

Assign Grades and Update Grade Roster

| Step | Action |
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| 1. | Click the My Schedule link. My Schedule |
| 2. | Under My Teaching Schedule, Click the Gradebook icon. |
| 3. | Grades can be entered by selecting the Class Gradebook and/or Grade by Assignments links. |
| | The Class Gradebook page contains a Note field whereby you can leave a note for a student. |
| 4. | Enter the desired information into the Grade field. |
| 5. | To leave a message for a student, click the Note button. Note |
| 6. | Enter the desired comment in the Note field. Click the OK button. |
| 7. | Continue entering remaining grades. |
| 8. | The Assignment Average will be displayed at the bottom of the page. |
| 9. | To exclude an assignment from the cumulative grade calculation click the Exclude Assignment checkbox near the desired grade to be excluded. |
| 10. | The Grade is now excluded. Click the Grade by Assignment link. Grade by Assignment |
| 11. | Click the Look up Select Assignment button. |
| 12. | Click the Look Up button. |
| 13. | Select the assignment. |
| 14. | The Maximum points to be entered are displayed. |
| 15. | Enter the desired information into the Submitted Dated . |
| 16. | Enter the desired information into the Grade field. |
| 17. | To exclude an assignment from the cumulative grade calculation click the Exclude Assignment checkbox near the desired grade to be excluded. |
| 18. | Enter remaining grades. |



| Step | Action |
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| 19. | Click the Save button. |
| | SAVE |
| 20. | Click the Cumulative Grades link. |
| | <u>Cumulative Grades</u> |
| 21. | Once grades are entered into Gradebook , cumulative grades are calculated and displayed. |
| | A letter grade can be overridden. For example, enter a valid value e.g. "A". |
| 22. | Click the Note link. |
| 23. | Enter a note and click the OK button. |
| 23. | Enter a note and chek the OK button. |
| | ОК |
| 24. | Click the Save button. |
| | SAVE |
| 25. | Click the Select Grade Roster button. |
| 26 | |
| 26. | Click the Look Up button. Look Up |
| 27. | Click the Grade Roster link. |
| 28. | Click the Update button. |
| | update |
| 29. | Verify the number of students in the Grade Roster and the number updated. Click the OK button. |
| | ок |
| 30. | To view the Grade Roster, click the Faculty Center link. |
| | Faculty Center |
| 31. | Click the Grade Roster link. |
| | |
| 32. | Click Approve from the Approval Status button. |
| | Not Reviewed ▼ |
| 33. | Click the Save button. |
| 34. | save |
| 34. | End of Procedure. |
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