

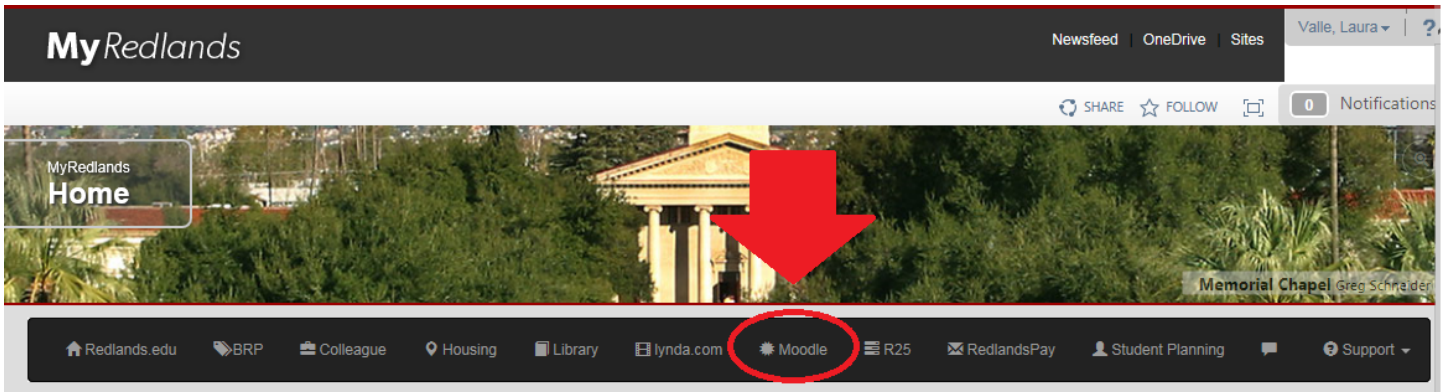
Online Grading is now being done through Moodle!

A few important things to know:

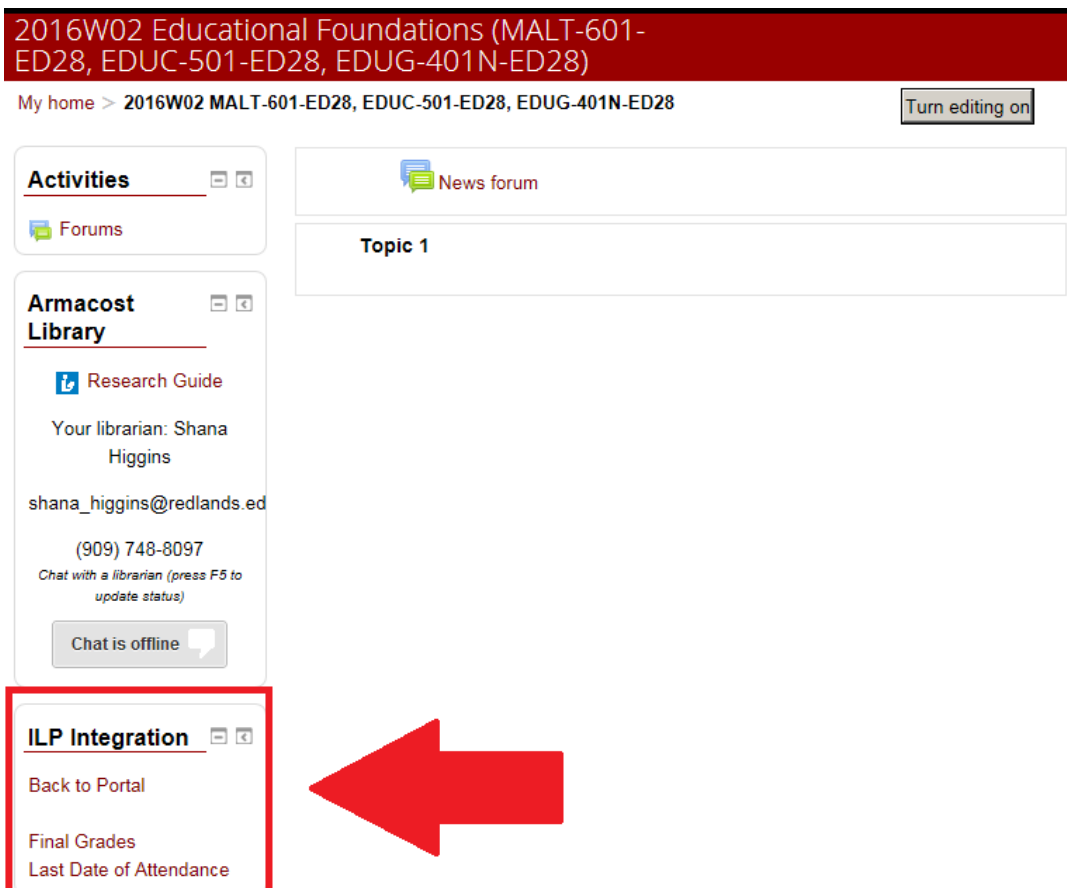
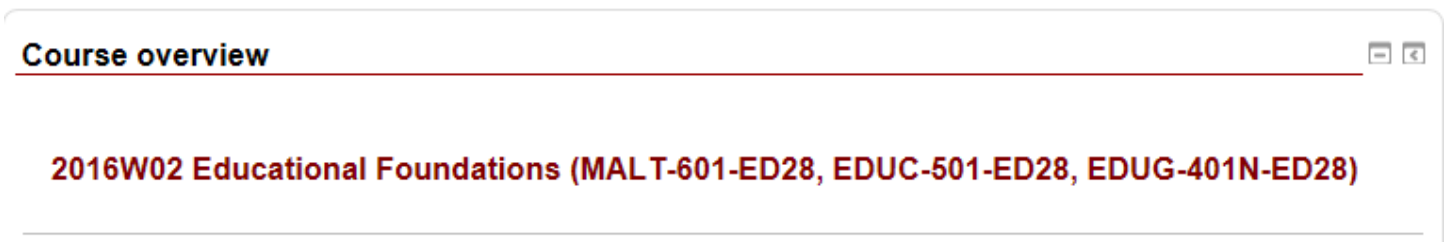
- Students, who have not dropped this course, will appear on the grading screen.
 - If the students never attended, select the never attended box, a grade of 0.0 or NC will be awarded.
 - *To drop the course, students will need to submit an ARB petition asking for a late drop.*
- Students, who have not officially added the course, will not appear on the Online Grade roster and you will not be able to add them.
 - *To add the course, students will need to submit an ARB petition for late add, and your support must include the grade.*
- Faculty will not be able to return to the grading screen for changes or corrections once grades are verified. Grades will be verified Monday through Friday every hour on the hour from 8 am – 5 pm.
 - Grade corrections should be emailed to Camille_Goritz@redlands.edu with the student ID#, student name, term, course name, number, section, old grade and the new grade.
- Students will be able to view grades once grades are verified.
- Your grades have been successfully submitted if you see the **Grading Confirmation Form**. If this form does not appear contact me at Camille_Goritz@redlands.edu or ext. 8330 to verify grades were received.

