Instructions for Fordham.edu Online Grading

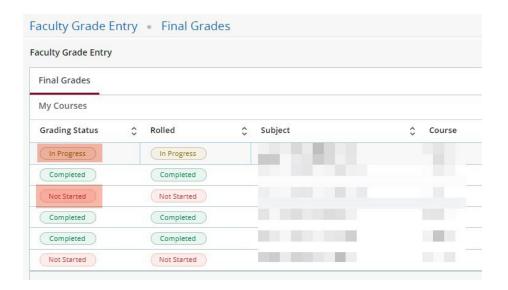
1. On fordham.edu, go to your **Faculty page**. Final grading is located in the **Faculty Services Dashboard**.



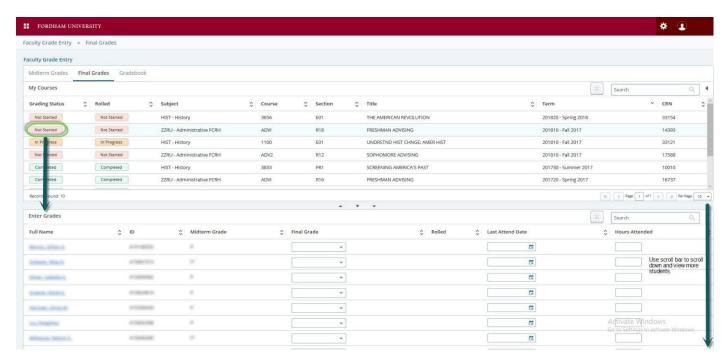
- 2. In the Faculty Services Dashboard, select Enter Final Grades Here.
- · Instructions for Undergraduate Midterm Evaluations
- · Instructions for Final Faculty Grading
- Enter Final Grades Here
- Class List
- · Class List Report Instructions
- Class List Report (Email extract)
- Explanation of Transcript & Grades
- · Faculty Schedule
- Student Search
- Registration History
- Student Week At a Glance
- (105) Course Section Scan

To view if students are graduating seniors, instructions are provided at the end of this document.

3. A list of all your courses will appear. Click on "Not Started" (no grades entered) or "In Progress" (some grades entered, including "W") for the particular course you want to grade. All the columns are sortable by clicking either the ^ or v arrows at the top of each column.



4. After clicking on the course, the grade roster will appear beneath your list of courses. Use the scroll bar to scroll down and view more students.

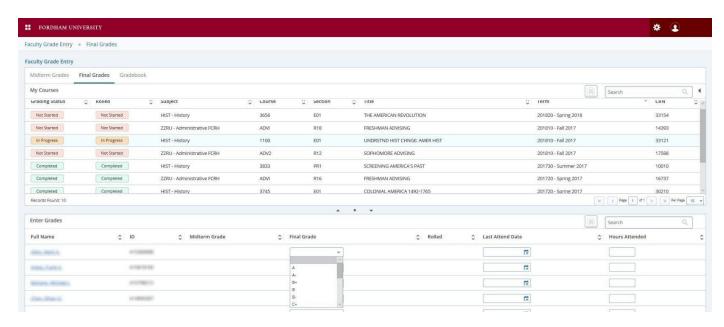


You have the option to increase the number of students on the page by adjusting the "per page" number, or you can go to the next page. This option is located on the bottom right corner of the webpage.

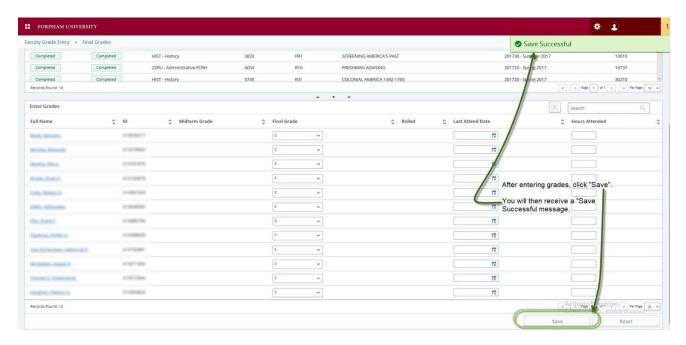


- 5. On **Enter Grades**, click in the **Final Grade** column next to the student you are grading and select the appropriate grade. Only available grades will appear on the menu.
 - a. Note: You may see some grades with additional symbols, such as A-^ or **C+. These grades should be treated as traditional grades, i.e. A- or C+.

Click here for a list of grade explanations.



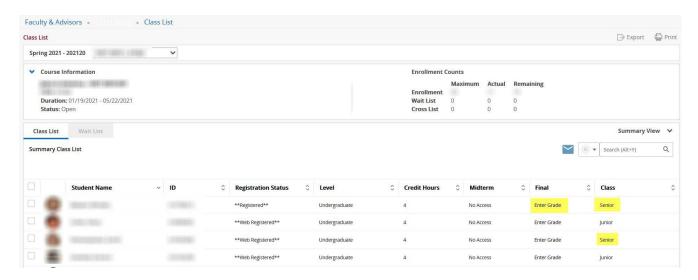
- 6. After you have completed grading your course, click the "Save" button at the bottom of the page.
 - a. You do have the option of partially grading your course and saving. However, please remember to go back and complete your grading for the course.
 - b. You will see a "**Save Successful**" message after the grades have been saved. This will be your only confirmation that grades were saved.



- 7. Ignore the column* marked "Hours Attended."
- 8. <u>Undergraduate courses only</u>: If you are grading a student "**WF**" a withdrawal failure because a student never officially withdrew from the course and simply stopped attending you **must** enter the last date of attendance for that student in the corresponding "Last Attend Date" field.
 - a. Please ignore the column marked "Last Attend Date"* for all other courses/grades
- 9. Checking to view if students are graduating seniors: prior to going to the final grading, select Class List (Banner) on the Faculty Services Dashboard and select the course you wish to view.
 - Instructions for Final Faculty Grading
 - · Enter Final Grades Here
 - Class List (Banner)

On the class list, under the **Class** heading you will see which students are seniors. Clicking on the "Enter Grade" link will open the Final Grading page for the course.

It is suggested that you open the grading page in a new tab or window, so that you have both the class list and grading roster open at the same time.



Additional information regarding grading policies can be found below:

Undergraduate Policies and Procedures

Undergraduate Deferred Examinations

Undergraduate Academic Progress, Probation, Suspension and Dismissal

Gabelli Graduate School of Business Policies and Procedures

Graduate School of Arts & Sciences Policies and Procedures

Graduate School of Education Policies and Procedures

Graduate School of Religion & Religious Education Policies and Procedures

Graduate School of Social Service Policies and Procedures

PCS Graduate Division Policies and Procedures