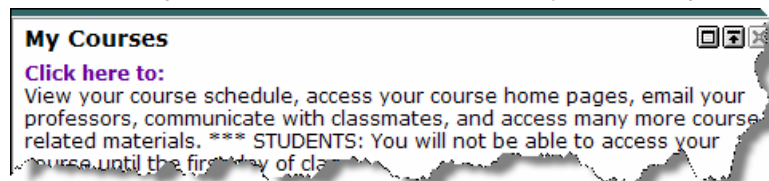


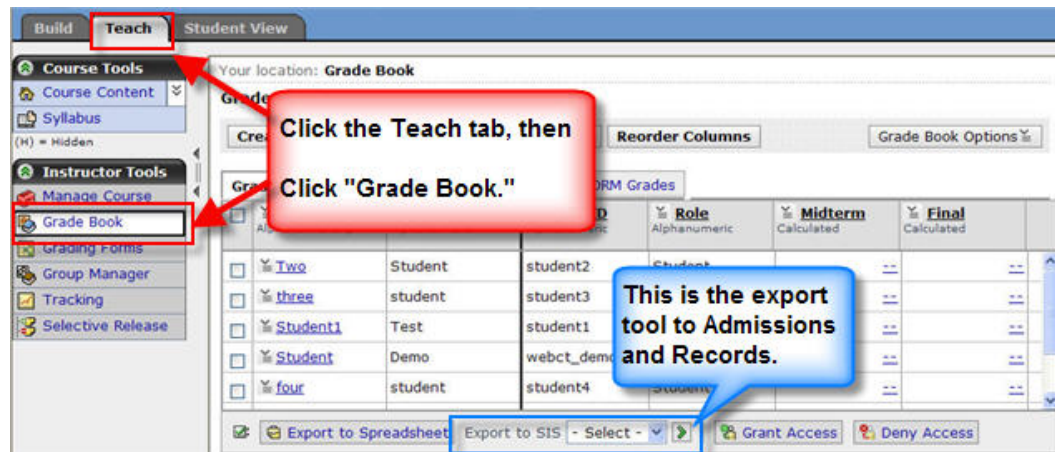
Using Your Course Web Site to Submit Final Grades

FINDING YOUR ONLINE GRADE BOOK

Go to the **My Courses** area on the Faculty Tab in **MyGWC**.



Once in the course web site, click on the **Teach** tab, and choose **Grade Book** from the **Instructor Tools** menu.

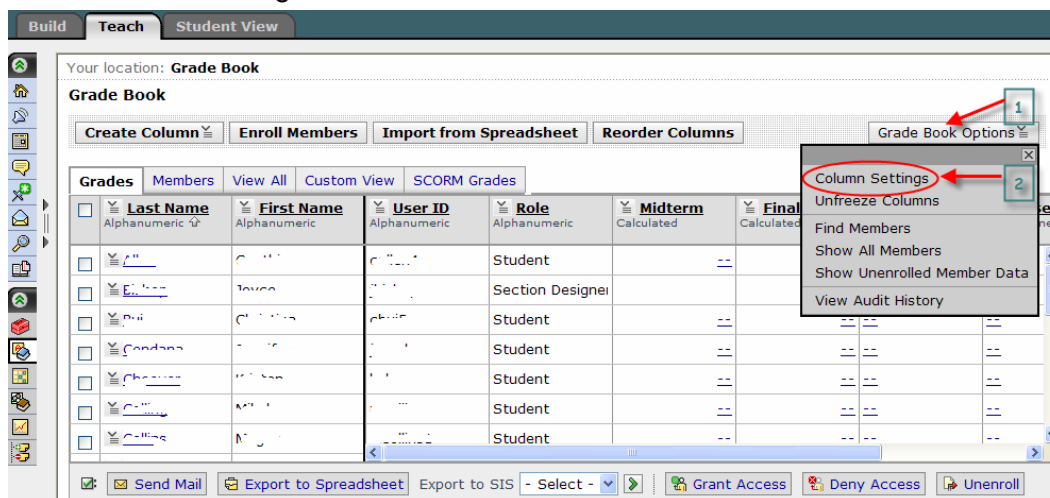


SETTING UP THE COLUMN

The Grade Book comes with “Midterm” and “Final” columns that can be edited but cannot be deleted. Any additional columns you create can also be edited.

