

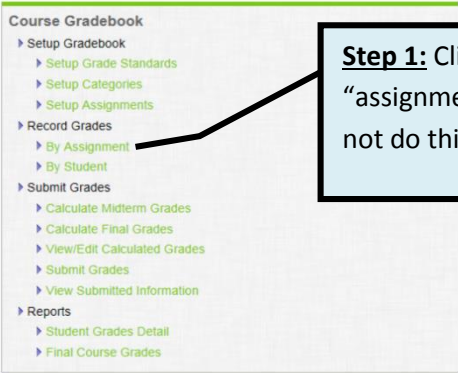
## Record Official Final Grades in Faculty Portal Gradebook

Your official final grade for an online course must be placed in the Faculty Portal. It is not necessary to post individual assignment grades there since those are available to students within your Moodle course.

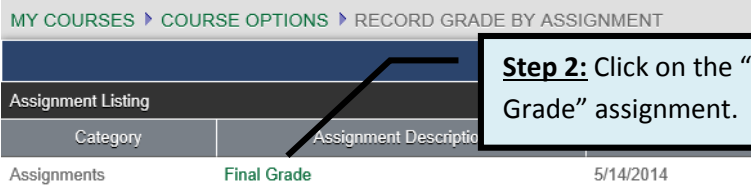
*(If you desire to post your individual assignment grades into the Faculty Portal refer to the Help menu within the Faculty Portal for assistance.)*

These instructions explain how to enter your official final grades into the Faculty Portal and submit those grades to the registrar.

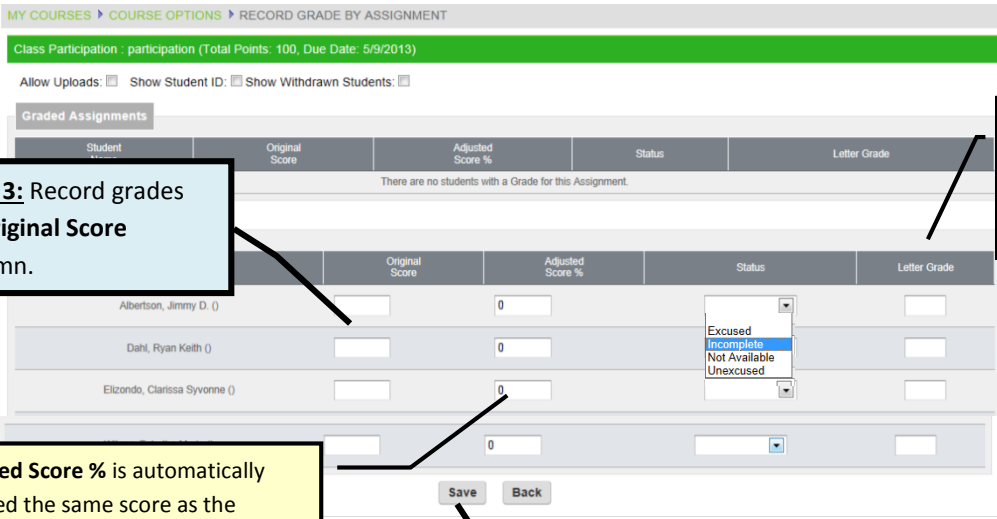
From **Course Options** within the Faculty Portal, enter final grades by following these instructions.



**Step 1:** Click **By Assignment**. You should have already created an “assignment” called “Final Grade” to place your final grades in. If you did not do this, refer to the “Set up Faculty Portal gradebook” instructions.



**Step 2:** Click on the “Final Grade” assignment.



**Step 3:** Record grades in **Original Score** column.

Letter grade is automatically assigned based on your grade standard.

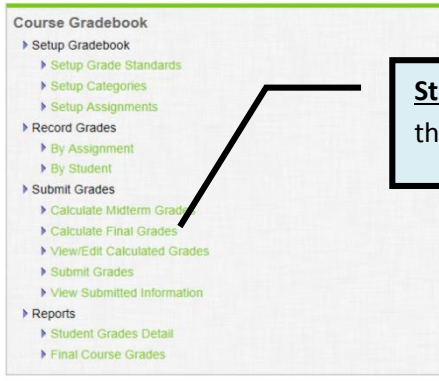
**Adjusted Score %** is automatically assigned the same score as the Original Score. You can change it here. This is the actual score used when the grades are calculated.

