

Using InsideCBU

How to Submit Online Grades

Before Beginning Online Grading

Please have the following information available...

- A list of students enrolled in each course with the final grade earned.
- The last date of attendance or participation in the course for each student who failed or ceased attending the course. A failing grade cannot be recorded without the required date.

Begin Online Grading

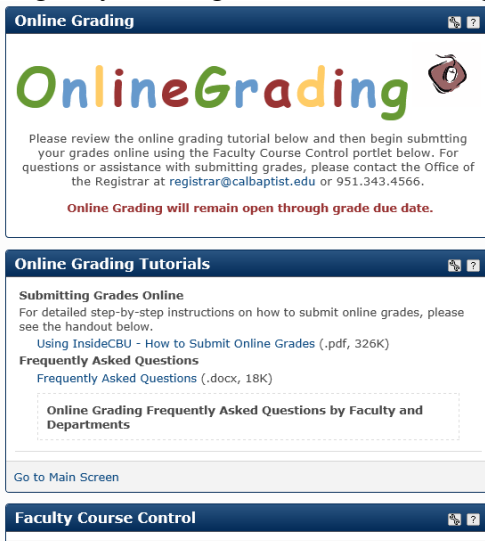
1. Navigate to “Faculty Grading (Online)” page located on the Academics Tab
 - a. Login to InsideCBU
 - b. Click on the *Academics Tab* at the top of the page



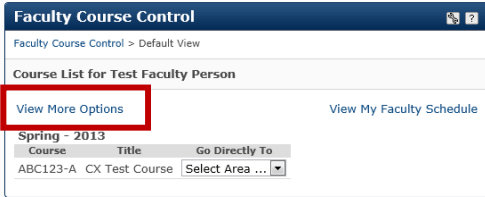
- c. Scroll down the page and Click on the *Faculty Grading (Online)* page in the left hand column



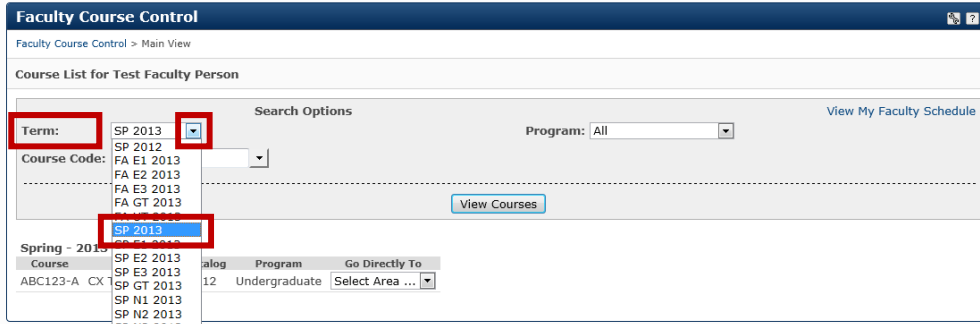
2. Begin by locating the “Online Grading Portlets” and reviewing any announcements and tutorials



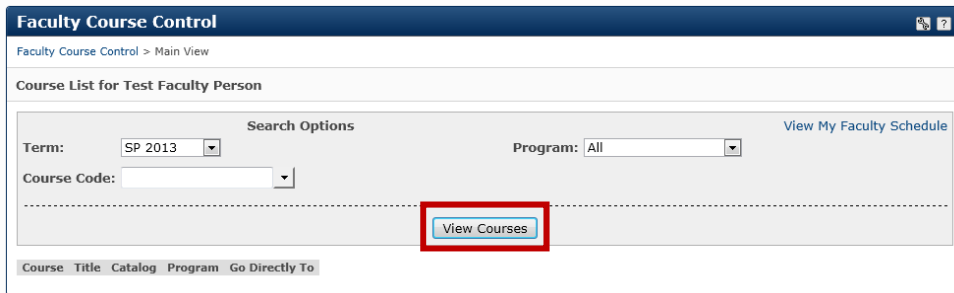
3. Locate the “Faculty Course Control” Portlet, If the current semester and year does not appear, Click on “View More Options” to select the current semester



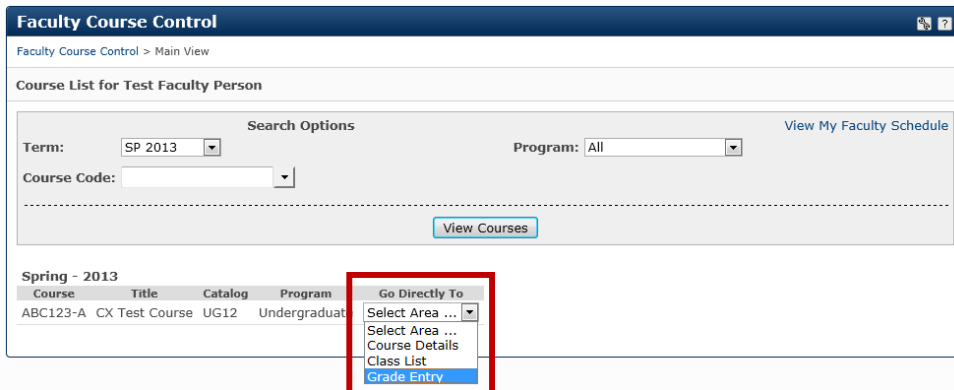
4. Select the current grading Term, by selecting the current semester from the drop down box.



