

Entering Midterm & Final Grades

1. Log in to the Portal
2. Navigate to the Faculty Resources Tab
3. Click on the link for "Enter Final Grades" or "Enter Midterm Grades"
4. Select the appropriate Term
5. Select the course you wish to grade from the drop down menu
6. The grading screen will look like the example on the right.
 - a. Select the appropriate grade from the drop down menu.
 - b. Students who have withdrawn will already have a grade of **W**. You do not need to do anything with these.
 - c. **VF** (Vanishing Failure) grades should be used if a student failed to officially withdraw from the course or stopped attending. When assigning a **VF** the Last Attended Date and/or the Attendance Hours are required.
 - d. Incomplete grades (**I or M**) should be utilized if a student has been granted an extension on their assignment past the end of the course.
 - e. Students who have successfully audited a course should receive a grade of **AU**.
 - f. When grading is complete click the submit button at the bottom of the submission form. At this point you should receive a message that says the following:

Enter final grades here. If assigning a "VF" grade, please record Last Attendance Date and/or Attend Hours in the appropriate column(s); otherwise these two columns can be ignored.

The grades displayed on this class list are those *originally* posted. The class list does not reflect grade changes that may have occurred at a later date. See each student's transcript for the most current grade information.

Once the grades you have submitted have been saved successfully, you can make changes to these grades until the "Roll" indicator is "Y".

Below you will see the following warning: "Please submit the grades often. There is a 500 minute time limit.....". This means that there is a time limit on this page, and if changes are not saved before the time limit is reached, they will be lost.

Course Information

Elementary Arabic II - ARAB 102 01

CRN: 16741
Students Registered: 16

Please submit the grades often. There is a 500 minute time limit starting at 12:43 pm on Jul 27, 2011 for this page.

Final Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
1	[Redacted]	[Redacted]	3.000	Withdraw Course Jan 26, 2011	W	Y	None	None	22
2	[Redacted]	[Redacted]	3.000	Web Register Nov 09, 2010	None	N	<input type="text"/>	<input type="text"/>	7



The **Rolled** column indicates whether you can make changes to the student's grade. Once the Rolled indicator changes to "Y" the grade is now a permanent fixture of their academic record and cannot be changed using online tools.

Grades for a course can be partially submitted. A partially graded course can be revisited at a later time in order to enter any outstanding grades.

✓ The grades you have submitted were saved successfully. Until the "Roll" indicator is "Y", you can make changes to the grades you have submitted.

For policies relating to the submission of grades, please consult with the University Catalog at www.xavier.edu/registrar