

END OF SEMESTER AND MIDTERM 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. Submit Midterm or Final Grades and last day of Attendance (see instructions below).
4. Export Gradebook to Excel and email it to your department secretary (see instructions below).
5. Export Attendance to Excel and email it to your department secretary (see instructions below).

3. SUBMIT MIDTERM OR FINAL GRADES AND LAST DAY OF ATTENDANCE:

1. Select the "Submit Your Grades" link. It is located in Gradebook directly below "Letter grade ranges".
2. The link will be made available by the Registrar's Office when grading is open.
3. If any grades or LDA is incorrect, you can change it here.
4. Be sure to check all boxes next to students that you want to submit grades for (if not already checked).
5. When everything is correct, click on the 'Submit Selected Grades' button at the bottom of page.
5. After submitting your grades, verify that your grades are accurate and were recorded by:
 - o Clicking on the Faculty Tab.
 - o Select Faculty Course Management.
 - o Select semester Term and View Courses.
 - o Select the course Class List (from the drop down box) to see midterm or final grades.
 - o If you are able to view the students' grades here, then the grades were submitted & received by Registrar's Office. If you cannot see grades, go back to the beginning of step 3.
- You will also receive an email that shows the grades were completed. If an error was made, you can correct the grades or LDA in eLearning, 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. These are located on the Faculty Dashboard.**
- Check with the Registrar's Office (314-340-3600) if you are unsure of when you should be entering midterm or final grades.

4. EXPORT GRADEBOOK TO EXCEL AND EMAIL IT TO YOUR DEPARTMENT SECRETARY:

Go to Gradebook

Click 'view the full gradebook'

Click 'view everything at once on one page'

Click 'export to excel'

Click 'open', review the file for accuracy (if anything is wrong, close this and make changes in eLearning.)

Enable editing, then save the file to your desktop. The 'Save as type' needs to be an Excel extension, i.e. Excel Workbook. Then close the file.

Send excel file as an attachment to department secretary.

5. EXPORT ATTENDANCE TO EXCEL AND EMAIL IT TO YOUR DEPARTMENT SECRETARY:

Go to Attendance

Click 'Export Full View to Excel'.

Click 'open', review the file for accuracy (if any attendance is missing, close and make changes in eLearning.)

Enable editing, then save the file to your desktop. The 'Save as type' needs to be an Excel extension, i.e. Excel Workbook. Close the file.

Send excel file as an attachment to department secretary.