5. Click on “View Courses” for the semester selected to be retrieved



6. Select “Grade Entry” from the drop down next to the course to begin grade entry.



Continued on next page...

7. Set default options (not required), you may skip to step 8 if you would like to skip the defaults and begin recording grades and last dates of attendance for each student.

a. Please do **NOT** use the Default Last Date of Attendance

Faculty Course Control - Update Student Grades

Faculty Course Control > Main View > Update Student Grades

ABC123-A CX Test Course - Update Student Grades

Student List for: Undergraduate Spring - 2013 ABC123-A CX Test Course

Catalog: UG12

Instructors: Person, Test Faculty

Cross-listed Courses:

Course Grading Type: Letter Grade Default Grade: Select... Set Default Grade

If the grading period is open and you have permission to enter grades, the default grade you select will be applied to students that have no grade and that have a grading type that matches the course grading type. Please note that the midterm grading type is not displayed on this screen, but if it is available, it is compared to the course grading type to determine whether or not to apply the selected default grade.

Default Last Date of Attendance: 2/26/2013 Set Default Last Date of Attendance

The default date you select will be applied to students that have no last date of attendance.

b. Set a default grade for the entire class, using the Default Grade options.

- We only recommend using this option if a large percentage of students earned the same grade.
- This option will default all students grade to the selected grade. *Before* submitting grades you can then continue to step 8 to change the grades of individual student who did not earn this specific grade.

Faculty Course Control - Update Student Grades

Faculty Course Control > Main View > Update Student Grades

ABC123-A CX Test Course - Update Student Grades

Student List for: Undergraduate Spring - 2013 ABC123-A CX Test Course

Catalog: UG12

Instructors: Person, Test Faculty

Cross-listed Courses:

Course Grading Type: Letter Grade Default Grade: Select... Set Default Grade

If the grading period is open and you have permission to enter grades, the default grade you select will be applied to students that have no grade and that have a grading type that matches the course grading type. Please note that the midterm grading type is not displayed on this screen, but if it is available, it is compared to the course grading type to determine whether or not to apply the selected default grade.

Default Last Date of Attendance: 2/26/2013

The default date you select will be applied to students that have no last date of attendance.

The Grading Type for students will only be displayed if it is different than the Course Grading Type.

8. Begin Entering Grades for each student included on the grade list at the bottom of the portlet, by selecting a grade from the “Final Grade” column drop down box next to each student.

a. Important Information BEFORE saving the grades

- Once “Save” is clicked the grade is final and can ONLY be changed by submitting a grade change form.
 - ✓ If a final grade has already been recorded a grade will appear to the left of the drop down box.
 - ✓ If a final grade has already been recorded the drop down will let you select another grade, but the grade will NOT update or change when the grades are saved.

The Grading Type for students will only be displayed if it is different than the Course Grading Type.

FERPA Restr.	Student	ID	Grad?	Final Grade	Grading Type	Cr Hrs	Last Date of Attendance	Cross-listed Course	Class	Program
!	Person, Test	00000084056		B Select...		3			FR	UNDG

- When a grade of “F” is recorded a “Late Date of Attendance” or participation is required. Examples of participation include: submission of an assignment, discussion with the instructor, posting on blackboard)
- Enter grades for each student by selecting a grade from the “Final Grade” column drop down box.

FERPA Restr.	Student	ID	Grad?	Final Grade	Grading Type	Cr Hrs	Last Date of Attendance	Cross-listed Course	Class	Program
!	Person, Test	00000084056		F		3	1/21/2013		FR	UNDG
	Person, Test DCP	00000443918		B Select...		3			FF	UNDG
	Person, Test TRAD	00000443914		Select...		3			FF	UNDG

Save Cancel

9. Save the grades selected for each student

The Grading Type for students will only be displayed if it is different than the Course Grading Type.

FERPA Restr.	Student	ID	Grad?	Final Grade	Grading Type	Cr Hrs	Last Date of Attendance	Cross-listed Course	Class	Program
!	Person, Test	0000084056		F		3	1/21/2013		FR	UNDG
	Person, Test DCP	00000443918		B		3			FF	UNDG
	Person, Test TRAD	00000443914		A		3			FF	UNDG

Save Cancel

10. Verify the grades were successfully submitted

Faculty Course Control - Current Student Grade List

Faculty Course Control > Main View > Main View > Update Student Grades > Current Student Grade List

Student List for: Undergraduate Spring - 2013 ABC123-A

Instructors: Person, Test Faculty
 Cross-listed Courses:
 Course Grading Type: Letter Grade

Grades successfully updated.

The Grading Type for students will only be displayed if it is different than the Course Grading Type.

