<u>Basic Overview on Navigating the XE Grading System</u>

Once in the XE grading system, the faculty member should see a list of courses along with an information text box situated on the right-hand side of the screen.

- As a default, 5 course sections appear per page.
  If desired, users can adjust this setting to view 10, 25, 50 or 100 course sections at a time.

- Course sections from both the current and previous semesters will be listed.

- As a default, course sections appear in CRN order.
  For ease in grading it is **recommended** that faculty double click on the Term column. This action resorts the sections so that all Fall 2016 courses appear grouped together at the top of the list.

- The Grading Status bar at the left-hand side of the screen lets the user quickly know the status of a particular course section.
  - o Green Bar - Fully graded
  - o Yellow Bar - Partially graded
  - o White Bar – Ungraded

  A similar Rolled Status Bar lets the faculty member know if the grades for a particular course section have been rolled to the students' transcripts.