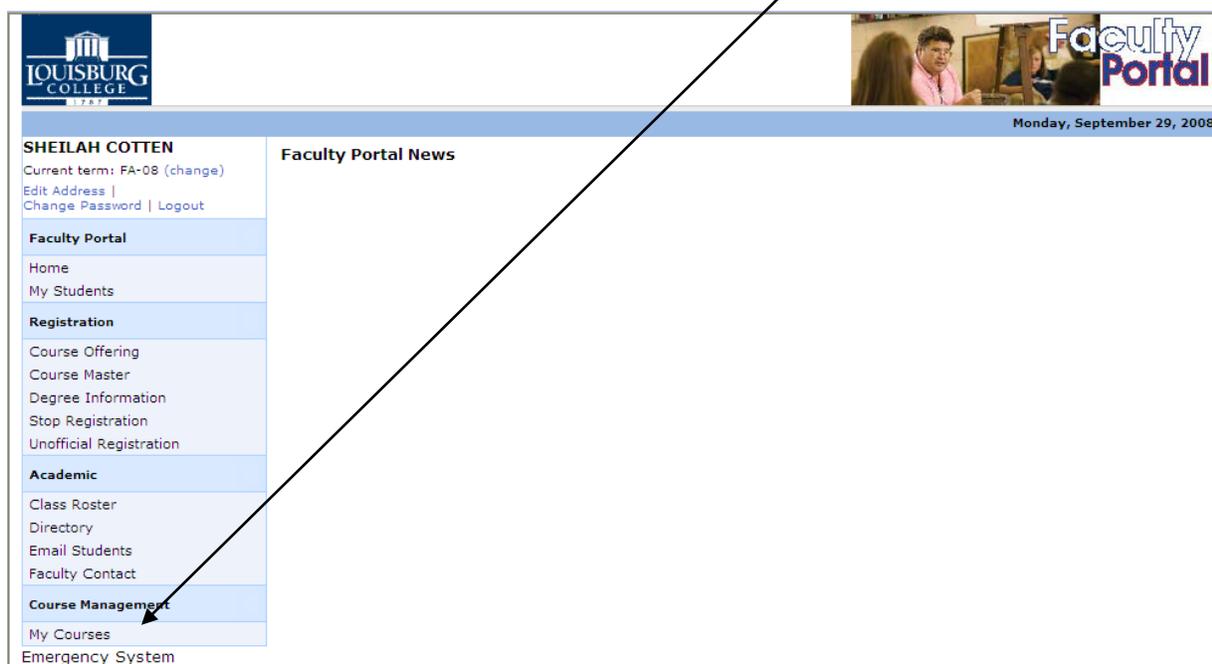


Gradebook Setup and Submission Tutorial

The following tutorial explains how to utilize the gradebook features of the Faculty Portal and submit grades to the Registrar's office.

1. Log in to the Faculty Portal to the current term.
2. Click on *My Courses* under the **Course Management** section.



LOUISBURG COLLEGE Faculty Portal
Monday, September 29, 2008

SHEILAH COTTEN
Current term: FA-08 (change)
Edit Address | Change Password | Logout

Faculty Portal News

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- My Students

Registration

- Course Offering
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Academic

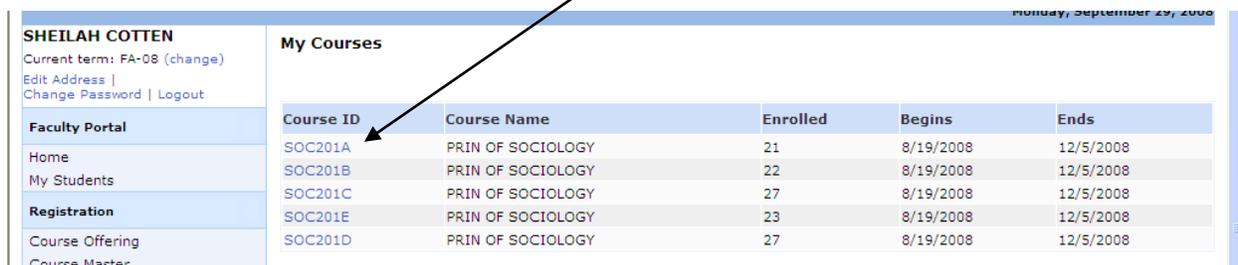
- Class Roster
- Directory
- Email Students
- Faculty Contact

