

END OF SEMESTER AND MIDTERM/FINAL GRADING STEPS

REQUIRED STEPS AT THE END OF EACH SEMESTER:

1. Complete Coursework by adding and grading all assignments.
2. Complete Attendance, make sure every student has something marked each day.
3. Export Gradebook to Excel and email it to your department secretary (see instructions below).
4. Export Attendance to Excel and email it to your department secretary (see instructions below).
5. Submit Midterm or Final Grades and last day of Attendance (see instructions below).

3. EXPORT GRADEBOOK:

Go to Gradebook

Click 'view the full gradebook'

Click 'view everything at once on one page'

Click 'export to excel'

Click 'open' or 'save as', enable editing, then save the file to your desktop. The 'Save as type' needs to be an Excel extension, i.e. Excel Workbook.

Open the file to review it for accuracy.

Close the file.

Send excel file as an attachment to department secretary.

4. EXPORT ATTENDANCE:

Go to Attendance

Click 'export full view to Excel'.

Click 'open' or 'save as', enable editing, then save the file to your desktop. The 'Save as type' needs to be an Excel extension, i.e. Excel Workbook.

Open the file to review it for accuracy.

Close the file.

Send excel file as an attachment to department secretary.

5. SUBMIT MIDTERM OR FINAL GRADE:

The "Submit Final Grades" link will be available when grading is open.

It is located in Gradebook directly below "Letter grade ranges".

The Registrar's Office will make the link available when grading is open.

When it is open, you will click on the "Submit Final Grades" link.

If any grades or LDA is incorrect, you can change it here.

Once changed, click on the Submit button at the bottom of page.

The Registrar's Office will receive this information and you will receive an email that it was completed.

If an error was made, you can correct the grades or LDA and submit them again.

NOTE: If the corrections need to be made after the Registrar has closed grading, you will need to submit a Change Grade form for each student.

To verify your grades were submitted and recorded, you can click on the Faculty Tab, select Faculty Course Management, select semester Term and View Courses, and select the course Class List (from the drop down box) to see midterm or final grades. Check with the Registrar's Office (314-340-3600) if you are unsure of when you should be entering midterm or final grades.