

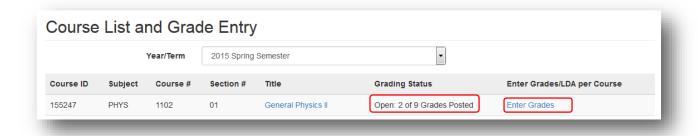
GRADE & LDA ENTRY — POSTING COMPLETED GRADES

POSTING COMPLETED GRADES -

There is ability to work an individual students, multiple students or all students within a course by selecting the required selections based on student participation.

Open: X of X Grades Posted:

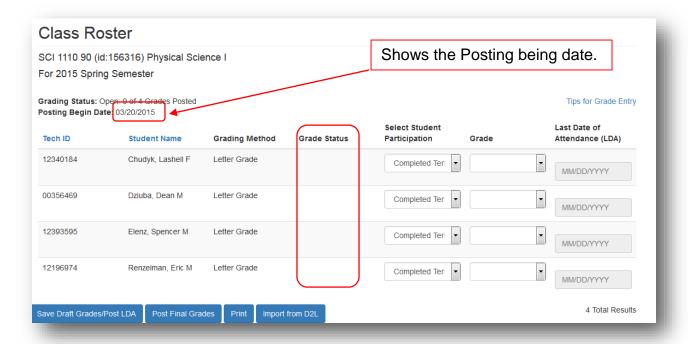
From the Course List and Grade Entry screen, the Grading Status will state, Grading is Open for Posting. X number of X number grades posted. The date on which posting became valid is also displayed. Grading is Open for Posting, when the current date is between 1 week (7 days) prior to the last day of the course and 4 business days (take holidays and weekends into consideration) after the term ends, inclusive. The X number of X number grades posted represents how many grades have been posted against the number registered students



Click on the [Enter Grades] link.

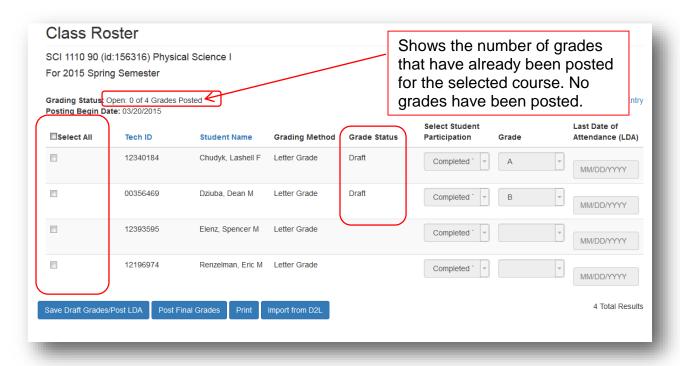
If Draft or Posted Grades have not been previously entered, then the screen will display without the Select All column.



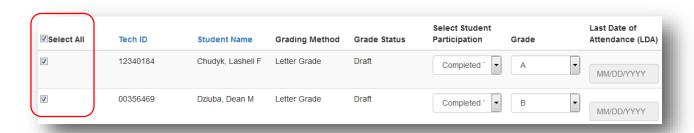


If a Drafted or Posted is in the Grade Status column, then the Select Check boxes become available.





Grades that have previously been entered and has the status of draft may still be modified. Grades may be modified until the Status states Posted. Once grades have a posted status, faculty members will need to work with the Registrars' office or the Electronic Change Grade report. Also, once a student's grade has a status of posted, it then becomes available for the student to see.



Select the student(s) by selecting the checkbox next to the individual's name(s). To select all the students with in the course, click on the checkbox next to Select All.



ENTER GRADES Manually or Imported Import Grades

Validate that the setup is correct for this course in D2L Brightspace. This will aid in the error reduction.

Import when the grades have been finalized and released.