Course Management

- My Courses

Emergency System

3. Select the course by clicking the blue Course ID link which will take you to the Course Options view.



SHEILAH COTTEN
Current term: FA-08 (change)
Edit Address | Change Password | Logout

My Courses

Course ID	Course Name	Enrolled	Begins	Ends
SOC201A	PRIN OF SOCIOLOGY	21	8/19/2008	12/5/2008
SOC201B	PRIN OF SOCIOLOGY	22	8/19/2008	12/5/2008
SOC201C	PRIN OF SOCIOLOGY	27	8/19/2008	12/5/2008
SOC201E	PRIN OF SOCIOLOGY	23	8/19/2008	12/5/2008
SOC201D	PRIN OF SOCIOLOGY	27	8/19/2008	12/5/2008

Monday, September 29, 2008

Faculty Portal

- Home
- My Students

Registration

- Course Offering
- Course Master

4. The Course Options view is populated with commands divided into groups. For the purposes of setting up the gradebook and submitting grades, focus on the commands under the Course Gradebook group. All commands under this group flow in order of the entire gradebook setup and submittal process.

SHEILAH COTTEN
Current term: FA-08 (change)
Edit Address | Change Password | Logout

PRIN OF SOCIOLOGY [SOC201A]
My Courses > Course Options

Course Information
Course Information
Course Textbooks
Course Announcements
Course Documents
Course Hyperlinks

Course Communication
Discussion Forum
Email
Student Calendar

Online Testing
Manage Online Tests

Course Gradebook
Setup Gradebook
Setup Grade Standards
Setup Categories
Setup Assignments
Record Grades
By Assignment
By Student
Submit Grades
Calculate Midterm Grades
Calculate Final Grades
View/Edit Calculated Grades
Submit Grades
View Submitted Information
Reports
Student Grades Detail
Final Course Grades

Course Attendance
Attendance Entry
Attendance Report

Course Utilities
Copy Content
Define Student
Set Student Ac
Set TA Access
Archive Files

Commands flow in order of the process

5. Under the *Setup Gradebook* section, begin by clicking **Setup Grade Standards**. Grade Standards is the mechanism used to define the grade point scale. Click on *Copy Default Grade Scale* to copy the standard 10 point scale. If a scale other than the 10 point is used, click on *Add Standard* to define the cutoff value for each letter.

SHEILAH COTTEN
Current term: FA-08 (change)
Edit Address | Change Password | Logout

PRIN OF SOCIOLOGY [SOC201A]
My Courses > Course Options > Setup Grade Standards

[Add Standard](#) | [Copy Default Grade Scale](#) | [Copy Scale from a Different Course](#) | [Mass Update Grades](#)

Defined Grade Scale for Class

Actions	Letter Grade	Cutoff Percent	Letter	Percent
Edit Delete	A	90		90
Edit Delete	B	80		80
Edit Delete	C	70		70
Edit Delete	D	60		60
Edit Delete	F	0		0

Click to add custom grade scale

Click to add standard 10 point scale

6. When Copy Default Grade Scale is selected, the following screen will appear. Click on *Process Grade Scale Copy*.

No grades scale for the current course.

Letter Grade	% CutOff
A	90
B	80
C	70
D	60
F	0

Back to Setup Grade Standards Process Grade Scale Copy

7. Click on Course Options to return to the Course Options view.

*** Note – Remember this “trick”. It is a quick and easy way to return to the Course Options view from almost anywhere in the portal.**

Monday, September 29, 2008

SHEILAH COTTEN
Current term: FA-08 (change)
Edit Address | Change Password | Logout

PRIN OF SOCIOLOGY [SOC201B]
My Courses > **Course Options** > Setup Grade Standards

[Add Standard](#) | [Copy Default Grade Scale](#) | [Copy Scale from a Different Course](#) | [Mass Update Grades](#)