**Step 4:** Click **Save** after recording all grades.

Student	Original Score	Adjusted Score %	Status	Letter Grade
There are no students with a Grade for this Assignment.				
Albertson, Jimmy D. ()	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>
Dahl, Ryan Keith ()	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>
Elzondo, Clarissa Syvonne ()	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>

## Calculate Final Grades

**Note:** You must do this before you can submit final grades to the registrar.



**Step 1:** From Course Options, click the **Calculate Final Grades** link.

MY COURSES > COURSE OPTIONS > CALCULATE FINAL GRADE

**Note:** The students below are missing their grade. You can [view or edit calculated grade](#) or use [the Student Name](#) to view or edit the grade for that student. Click on the [Assignment](#) to view or grade for the entire assignment.

Student Name	Assignment	
Albertson, Jimmy D. ()	Attendance	
Albertson, Jimmy D. ()	participation	
Albertson, Jimmy D. ()	exam 1	5/9/2013
Albertson, Jimmy D. ()	exam 2	5/9/2013
Albertson, Jimmy D. ()	exam 3	5/9/2013

If there are any missing grades, they will appear next.

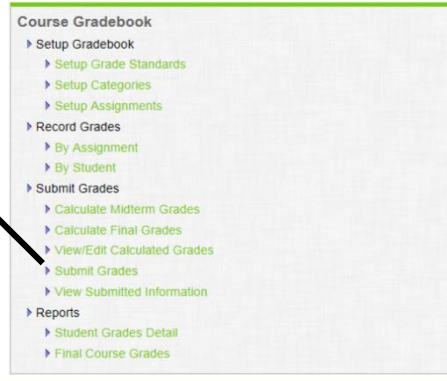
You can enter missing grades by selecting the Final Grade assignment name from this window.

### **Important!**

You must have a final grade for every student in order to submit your final grades.

## Submit Final Grades to Registrar

**Step 1:** From Course Options, click the **Submit Grades**



If there are still missing assignment grades, they will be displayed. These grades **must** be entered before you can submit the final grade to the registrar.

Select a grade type to submit and then click the **Continue** button.

Midterm Grades  
 Final Grade

[Continue to Submit Grades Step 2](#)

**Step 2:** Double check the grades. Change any that are incorrect. Then click **Continue to Submit Grades Step 2**

Submit Grade Listing

Student Name	Midterm		Final		Missing Grades		Block ReCalc		Sent to Registrar	
	Course GPA	Grade	Course GPA	Grade	Midterm	Final	Midterm	Final	Midterm	Final
Armstrong, Nolan Condo (Nolan)			41.45	F		0		N		A
Barker, Samuel Paul Thomas ()			73.53	C		0		N		A
Britten, Tanner Paul ()			76	C		0		N		A
Corona, Elias (ELI)			16.85	F		0		N		A
Fox, Amber Sage ()			60.8	D		0		N		A
Grant, Hershell Lee ()			73.96	C		0		N		A
Harrison, Christopher Alexander (Alex Harrison)			73.31	C						

You can still change any final grades before submitting them.

MY COURSES > COURSE OPTIONS > SUBMIT GRADE [STEP 2-3]

Click the **Continue to Submit Grades Step 3** button to process any final grades that you want to submit/resubmit.

Show Withdrawn Students

New Student Grades to Submit

Submit	Student ID	Student Name	Grade	Allowed Grade	Number Grade	Sent to Registrar

**Step 3:** Click **Continue to Submit Grades Step 3**.

A message appears that grades have been submitted to the registrar.

### Resubmit Final Grades to Registrar

If you need to change any final grades after submitting them to the registrar, contact the registrar. Once the registrar authorizes permission to resubmit, an "R" appears in the **Sent to Registrar** column of the **Submit Grades** window. Use the **Submit Grades** link to make any needed change and enter the reason for the resubmission.