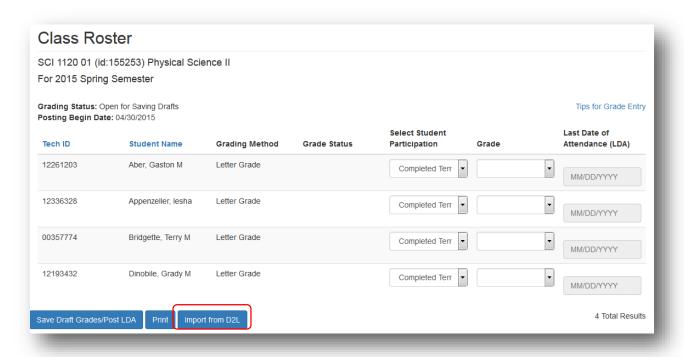
D2L documentation and help:

https://documentation.desire2learn.com/

https://documentation.desire2learn.com/en/Learning%20Environment

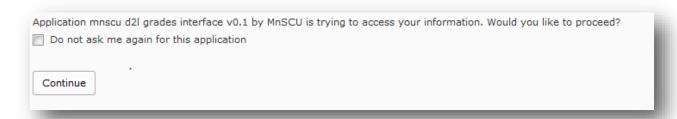
https://documentation.desire2learn.com/en/Grades

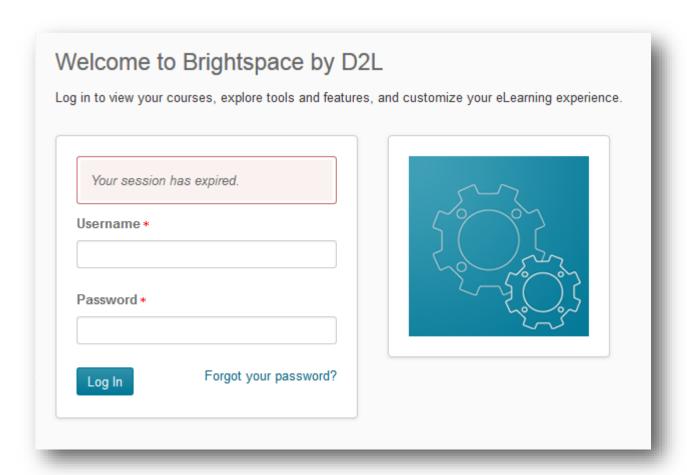
Click on the [Import from D2L] button.



The first time that the import function is used a message will appear.

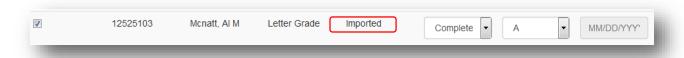






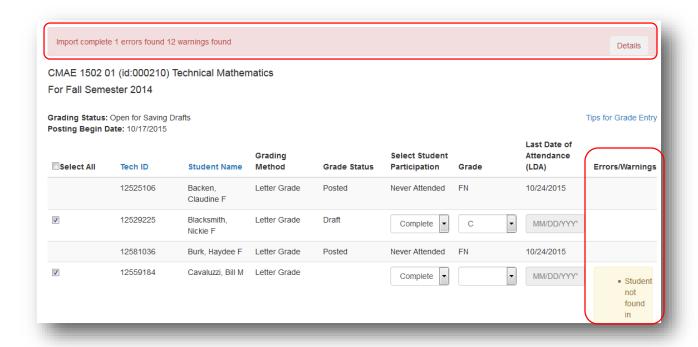
Successful import will have imported under the Grade Status column without any warnings or Errors.





Some errors may appear if D2L Brightspace setup is different than the course setup. There are two places that the errors/warnings display: On the top of above the course listing and under the errors/warning column.

Click on the [Details] button to see all warning/errors in a web version or scroll down the page to review these errors/warnings.

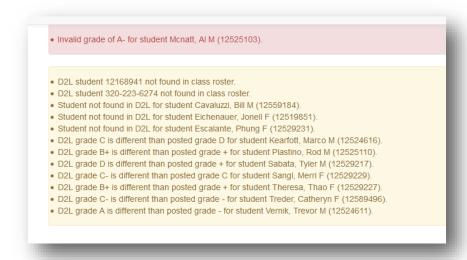


Click on the Details Button. This will open a new tab to view all Errors/Warning for this course. This Tab is not saved.

- Best Practice is to print the details from the browser.
- If changes were made in D2L brightspace, then the details tab will change what the errors and warnings displayed.

The Detailed web error/warning version can be printed from the browser.





Once the viewing of the Errors/Warning has been completed. The Tab can be closed.

Error and Warning Messages:

Frrors -

Unable to connect to D2L. - caused from not being able to get the URL to the d2l site, d2l site down, or incorrect URL.