Actions	Letter Grade	Cutoff	Percent	Letter	Percent
Edit Delete	A	90	90		
Edit Delete	B	80	80		
Edit Delete	C	70	70		
Edit Delete	D	60	60		
Edit Delete	F	0	0		

8. From the Course Options view, click on *Setup Categories*, and then click on *Add Category*. Add all categories for the course giving a percentage for each in the *Weight* field. The total of all categories for the course should equal 100%. The *Number of Drops* field can be used for any given category to allow the “drop” of a certain number of lowest scored assignments or quizzes. After entering all categories, return to the Course Options view by clicking on *Course Options*.

PATRICE NEALON
Current term: SP-11 (change)
Edit Address | My Stats
Change Password | Logout

INTRO TO BUSINESS [BUS131A]
My Courses > **Course Options** > Setup Categories

[Add Category](#) [Setup Grade Standards](#) | [Setup Assignments](#)

Action	Category	Weight	# Drops
Edit	Assignments - (4) Assignment(s) - (71) Graded - (0) Documents	40.00	0
Edit	Attendance - (1) Assignment(s) - (15) Graded - (0) Documents	10.00	0
Edit	Final Exam - (1) Assignment(s) - (15) Graded - (0) Documents	20.00	0
Edit	Tests - (3) Assignment(s) - (54) Graded - (0) Documents	30.00	0
Total:		100.00	

Total Weight is 100 percent.

9. To add assignments, from the Course Options view click on **Setup Assignments** then *Add Assignment*. Select any given category and enter a description for the assignment. The date field controls when the assignment will be displayed in the student portal. Enter the total points available for the assignment. *Allow Grade View* is used to control the display of assignments in the student portal and *Allow Uploads* gives students the ability to upload completed assignments. When finished entering all information, click **Add Course Assignment**.

PATRICE NEALON
 Current term: SP-11 (change)
 Edit Address | My Stats
 Change Password | Logout

INTRO TO BUSINESS [BUS131A]
 My Courses > Course Options > Add Course Assignment

Add Course Assignment

Category: Assignments

*Description: Supply and Demand Essay

*Due Date: 03/15/2012 ex. mm/dd/yyyy

*Total Points: 100

Allow Grade View: YES

Allow Uploads:

Add Course Assignment Cancel

Record Grades

10. Grades can be entered either *by Assignment* or *by Student* from the Course Options view. The following illustrates recording grades by assignment. All students are listed with Original Score, Adjusted Score %, Status and Letter Grade. Enter the numeric grade in the original score field. The adjusted score % and Letter Grade fields will update automatically based on the weight that was entered when setting up categories. The *Status* field is optional and is for informational purposes only. When all grades are entered, click "Save" in the lower right portion of the screen.

PATRICE NEALON
 Current term: SP-11 (change)
 Edit Address | My Stats
 Change Password | Logout

INTRO TO BUSINESS [BUS131A]
 My Courses > Course Options > Record Grade by Assignment

Assignments : Assignment 1 (Total Points: 100, Due Date: 5/3/2011)
 Allow Uploads:

Show Student ID
 Show Withdrawn Students

Student Name	Original Score	Adjusted Score %	Status	Letter Grade
Akins, Brandant Christopher ()	100	100		A
Blackmon, Julian Rashod (Julian)	100	100		A
Brown, Theresa Marie (Theresa)	100	100		A
Fernandez, Juan Diego ()	91	91		A

Enter numeric grade in Original Score field

Calculating and Submitting Grades

11. Grades can be calculated as assignments are entered to determine the overall grade. Grades can be calculated at any time and as often as necessary. From the Course Options view, select either *Calculate Mid-Term Grades* or *Calculate Final Grades*. The main difference between the two is *Calculate Mid-Term Grades* allows entry of a cut-off date to control when to chronologically end calculation of assignments. Successful calculation of assignments will yield the following screen:

PATRICE NEALON
 Current term: SP-11 (change)
 Edit Address | My Stats
 Change Password | Logout

INTRO TO BUSINESS [BUS131A]
 My Courses > Course Options > Calculate Final Grade

Show Withdrawn Students

Students with missing grade

Student Name	Assignment	Due Date
There are no missing grades for this course.		
Grades have been calculated for this course.		

