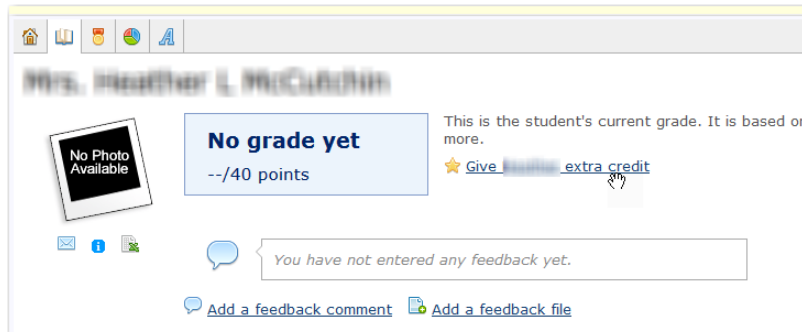


To submit the grades via eLearning please do the following:  
Go to eLearning course – you can use Quick links on the left side of the screen.

When in your course click on Gradebook page on the left side bar.

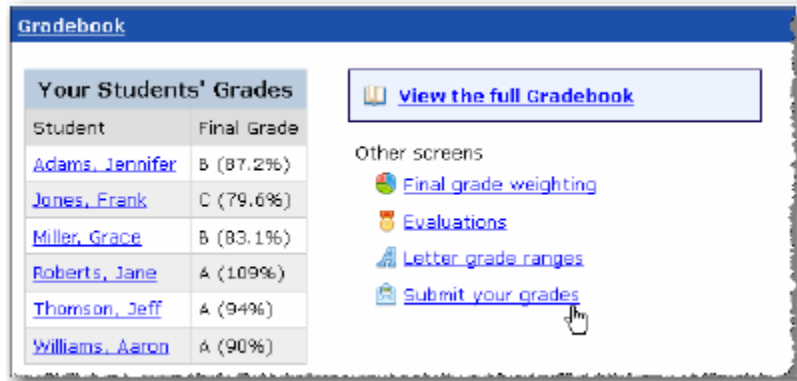
Make sure that you graded all the assignments and the grades in the Final Grade column are the correct grades for each student.

If you want to give student bonus or extra credit, click on student's name and enter the point needed (bonus can be positive or negative).



When you are satisfied with all grades,

Click on Submit your grades link:



The system displays the Submit Grades screen.

This screen has two tabs that lists all students in the course section grouped according to whether their grades have been submitted or not submitted.

One tab is for Midterm grades, 2nd tab for the final grades.

**Please make sure that you are entering grades for the right period. This operation cannot be undone and as soon as you submit the grades, you will not be able to edit them. The last day of attendance will be also entered into the system and cannot be changed on your side.**

**If you enter midterm grade as final grades, you also will not be able to enter proper grades at the end of the term and will have to do it manually via Registrar.**

Course: **1001-1001-1001 (Fall Term 2013-2014)**  
 Instructor(s): **1001-1001-1001**  
 Grading type: **Credit**

**Midterm Grades** | Final Grades

**Not yet submitted**

<input type="checkbox"/>	<input checked="" type="checkbox"/>	Student Name	Midterm Grade	Absences	Last Date of Attendance
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1001-1001-1001	A	0	10/17/2013
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1001-1001-1001	AB	0	10/17/2013
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1001-1001-1001	B	0	10/17/2013
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1001-1001-1001	A	0	10/17/2013
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1001-1001-1001	B	0	10/17/2013
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1001-1001-1001	B	0	10/17/2013

Submit Selected Grades

**Ready to Submit**

**Needs Input**  
 Either the student's grade or attendance (or both) from the LMS could not be used. Please enter the missing data manually.

Region Capture (100%)

**Final Grades**

**Not yet submitted**

<input type="checkbox"/>	<input checked="" type="checkbox"/>	Student Name	Final Grade	Absences	Last Date of Attendance
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1001-1001-1001	F	1	11/12/2012
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1001-1001-1001	AB	0	11/12/2012
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1001-1001-1001	BC	2	11/12/2012
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1001-1001-1001	C	0	11/12/2012
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1001-1001-1001	CD	0	11/12/2012
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1001-1001-1001	B	0	11/12/2012
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1001-1001-1001	C	1	11/12/2012
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1001-1001-1001	CD	1	11/12/2012



A red icon indicates that the student's information is not ready for submission, either because the data could not be read from the Gradebook or Attendance portlet, or because there is a problem with the data. In this case, you should enter the information manually.



A green icon indicates that the student's information is ready for submission. Before submitting this data, can also overwrite any of the data in the row.



A green checkmark indicates that there are no problems with the data submitted.

This screen let to review data before they are submitted. You can modify grades or attendance data displayed if appropriate. **However, the change will not be reflected in the Gradebook! It is recommended to go back to the gradebook and adjust grades/last date of attendance using Bonuses and checking saved entries for the attendance.**

When you are ready – click Submit Selected Grades button at the bottom of the page.

This button is active (not grayed out) only during times grades has to be entered.

Grades cannot be altered the Submit Selected Grades button was clicked on

The system displays a **Please wait** dialog as it updates the selected data. Afterward, the system displays the **Submit Grades** screen, this time updated to reflect the changes you made.