This course does not exist in D2L. - course not in D2L, course not setup correctly following one of our supported mappings, or user is not an instructor for the course in D2L.

This course does not exist in D2L.

Invalid grade of ()- grade coming from D2L not allowed for this student/course in Faculty application.

- Invalid grade of 75 / 100 for student Blacksmith, Nickie F (12529225)
- Invalid grade of 86 % for student Sliver, Darnell M (12554463).
- Invalid grade of A- for student Mcnatt, Al M (12525103).

The following errors would occur if the D2L site stops responding. Unable to connect to D2L.

· Unable to connect to D2L.

Unable to get students from D2L

· Unable to get students from D2L.

Unable to check for D2L group.



· Unable to check for D2L group.

Unable to check D2L Group Categories.

· Unable to check D2I. Group Categories.

Unable to get D2L groups.

· Unable to get D2l groups.

Warnings -

D2L student techid not found in class roster. - Student in D2L course but not ISRS course.

D2L student 12168941 not found in class roster.

Student not found in D2L - Student in ISRS course but not D2L course.

Student not found in D2L for student Escalante, Phung F (12529231).

D2L grade is different than posted grade \${studentGrade.grade} - grade posted in ISRS and grade in D2L is different than grade in ISRS

- D2L grade 77 / 100 is different than posted grade + for student Kearfott, Marco M (12524616).
- D2L grade 77 % is different than posted grade + for student Kearfott, Marco M (12524616).
- D2L grade C- is different than posted grade C for student Sangl, Merri F (12529229).

D2L final grade not available - grade not released in D2L

D2L final grade not available for student Backen, Claudine F (12525106).

All student specific messages will have "for student name and tech id added to the end of the message on the detail screen.

D2L final grade not available for student Backen, Claudine F (12525106)

Errors/warnings may be fixed in D2L Bright space, then reimported again or they may just enter the information that did not auto populate by using the manual process.

Grades can be saved as Drafts. Any LDA will be posted upon saving.

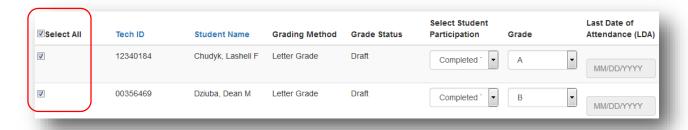
Continue to the Review Page section or continue using the manual process.

Continue to the using the manual process or Post Final Grades

Manually Select Student Participation

Enter the appropriate grades for each individual student, by clicking on the dropdown under the Grade Column.





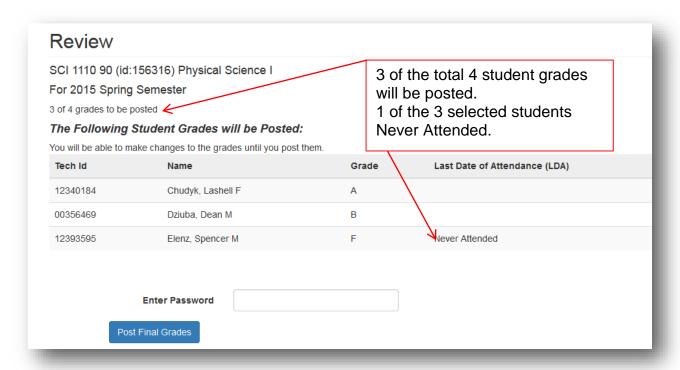
After grades have been entered for those selected, click on the [Post Final Grades] button, a review screen will display.

Post Final Grades

NOTE: The [Post Final Grades] button will only be available during the Posting Grades Window.

NOTE: However, if the Posting Grades window is currently active the faculty member may still opt to save the entries as Draft. Allowing for them to come back and make any changes as needed and select the [Save Draft] button. But as a reminder, Faculty will need to come back and Post the Grades before the posting window for grades is closed.





The display will include a count of selected students whose grades are in the process of being posted. Look over those selected students and sight verify the information has been entered correctly. Once everything has been entered correctly, enter in the password associated to the Tech ID. This is the same password used to log into the application. After entering the Tech ID password select the [Post Final Grades] button and a confirmation screen will display.

NOTE: Students will be able to view their grade immediately after they have been posted.