(If your “Final” column is already labeled “Alphanumeric” you can skip to “ADDING GRADES”)

1. Click on “Grade Book Options” in the top right corner
2. Click “Column Settings.”



3. Click on the “Calc” link under the “Final” column. A pop-up window will appear.

Label:	Last Name	First Name	User ID	Role	Midterm	Final
Type:	Alpha	Alpha	Alpha	Alpha	Calc	Calc
Alignment:	L C B	L C B	L C B	L C B	L C R	L C R
Released to Student:	Yes	Yes	Yes	Yes	Yes	Yes
Grade Column:	No	No	No	No	Yes	Yes
Decimals:					2	2
Maximum value:					N/A	N/A
Source:						
Release Statistics:					None	None

4. For “New Value” on the pop-up window, select “Alphanumeric” from the drop down menu.

Current Value: Calculated

New Value: **Alphanumeric**

Comment:

Save Cancel

5. Click the **Save** button.

6. Return to the Grade Book by clicking “Grade Book” in the “breadcrumbs”
 Your location: **Grade Book** > **Column Settings** located in the upper area of the screen. Verify that you see “Alphanumeric” in your “Final” column.

ADDING GRADES


1. Click the () icon next to “Final” column title.
2. Choose “Edit Values” and enter your grades in the boxes under the “Change to” column. **Make sure that all the grades are in letter format, with no “+” or “-”, and no numbers.**

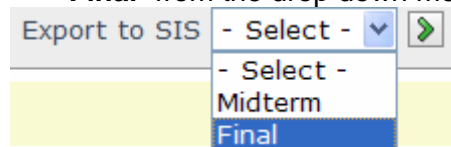
Name	User ID	Current Value	Change to	Comment
lateef			A	
unt	acc_guest		B	
m			C	
ez	valvarez			

3. Make sure to click on **Save** periodically to record the grades.

4. Change individual scores by clicking the line () to the right of the student’s name.

SUBMITTING FINAL GRADES TO ADMISSIONS AND RECORDS

1. Submit your grades from “**Export to SIS**” at the bottom of the Grade Book screen. Select “**Final**” from the drop down menu and then click  (GO) button.



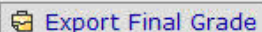
2. Select the individual students you wish to export, or click the box on the left side of the header to export all the students listed. **Note:** Only students with entered grades will appear.

Export Final Grade

Final grade can be entered for each Student. Ensure that a Student is


List of Students

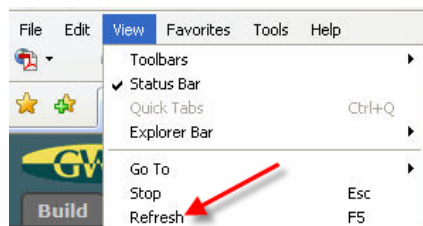
Select Student(s) to be exported.

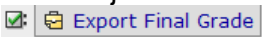
<input type="checkbox"/>	Last Name	First Name	User Name	Final
<input type="checkbox"/>	four	student	student4	B
<input type="checkbox"/>	five	student	student5	A
<input type="checkbox"/>	Student	Demo	webct_demo_12834551031	C
<input checked="" type="checkbox"/>				

Check this box to select all of your students for export.

Cancel

3. Click on .
Wait for the system to respond. Periodically check to see if the “**Awaiting response from SIS**” message changes to “**Success**” in the **Reason** column. Once you get “Success” for each student you are finished with the export. If the wait is longer than 10 minutes, refresh the screen. To refresh use the (F5) key or select **Refresh** under **View** on the Menu.



If you get a “**Failure**” response, then the system has rejected the export. You can re-export by selecting the student(s) and clicking on the  again. Be sure you are exporting only letter grades. You cannot re-export the final grades if the “**Reason**” column is still set to “**Awaiting response for SIS.**” Wait for the “**Failure**” response. Remember to refresh the screen.

If you would like more training on submitting your grades or other ways to use your course website, workshops and tutorials are listed on the Staff Development website:
<http://www.onlinegwc.org/sd/workshops.html> or contact Staff Development in Hum108 extension 58180.