Grading Students Utilizing the Drop-Down Menu

Click on the course section you wish to grade. This action should highlight the line.

- The Course Details box at the right hand side of the screen should populate with some basic information for that course, including Title, CRN, Number of Students Registered, Number of Students Ungraded, Course Dates, etc.

- Once the correct course section has been selected, use the scroll bar to scroll towards the bottom of the page.

- A class list for that section should be visible listing all students enrolled in that course.

- In the Final Grades column, select the appropriate grade for each student from the drop-down menu.

  o Reminder: You will be required to enter a date into the 'Last Attend' Date' column if you select one of the following grades:
    - FSA - Failure – Stopped Attending
    - NSA - No Record – Stopping Attending

- Press Save at the bottom of the page.

  o An alert box in the upper right corner of the screen will confirm that the "Save' has been successful.

  o The alert box will also notify the user if any issues exist with a grade that has been submitted, i.e. user entered an FSA grade but left the Last Attend Date column blank.
    - If an error alert is given scroll back to the class list.
    - A red exclamation point will appear on the line for the student that has an issue.

  Note: While the grade for the student with the error will not have saved, all of the other successfully submitted grades for the class will be saved by the system.