The Instructions are located on the bottom of the page.

Instructions

- Review your request and enter your password for verification.
- · Grades have not been posted until you press 'Post Grades'.
- If you have not posted grades within 20 minutes, this session will timeout and you will have to log in again and restart the grading process.



Confirmation

SCI 1110 90 (id:156316) Physical Science I

For 2015 Spring Semester

3 of 4 have been posted for students to view. If a grade needs to change, please contact the Registrar's Office for assistance.

The Following Student Grades have been Posted:

Tech Id	Name	Grade	Last Date of Attendance (LDA)
12340184	Chudyk, Lashell F	А	
00356469	Dziuba, Dean M	В	
12393595	Elenz, Spencer M	F	Never Attended

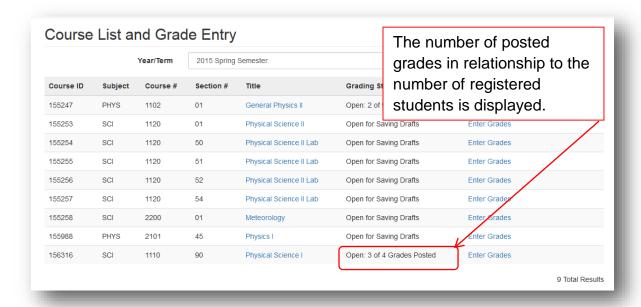


Select the [Return to Course List] button to return to Course List and Grade Entry screen for the faculty member currently logged in.

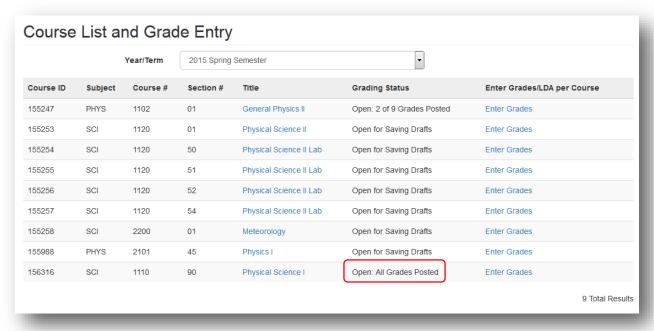
Grading is Closed X of X grades posted.

When the ability to draft or post grades has passed, the Grading Status will change to *Grading is Closed X of X grades posted.* The X of X is the number of actual students with posted grade in relationship to the number of students registered for the course. A course will be closed to drafting or posting grades beginning the 5th business day after the Year Term ends





To validate all grades have been posted return to the Course List and Grade Entry screen. Under the Grading Status the "All Grades Posted" will appear when all grades have been posted for the course.



Click on the [Enter Grades] link to review class roster. The Class Roster screen will display with all registered students and grades posted for those students.



Class Ro	ster					
SCI 1110 90 (id For 2015 Sprin	d:156316) Physical Scie g Semester	ence I				
Grading Status: (Posting Begin Da	Open: All Grades Posted ate: 03/20/2015			Select Student		Tips for Grade Entry
Tech ID	Student Name	Grading Method	Grade Status	Participation	Grade	Attendance (LDA)
Tech ID 12340184	Student Name Chudyk, Lashell F	Grading Method Letter Grade	Grade Status Posted		Grade A	
				Participation		
12340184	Chudyk, Lashell F	Letter Grade	Posted	Participation Completed Term	A	

To return to the Course List and Grade Entry screen, select the back button of the browser.

- NOTE: If students' grades are missing and the window for posting grades has passed, then faculty must contact the Registrars' office for assistance or submit an Electronic Change Grade form.
- NOTE: If grades were previously entered with a status of drafted, and the posting window has closed, those grades will no longer display on the class roster screen. The previously entered grades will be blank.
- NOTE: As a reminder remember that by selecting the [PDF/Print] button, a printable class roster will generate.
- NOTE: As a tip, to import the student information into excel from any of the *Class Roster* screens. Click with the left mouse button and hold, dragging the mouse across all desired students to be copied. After selecting all the information, right click with the mouse and select *Copy*. Open up Excel and the click to select all cells and then right click and select *Paste*.
- NOTE: Faculty members are allowed to enter LDA's and Grades on International and Athletic Cohort Students.



