Page <span>1</span> of 4 <span>&gt;</span> <span>&gt;&gt;</span>	Per Page <span>10</span> <span>▼</span>

The default display for the My Courses section is 10 courses per page. For larger course lists, use the **navigation tools** at the bottom of the course list to access courses on additional pages or use the **Per Page** drop down menu to increase the number of records displayed on one page.

To review the **Course Details** for a selected course, click on the arrow located to the right of the search box. Course Details will list the course title and section information, number of grades submitted, number of grades pending, course dates, and the primary and secondary instructors.



A screenshot of the "Course Details" page. At the top, there are two tabs: "Course Details" (which is highlighted with a red border) and "Getting Started". Below the tabs, the course information is listed: "INFS 6350, Section 01V" (with a red arrow pointing to it), "Bus Intelg & Data Warehousing", and "Course Reference Number: 23039". A yellow callout box contains the text "⚠️ Grades Remaining : 6" (with a red arrow pointing to it). Below this, there are two rows of data: "Eligible: 59" and "Registered: 59", and "Graded Final: 53". Further down, the "Course Dates" are listed as "01/13/2021 - 03/03/2021". The "Primary Instructor" is listed as "Faculty Test" (with a red arrow pointing to it), and the "Secondary Instructor(s)" is listed as "GiGi Doe Test".

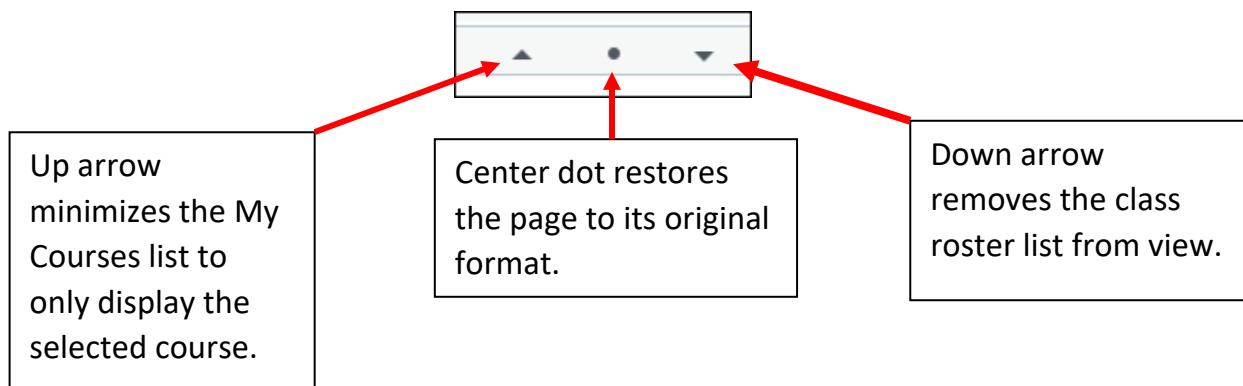
## Class Roster

Once you have selected a course for grading, the class roster will display below it. You can use the search box if you would like to search for a particular student. Delete your search to exit the search function.

When submitting a grade of "F" the official last day of the term per the Academic Calendar will be populated after clicking save. However, if the F is based on the student having stopped attending, enter the last day attended.

Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date If Student Stopped Attending
Student 1	00000001				
Student 2	00000002				

You will also notice up/down arrows and a dot in the middle of the screen located in between the My Courses list and the Class Roster list.



For large class rosters, use the navigation tools at the bottom of the class roster to access additional student records on subsequent pages, or you may adjust the number of records displayed on one page using the **Per Page** drop down menu.

<input type="button" value="&lt;"/>	<input type="button" value="&lt;"/>	Page	1	of 2	<input type="button" value="&gt;"/>	<input type="button" value="&gt;"/>	Per Page	25	<input type="button" value="▼"/>
<input type="button" value="Save"/>					<input type="button" value="Reset"/>				

## Grading

Click on the **Reset** button at the bottom of the page to automatically reset any grades that have been entered but have not yet been saved. After clicking Reset, a message at the top right corner of the page will ask if you want to Reset. Click on **Yes** and you will receive a confirmation message that the reset was successful.

The first screenshot shows a toolbar with navigation icons (back, forward, search), a page number (1 of 2), and a per-page dropdown set to 25. Below the toolbar are two buttons: 'Save' (blue) and 'Reset' (white with blue border). A red box highlights the 'Reset' button.

The second screenshot shows a confirmation dialog box with a warning icon and the text: 'All unsaved changes will be cleared. Do you want to reset?'. It has 'Cancel' and 'Yes' buttons. A red box highlights the 'Yes' button.

The third screenshot shows a green success message box with a checkmark icon and the text 'Reset Successful'.

Previously saved grades may still be changed by accessing the final grade drop down menu as long as there is not a green check mark under the **Rolled** column for the student. A green check mark under the Rolled column indicates that the grade has already been rolled/posted to the student's academic record. You will also notice that final grade drop down menu is no longer accessible. Any needed grade changes at this point will require submission of a [grade change form](#).

Final Grade	Rolled
B	<input checked="" type="checkbox"/>
B	<input checked="" type="checkbox"/>