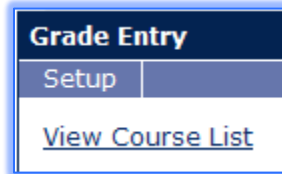


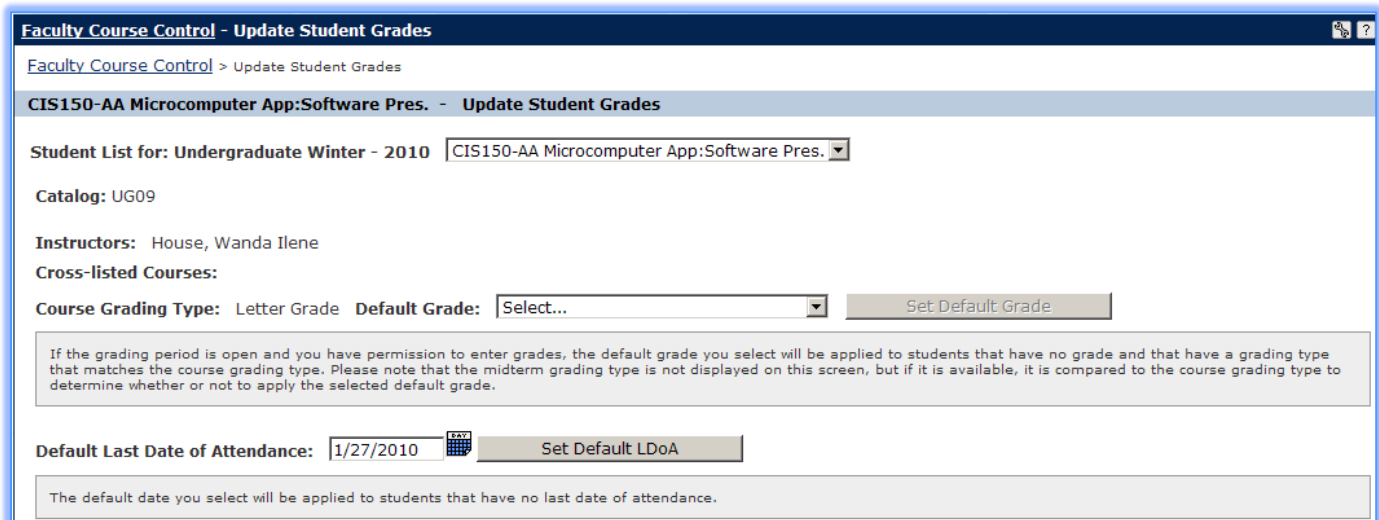
## Grade Entry

This area is used to enter the Midterm and Final grades for the selected course.

- ❖ Click the **Grade Entry** link in the **Faculty Tools** area under **My Tools**.
- ❖ The **Grade Entry** window will display (see illustration below).



- ❖ Click the **View Course List** link.
- ❖ The **Update Student Grades** window will display (see illustration below).
- ❖ In the **Student List** select the class for which the grades are to be entered.
- ❖ Click the **Default Grade** list arrow to view a list of grades that will appear in all the grade boxes for the students.
- ❖ Click the **Set Default Grade** button to insert the grades for the students.
- ❖ To set the **Default Last Date of Attendance**:

A screenshot of the "Faculty Course Control - Update Student Grades" window. The window title is "Faculty Course Control - Update Student Grades". The breadcrumb trail is "Faculty Course Control > Update Student Grades". The main content area shows "CIS150-AA Microcomputer App:Software Pres. - Update Student Grades". Below this, there is a "Student List for: Undergraduate Winter - 2010" and a dropdown menu for "CIS150-AA Microcomputer App:Software Pres.". The "Catalog" is "UG09" and the "Instructors" are "House, Wanda Ilene". There is a section for "Cross-listed Courses:". The "Course Grading Type" is "Letter Grade" and the "Default Grade" is "Select...". There is a "Set Default Grade" button. A text box explains: "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." Below this, there is a "Default Last Date of Attendance:" field with the date "1/27/2010" and a calendar icon. There is a "Set Default LDoA" button. A text box explains: "The default date you select will be applied to students that have no last date of attendance."

- Input a date into the appropriate text box.
- Click the **Calendar Icon** and select the appropriate date.
- ❖ Click **Set Default LDoA** button.
  - This date is required if a student receives an "E" or an Incomplete (I) in the course.
- ❖ It is also required if a student quits attending before the end of the semester.