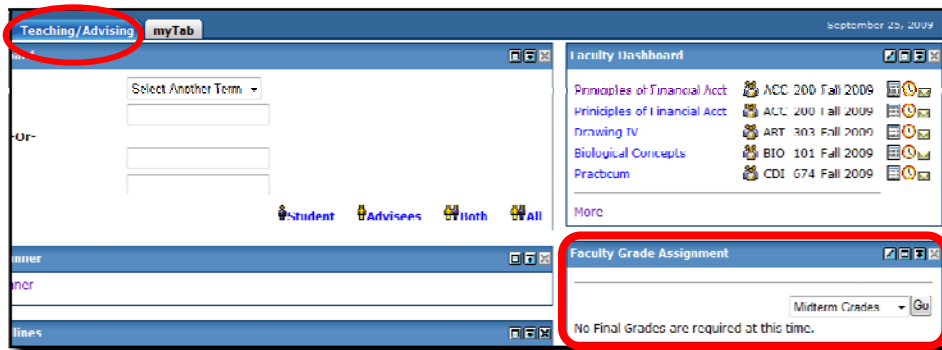


Web Grading Instructions

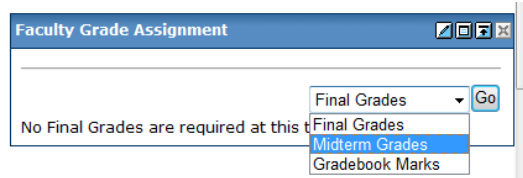


It is important to print a copy of each of your class rosters with the grades you have submitted. Give a copy to the chair/dean for departmental archives. Final grades only are viewable on myGate through the Advisor Dashboard, on a degree audit (MAP) and on the online academic transcript. (For instructions, see myGate Support Advising tab.)

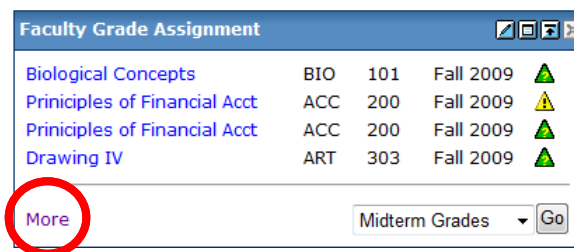
Web grading is entered on the **Faculty Grade Assignment** channel on the **Teaching/Advising** tab. Only courses where you are listed as the primary or secondary instructor for the current term are shown.



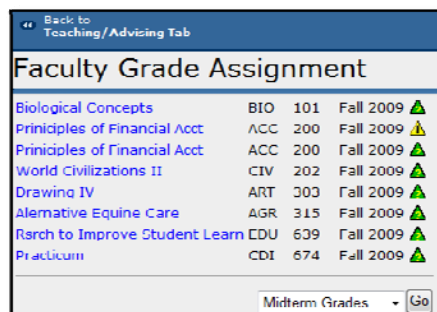
Courses will show in the **Faculty Grade Assignment** channel only when midterm or final grade submission has been turned on for that semester. If it is time to submit midterm grades and this channel is empty, choose the 'Midterm Grades' option in the drop down box and click on the GO button.



If you have more courses than will fit in the channel, a 'More' link will appear in the bottom left corner.



When you click on the 'More' link, you will see all of your courses displayed. You may enter grades on this screen or directly on the **Faculty Grade Assignment** channel. To return to myGate, click on the 'Back to Teaching/Advising Tab' link.



You can check the progress of

your grade submission by

viewing the icons to the right of each course.

Faculty Grade Assignment				
Biological Concepts	BIO	101	Fall 2009	
Principles of Financial Acct	ACC	200	Fall 2009	
Principles of Financial Acct	ACC	200	Fall 2009	
Drawing IV	ART	303	Fall 2009	

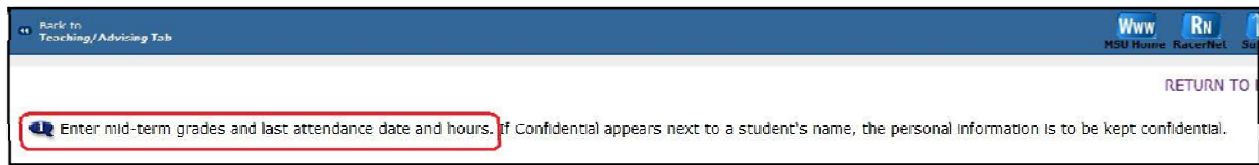
More Midterm Grades

Courses with a **green** triangle have not had any grades submitted.