FERPA Restr.	Student	ID	Grad?	Final Grade	Grading Type	Last Date of Attendance	Absences	Clock Hrs	Cross-listed Course	Class	Program
!	Person, Test	0000084056		F		01/21/2013	0	0		FR	UNDG
	Person, Test DCP	00000443918		B			0	0		FF	UNDG
	Person, Test TRAD	00000443914		A			0	0		FF	UNDG

If grades were not submitted successfully, a message will appear at the top providing information why the grades were not successfully submitted and what students need corrected.

Faculty Course Control - Update Student Grades

Faculty Course Control > Update Student Grades

Last Date of Attendance is required for all students who are given certain grades. The following students have a grade that requires a Last Date of Attendance but do not currently have one entered: Person, Test

ABC123-A CX Test Course - Update Student Grades

Student List for: Undergraduate Spring - 2013 ABC123-A CX Test Course

Catalog: UG12

Instructors: Person, Test Faculty
 Cross-listed Courses:
 Course Grading Type: Letter Grade Default Grade: Select... Set Default Grade

If the grading period is open and you have permission to enter grades, the default grade you select will be applied to students that have no grade and that have a grading type that matches the course grading type. Please note that the midterm grading type is not displayed on this screen, but if it is available, it is compared to the course grading type to determine whether or not to apply the selected default grade.

Default Last Date of Attendance: 2/26/2013 Set Default LDoA

The default date you select will be applied to students that have no last date of attendance.

The Grading Type for students will only be displayed if it is different than the Course Grading Type.

FERPA Restr.	Student	ID	Grad?	Final Grade	Grading Type	Cr Hrs	Last Date of Attendance	Cross-listed Course	Class	Program
!	Person, Test	0000084056		F		3			FR	UNDG

11. Verify the grades were accurately entered, by checking your CBU lancemail account. A confirmation email will be sent to you from "CARS Database Super User".

From	To	Subject	Received	Cat...
CARS Database Super User	Registrar Mail	Grade Entry for 'ABC123' B	Mon 10/31/2011 ...	

12. Review the email carefully to verify the grades were entered and recorded accurately.

Grade Entry for 'ABC123' 'A'

CARS Database Super User [carsu@calbapt.calbaptist.local]

To: CBU Grades Mailbox

Tuesday, February 26, 2013 1:10 PM

Course: 'CX Test Course '
 Section: ''
 Grades submitted for course 'ABC123' section 'A ' catalog 'UG12'
 Session: 'SP ' 2013
 Submitted by: Person, Test Faculty
 Date processed: 02/26/2013

Below are the final grades submitted via the web. Please confirm the listed values.

-----Name-----	---ID---	-Grd-	-LastDateAttend-	--Action--
Person, Test	84056	F	01/21/2013	Changed.
Person, Test DCP	443918	B		Changed.
Person, Test TRAD	443914	A		Changed.

3 students processed. 3 grades changed from their previous values.

13. Understand the “Grade Entry” email sent to you! The communication includes the following important information:

- Course number and section; Semester and Year (red)
- Number of students submitted for processing; Number of grades changed (green)
 - If the number of students submitted and grades changed do not match then a change was not accepted
- Confirmation of a “Change” or a reason the change was not made for each student (blue)

From: CARS Database Super User [carsu@calbapt.calbaptist.local]
 To: Registrar Mail
 Cc:
 Subject: Grade Entry for 'ABC123' 'A'

Course: 'CX Test Course '
 Section: ''
 Grades submitted for course 'ABC123' section 'A ' catalog 'UG11'
 Session: 'FA ' 2011
 Submitted by: Person, Test Faculty
 Date processed: 10/31/2011

Below are the final grades submitted via the web. Please confirm the listed values.

-----Name-----	---ID---	-Grd-	-LastDateAttend-	--Action--
Person, Test	84056	B+		Record NOT Changed
Person, Test DCP	443918	B-		Changed.
Person, Test TRAD	443914	A		Changed.

3 students processed. 2 grades changed from their previous values.

The grade B may not be changed.

Students Process vs. Grades Changed
 If these don't match check the action and student messages to see what didn't change

14. Select the next course from the Student List drop down box

Faculty Course Control - Update Student Grades

Faculty Course Control > Main View > Update Student Grades

ABC123-A CX Test Course - Update Student Grades

Student List for: Undergraduate Fall - 2011

Catalog: UG11

Instructors: Person, Test Faculty

ABC123-A CX Test Course
 ABC123-A CX Test Course
 ABC123-B CX Test Course

15. Repeat until grades have been entered for all course lists and all emails have been reviewed to verify grades were entered accurately.

16. Additional Information about Incomplete and Satisfactory Progress Grades

- Incomplete 'I' and Satisfactory 'SP' grades cannot be submitted online.
- To record a grade of 'I' or 'SP' an Incomplete Petition or Satisfactory Progress Petition form is required. The form can be found on InsideCBU on the "Faculty Grading (Online)" page
- A grade of 'I' or 'SP' can be updated online to a final grade online, but only through the grades submission deadline.
- The incomplete and satisfactory progress grades are the only grades that can be updated online if previously recorded by the Office of the Registrar.

Questions or Request for Assistance with Online Grading:

Office of the Registrar

registrar@calbaptist.edu

951.343.4566

Yeager Center B161