

Moodle - Posting Midterm and Final Grades

1. From the homepage of your course, click on the Grades link from the administrative block on the left side of the page
 - a. If a student receives an “F” please make sure you enter the last date of attendance in the Summary Attendance Module (see FAQ below). This is required by Title IV.
2. To post midterm or final grades, choose “Midterm/Final Grade Entry” from the drop-down list and you’ll see a list of students, and an opportunity to assign them a letter grade.

NOTES:

- Grades can only be entered ONCE per student. All grade changes must be made via the Registrar's Office. Once grades are entered, they become grayed out on the page and cannot be changed.
- Grades can only be submitted during the allowable grade entry period. The period is controlled by the dates in your Academic Calendar.

FAQ

In Moodle, how do I know if my grades have been submitted?

If you are in doubt if grades have been submitted, after you click on the “Submit Final Grades” button, if you leave the grade book page and come back and the grades are still showing in the drop down, they have been submitted.

What if one of my students stopped attending. What do I do?

If that student is still showing on your Moodle roster, he or she never withdrew from the course. The student needs to be assigned the grade that the student earned. If the student earned an “F”, you will need to record the last day the student attended.

What if a student receives an “F”

You must record the students last day of attendance. Last day of attendance is recorded under “Summary Attendance”. Select “S” for stopped attending, then give the date the student last attended, and submit by clicking the “OK” button at the bottom. Last day of attendance is needed to calculate how much financial aid assistance the student has earned. If the student attended through the end of the course, still select “S” for stopped attending and May 8th as the last day attended. We cannot select “A” for attended since that status was submitted at the beginning of the semester for roster validation and cannot be selected again, the status can only be changed.

How do I submit an Incomplete?

Per the policy, “An incomplete grade may be issued at the discretion of the instructor when a minor component of the course has not been completed due to extenuating

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circumstances.” Instructors cannot submit an incomplete grade via Moodle. As soon as you know you will need to submit an incomplete, please contact the Registrar’s Office for further instructions. Requests for incompletes must be completed no later than the last day of the semester.

I submitted my grades, but students can’t see them in Moodle.

Students will need to look in Self Service for their grades. Grades are not available in Moodle.