

Web Grading Information:

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Email Notifications

A series of notification e-mails are sent to instructors. Only the Primary Instructor will be able to confirm attendance and submit grades.

1. **Class Roster Verification** – This e-mail is sent before classes begin. It includes a list of all of the classes for the instructor sorted by Course ID, along with Class Dates, Grading Method, and the total number of students Currently Enrolled in each class.
2. **Attendance Confirmation Cycle Open** – This e-mail is sent when the attendance confirmation cycle opens and includes all of the classes in the confirmation cycle. The cycle opens the day after the 100% refund date for each class. Instructors only have 5 calendar days to submit the Attendance Confirmation. This is a Federal Financial Aid regulation.
3. **Attendance Confirmation Cycle Closing** – This e-mail is sent the day before the cycle will close for any classes that attendance has not been confirmed.
4. **Grading Cycle Open** – This e-mail is sent when the grading cycle opens and includes all of the classes in the current grading cycle. The list is sorted by Course ID, Grading Method for each, total number of students currently enrolled in each, and the date/time grades are due.
5. **Grading Cycle Closing** – This e-mail is sent the day before grades are due for the classes for which grades have not been finalized at that time. It includes a reminder that grades are due and a request to finalize the grades by the due date/time.
6. **Grading Cycle Closed** – This e-mail is generated after the grading cycle closes for those classes that were not completely graded and finalized. It includes notification that the grading cycle has closed and **grades were not finalized** by the due date/time. This e-mail also includes instructions on how to submit late final grades for the specified classes.

Instructor Withdrawals

An instructor may assign a WI grade for withdrawals. Additional paperwork is **NOT** required. Instructor initiated withdrawals are not modifiable via the web grading system. If an error has been made, please contact registration personnel at any campus.

Student self-initiated withdrawals appear real-time as a **W** on the Grade Roster with the system withdrawal date as last date of attendance.

Web Grading - in the **Quick Links** area of the Employee Home Page, select the **Class Rosters** link. All terms in which you have classes assigned will be available in the **Choose Term** drop down box. These links will display your Instructor Schedule for the chosen term. Once you finish working with one term, you may click on **Faculty/Advisors** then **Class Rosters, Grading, At-Risk Reporting** in the menu across the top of the screen. This will take you to the Choose Term screen where you may select a different term. **To exit the system**, click the **Logoff** option on the far right of the menu bar.

Instructor Schedule

Printable page - Provides a printer friendly page of the Instructor Schedule. Use the **Instructor Schedule** link from the Printable Page to return to Instructor Class List.

Class Roster - displays a list of students enrolled in the class (paid and unpaid), Class Dates, Grading Cycle Dates, Early Alert links (student id) and Student Contact Information (phone numbers and e-mail links).

Click on the reference number **123456** to enter the Class Roster (left side of Instructor Schedule)

Instructor Schedule – to return to the Instructor Schedule for the term

Grade Roster - displays grade roster for assigning grades, including instructor assigned W's.

Open – Class is open for grading. This appears when the **WI** option is available after the 100% refund date period for the class.

Last date of attendance must be entered only for non-passing grades (**F, U, I** and **WI** grades).

Saving Grades at Intermittent Intervals – Grades may be saved one at a time or all at once.

Finalizing Grades – Option appears once grades are entered for **every** student.

Finalizing your grades is your electronic authentication confirming student attendance and acknowledging grade assignment. **It is VERY important that you click the **OK** button to finalize your grades.**

You may modify your grades (excluding WI's) until the grading window closes, even after finalizing.

Save Grades Located at the bottom right of the **Grade Roster**.

Options: Do you want to make these grades FINAL?
Return to grading class
Return to your Instructor Schedule

OK
OK
OK

← **Click here when complete!**

IMPORTANT! The system has a 15 minute time out. Please be sure to save your grades often.

Attendance Confirmation Roster Instructions

This roster is used to report **ALL** students attended or individual students have **NOT** attended. Either status **must** be reported. The window of opportunity for reporting these students opens the day after the 100% refund date for your class and is only open for 5 calendar days. The Attendance Confirmation deadline is displayed in **red** above this list of students as well as on the calendar on your employee home page.

The roster is accessed through an **Open** button under the **Attendance Confirmation** heading on the Instructor Schedule.

Reporting all students attended - click on the **All Students Have Attended** button located at the bottom left of the roster.

Reporting students as Never Attended - click on the box next to the student's name and click on the **Save Changes** button. Some system edits may prevent a student from being marked as Never Attended. In this case, notify Records via e-mail with the student's name, ID number and the reference number of the class so they may manually process the student.

After clicking the appropriate button, a new screen will appear with the following message:

Your Never Attended indicators for class XXXXX have been saved.

Return to entering Never Attended indicators for this class
Return to your instructor schedule

When you return to your Instructor Schedule the **Open** button will have changed to **Complete**. Once the Attendance Confirmation window closes, the button will change to **Closed**.

Note:

- You may report a student as never attended until the reporting window closes, even after clicking on the **All Students Have Attended** button.
- Any **changes** that need to be made after the reporting window has closed need to be made through the **Records Department** at **772-462-7460**.

Grade Change Instructions

Grade changes may be submitted online for classes offered within the last two years. For classes more than two years old, grade changes must be submitted using the paper Grade Change Form (IRSC-123 Rev 5/08) available in the Quick Links area of the Employee Home Page. (W)ithdrawals submitted after the grading window has closed must be done using the paper Grade Change Form.

When the grading window has closed, the **Open** button in the Grade column of the Instructor Schedule will flip to **Change** and the Grade Roster will become the Grade Change Roster. When grades have been submitted for open-entry classes, a **Grade Change** button will be available within the Grade Roster.

To submit a Grade Change Request:

1. Select the appropriate term from the drop down box to display your Instructor Schedule
2. Select the appropriate class to display the Grade Change Roster
 - A. For **standard classes**:
 1. Click the **Change** button under the Grade column
 - B. For **open-entry classes**:
 1. Click the **Open** button under the Grade column
 2. Click the **Grade Change** button at the top of the roster
3. Select the **Student** name to display the **GRADE CHANGE REQUEST FORM**
Only students who are eligible for a grade change will display as a hotlink.
4. Complete all of the required fields on the form:
 - A. **New Grade**
 - B. **Last Date of Attendance** (for grades of F, I, or U)
 - C. **Grade Change Reason**
 - D. **Instructor Comments** (if the grade change reason selected is "other")
 - E. **Academic Manager** (your Vice President)
5. Select **Agree. Process Change** or press the **Cancel Grade Change** button to start over

- The grade will post to academic history within one week.
- Students will receive an e-mail once the grade change has been posted to academic history.
- An e-mail will be sent to you if the grade change is rejected.

For additional questions, call the Records Department at 772-462-7460.