MOODLE GRADING INSTRUCTIONS *Please read through these carefully.*

- 1) Login to My Redlands
- 2) Click on Moodle



- 3) Click on **your course**



- 4) Click on ILP Integration

5) Click on Final Grades and select All participants

My home > 2016W02 MALT-601-ED28, EDUC-501-ED28, EDUG-401N-ED28

ILP Integration

Midterm Grades Final Grades Last Date of Attendance

Final Grades ?

Visible groups: **All participants**
 EDUC-501-ED28 (CS138188)
 EDUG-401N-ED28 (CS138202)
 MALT-601-ED28 (CS138226)

Populate final grades from current grades. Select the column to populate--

Click "Clear grades on form" to start over **Clear grades on form**

After the values are cleared, you can repopulate final grades from current grades.

| First name / Surname↑ | Current Grade | Final Grade | Expire Date | Last Date of Attendance | Never Attended |
|-----------------------|---------------|----------------------|----------------------|-------------------------|--------------------------|
| [Redacted] | - | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |
| [Redacted] | - | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |
| [Redacted] | - | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |
| [Redacted] | - | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |
| [Redacted] | - | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |
| [Redacted] | - | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |

Submit Grades

Grader Report

[Moodle Docs for this page](#) 2016W02 MALT-601-ED28, EDUC-501-ED28, EDUG-401N-ED28

You are logged in as Valle, Laura (Log out)

100%

6) The list of students registered in the course will appear

7) Enter student grades in the "Final Grade" column. See information below **.

** For Numeric grades, see chart below:

| | | | |
|-----|----|-----|----|
| 4.0 | A | 2.0 | C |
| 3.7 | A- | 1.7 | C- |
| 3.3 | B+ | 1.3 | D+ |
| 3.0 | B | 1.0 | D |

2.7 B- 0.7 D-
2.3 C+ 0.0 F

** For Credit/No Credit grades:

CR for passing (grade of 2.0 or better),
NC for non-passing (grade below 2.0).

** Audit: The Grade Scheme of AU is indicated if a student is Auditing the course and they receive a grade of AU.

** For Johnston Student Evaluations:

VZ = Satisfactory evaluation

VF = Failure to complete terms of evaluation contract

VI = Incomplete Evaluation



EV is NOT to be entered by the faculty.

For Johnston Evaluations, please use the digital Johnston Evaluation form located in Web Advisor under the Faculty Information link. You will find instructions on how to submit evaluations. Once the written evaluations have been sent using the digital Johnston Evaluation form, the Johnston Registrar will convert the grade to EV.

8) **Incomplete Grades:** An Incomplete (I) is recorded when work is of acceptable quality but has not been finished because of illness or some other extraordinary circumstance. It is not given for poor or neglected work. Please show an Incomplete with the alternate grade earned. Examples: "I" (Incomplete, no alternate grade=0.0); or "I17" (Incomplete with 1.7 as the alternate grade); or "I20" (Incomplete with 2.0 as the alternate grade) (note: no space, slash, or decimal point between the I and numbers).

a. Incomplete Expire Date – format is MMDDYY (Month Day, Year)

9) Verify all grades have been entered and, when appropriate, the Incomplete Expiration Date is correct.

10) Click SUBMIT GRADES

The **Grading Confirmation Form** will appear if your grades have been successfully submitted. If this form does not appear contact me at Camille_Goritz@redlands.edu or ext. 8330 to verify grades were received. This form will allow you to review the grades you entered. This is also the screen to print out for your records. (It is always a good idea to keep a copy.)

Please call or email me if questions or problems arise.

Camille Goritz
Registrar Assistant II
Registrar's Office
University of Redlands
909-748-8330