Courses with a **yellow** triangle still have some missing grades.

Courses with a **blue** checkmark have all grades submitted.

To enter grades, click on the icon beside each course. Please note that you are also required to submit last attendance dates for grades of E, I, X, and WE. (See FAQs)



You are encouraged to submit your grades and last dates of attendance often, even if you have not completed the entries for your entire class roster (instructions for submitting grades are below). There is a 45-minute time limit per page. If you have NOT submitted grades by clicking on the SUBMIT button before the time has expired, you will have to re-enter the grades and dates. You can save a partial grade roster and return to it later to finish.

Course Information

Biological Concepts - BIO 101 01

CRN: 80343

Students Registered: 85

Please submit the grades often. There is a 45 minute time limit starting at 10:51 am on Sep 25, 2009 for this page.

Fifty students per page are displayed. To see additional students, click on one of the 'Record Sets' links above or below the list of names.

Record Sets: 1 - 50 51 - 85									
Mid Term Grades									
Record Number	Student Name	ID	Credits	Registration Status	Grade	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number	
1		MO	4.000	Web Registered Jun 24, 2009	B			124	
2		MO	4.000	Web Registered Jun 06, 2009	C			105	
3		MO	4.000	Web Registered Jun 06, 2009	A			118	

To submit a grade for a student, select the grade from the drop down box to the right of each name. Enter the last date of attendance in the next box for grades of E, I, X, or WE. When entering final grades, don't forget to change the 'Last Attend Date'. 'Attend Hours' information is NOT required. (See FAQs)

Record Number	Student Name	ID	Credits	Registration Status	Grade	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
1		M000	4.000	Web Registered Jun 15, 2009	E	10/06/2009		03
2		M000	4.000	Web Registered Apr 21, 2009	I	09/20/2009		59
3		M000	4.000	Web Registered Jun 09, 2009	None			91
4		M000	4.000	Web Registered Apr 15, 2009	None			28
5		M000	4.000	Web Registered Jun 24, 2009	None			97
6		M000	4.000	Web Registered Apr 11, 2009	None			5

When you are finished entering grades for that page or if you wish to save your progress so far and enter more grades later, click the SUBMIT button in the bottom left corner of the screen. **NOTE:** Accuracy entering grades is very important. As soon as you click on the SUBMIT button when entering MIDTERM grades, the student will be able to see the MIDTERM grade submitted on their myGate account. Students can only see their FINAL grade once the Registrar's Office has rolled the grades to their academic history record – after the deadline to submit FINAL grades.

9		M000	4.000	Web Registered Apr 13, 2009	None			6
10		M000	4.000	Web Registered Apr 16, 2009	None			36

Record Sets: 1 - 10 11 - 20 21 - 30 31 - 40 41 - 50 51 - 60 61 - 70 71 - 80 81 - 86

Please submit grades often. There is a 45 minute time limit on this page.

Near the top of the screen you will see a confirmation that your grades were saved successfully.

Biological Concepts - BIO 101 03
 CRN: 80316
 Students Registered: 86

Please submit the grades often. There is a 30 minu

The changes you made were saved successfully.

It is important to print a copy of each of your class rosters with the grades you have submitted. Give a copy to the chair/dean for departmental archives. Final grades only are viewable on myGate through the Advisor Dashboard, on a degree audit (MAP) and on the online academic transcript. (For instructions, see myGate Support Advising tab.)

To submit grades for another course, click on the 'Back to Teaching/Advising Tab' link in the upper left corner of the screen. Choose another course in the **Faculty Grade Assignment** channel.



See **Web Grading FAQs** for information on deadlines, last attendance date, and changing grades.