To see the calculated grades, click *View/Edit Calculated Grades* from the Course Options view. Both mid-term and final grades are displayed in numeric and alphanumeric form. The system calculated grade can be over-riden if desired by clicking on the appropriate blue hyperlink beside the student name.

PATRICE NEALON
 Current term: SP-11 (change)
 Edit Address | My Stats
 Change Password | Logout

INTRO TO BUSINESS [BUS131A]
 My Courses > Course Options > View/Edit Calculated Grades

Click on **Midterm** to edit the Midterm grade. Click **Final** to edit the final grade.

Show Withdrawn Students

Grade Listing

Grade to Edit	Student Name	Midterm		Missing Grade		Final		Block Recalculate	Sent To Registrar
		Course GPA	Grade	Midterm	Final	Course GPA	Grade		
Midterm Final	Akins, Brandant Christopher ()	89	A	0	0	84.4	B	N	A
Midterm Final	Blackmon, Julian Rashod (Julian)	86.79	B	0	0	76.5	C	N	A
Midterm Final	Brown, Theresa Marie (Theresa)	86.5	B	0	0	88.9	B	N	A
Midterm Final	Fernandez, Juan Diego ()	79.86	B	0	0	76.1	C	N	A
Midterm Final	Gilliam, Robert Miles (RJ)	56.21	F	0	0	61.2	D	N	A
Midterm Final	Gonzalez Galvan, Julio Andres (Andres)	97.64	A	0	0	94.9	A	N	A
Midterm Final	King, Andre' Donovan ()	58.14	F	0	0	62.8	D	N	A
Midterm Final	Lowe, Derek Geist (Derek)	75.57	C	0	0	85.9	B	N	A
Midterm Final	Ray, Shelton Louis ()	91.64	A	0	0	78	C	N	A
Midterm Final	Sellers, Kendal Ardale ()	78.14	C	0	0	70.6	C	N	A
Midterm Final	Wade, Stephanie Marie (Stephanie)	79.43	B	0	0	69.7	D	N	A
Midterm Final	Whitney, Jermaine Avran (sportney)	81.36	B	0	0	68.5	D	N	A
Midterm Final	Williams, Monique Lashon ()	70.14	B	0	0	77.1	C	N	A
Midterm Final	Williams, Torre Anthony (Callie)	77.86	C	0	0	79.3	C	N	A
Midterm Final	Young, Justin Alexander ()	25.71	F	0	0	49.5	F	N	A

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12. Click on *Course Options* to return to the course options view, and then click **Submit Grades**. A screen appears which shows the calculated grade and withdrawn students if there are any.

Important: Select the appropriate Grades radio button before proceeding.

Then click on Continue to Submit Grades Step 2.

MARTHA HEDGEPEETH
 Current term: FA-08 (change)
 Edit Address | Change Password | Logout

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COLLEGE SUCCESS SEMINAR (CROSSROADS) [INT102AC]
 My Courses > Course Options > Submit Grades [Step 1-3]

Select a Grade Type to Submit and then "Continue to Submit Grades Step 2"

Mid Term Grades
 Final Grades

[Continue to Submit Grades Step 2](#)

Submit Grade Listing

Student Name	MidTerm		Final		Missing Grades		Block ReCalc		Sent To Registrar	
	CGPA	Grade	CGPA	Grade	M	F	M	F	M	F
Anthony, Quandarius Dionta (Quan)	87	B			0		N		N	
Baker, Eric Moses ()	76	C			0		N		N	
Blue, Jarvarus C ()	98	A			0		N		N	
Degree, Michael Jamal ()	65	D			0		N		N	
Donnell, Jameson Craig ()	95	A			0		N		N	
Ellison, William Brian (Brian)	84	B			0		N		N	
Fields, Tymaine Kwame (Tv)	56	F			0		N		N	
Humes, Devian Caleb (Devian)	62	D			0		N		N	
Jordan, Byron Adarryl ()	86	B			0		N		N	
Kemmerzell, Mark Thomas ()	77	C			0		N		N	
Kinard, Joseph Robert (Bo)	74	C			0		N		N	
Kish, J. Duncan (Duncan)	91	A			0		N		N	
Smith, Antonio Lamar () - Withdrawn	36	F			0		N		N	
Taylor, Robert Lee ()							N		N	
Valencia, Efrain ()							N		N	

Indicates Withdrawn Student

The final submit screen will appear which displays the calculated grades. Review the grades carefully to ensure they are correct. If changes need to be made, it can be done here by simply selecting the appropriate grade from the drop down menu under the *Allowed Grade* column. Be sure to select the desired check marks in the boxes under the *Submit* column. When ready, click the **Continue to Submit Grades Step 3** button.

Potential Graduates submission: To selectively submit grades for potential graduates (or for any other reason), simply de-select any students that do not fall into this category. The deselected names will remain for submission at a later time.

Deselect any students that are not yet ready for submission

MARTHA HEDGEPEETH
 Current term: FA-08 (change)
 Edit Address | Change Password | Logout

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COLLEGE SUCCESS SEMINAR (CROSSROADS) [INT102AC]
My Courses > Course Options > Submit Grades [Step 2-3]

Click the "Continue to Submit Grades Step 3" button to process any grades that you want to submit/resubmit to the registrar.
 Cancel Back to Step 1 Continue to Submit Grades Step 3

New Student Grades to Submit

Submit	Student ID	Student Name	Grade	Allowed Grade
<input checked="" type="checkbox"/>	A0000017219	Anthony, Quandarius Dionta (Quan)	B	B
<input checked="" type="checkbox"/>	A0000016587	Baker, Eric Moses ()	C	C
<input checked="" type="checkbox"/>	A0000017387	Blue, Jarvarus C ()	A	A
<input checked="" type="checkbox"/>	A0000017056	Degree, Michael Jamal ()	D	D
<input checked="" type="checkbox"/>	A0000016292	Donnell, Jameson Craig ()	A	A
<input checked="" type="checkbox"/>	A0000017538	Ellison, William Brian (Brian)	B	B
<input checked="" type="checkbox"/>	A0000015287	Fields, Tymaine Kwame (Ty)	F	F
<input checked="" type="checkbox"/>	A0000016354	Humes, Devian Caleb (Devian)	D	D
<input checked="" type="checkbox"/>	A0000016180	Jordan, Byron Adarryl ()	B	B
<input checked="" type="checkbox"/>	A0000013546	Kemmerzell, Mark Thomas ()	C	C
<input checked="" type="checkbox"/>	A0000016752	Kinard, Joseph Robert (Bo)	C	C
<input checked="" type="checkbox"/>	A0000016777	Kish, J. Duncan (Duncan)	A	A
	A0000015431	Smith, Antonio Lamar ()	F	W
<input checked="" type="checkbox"/>	A0000016700	Taylor, Robert Lee ()	F	F
<input checked="" type="checkbox"/>	A0000016153	Valencia, Efrain ()	D	D

12. A screen should appear similar to this one indicating the grades have been successfully submitted to the registrar's office.

Friday, October 05, 2007

MARTHA HEDGEPEETH
 Current term: FA-07 Change Term
 Edit Profile | Change Password | Logout

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Utilities

COLLEGE SUCCESS SEMINAR [INT102AC]

Submit Final Grades: Step 3
 Grades Approved for Re-submittal by Registrar
 new grade(s) have been successfully submitted to the registrar's office.

Click the Process hyperlink next to the grade you wish to re-submit. You must supply a reason for the grade change on the subsequent page. You will be returned to this page after each changed grade is processed.
 When you have processed any re-submittals (or if you wish to submit these changed grades at a later time) Click Return to GradeBook Utilities

Re-Submit	Student UID	Student Name	CGPA	New Grade	Original Grade
There are no changed grades approved for re-submittal which have not already been processed.					

[Return to GradeBook Utilities](#)

Grade submission can be verified by clicking *View Submitted Information* from the Course Options view of the portal. This process must be repeated for each class.