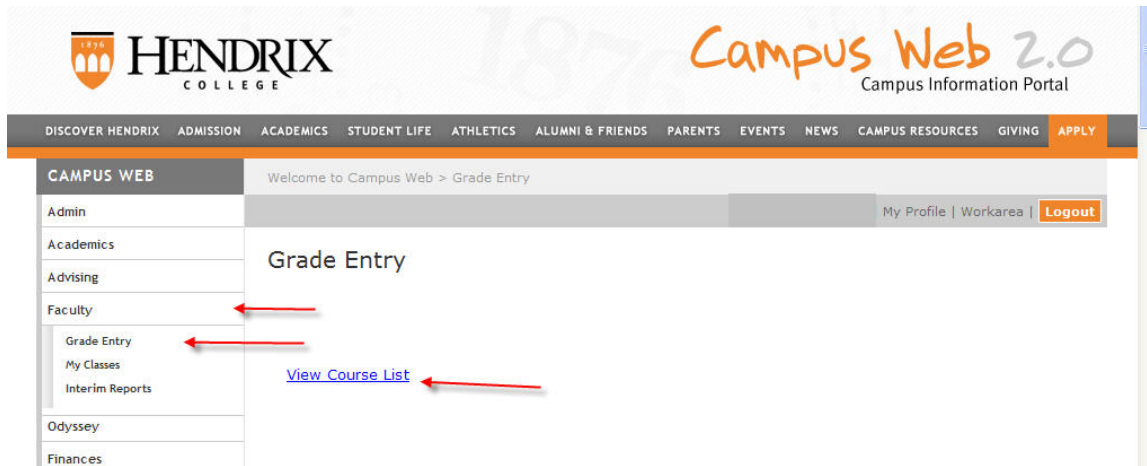
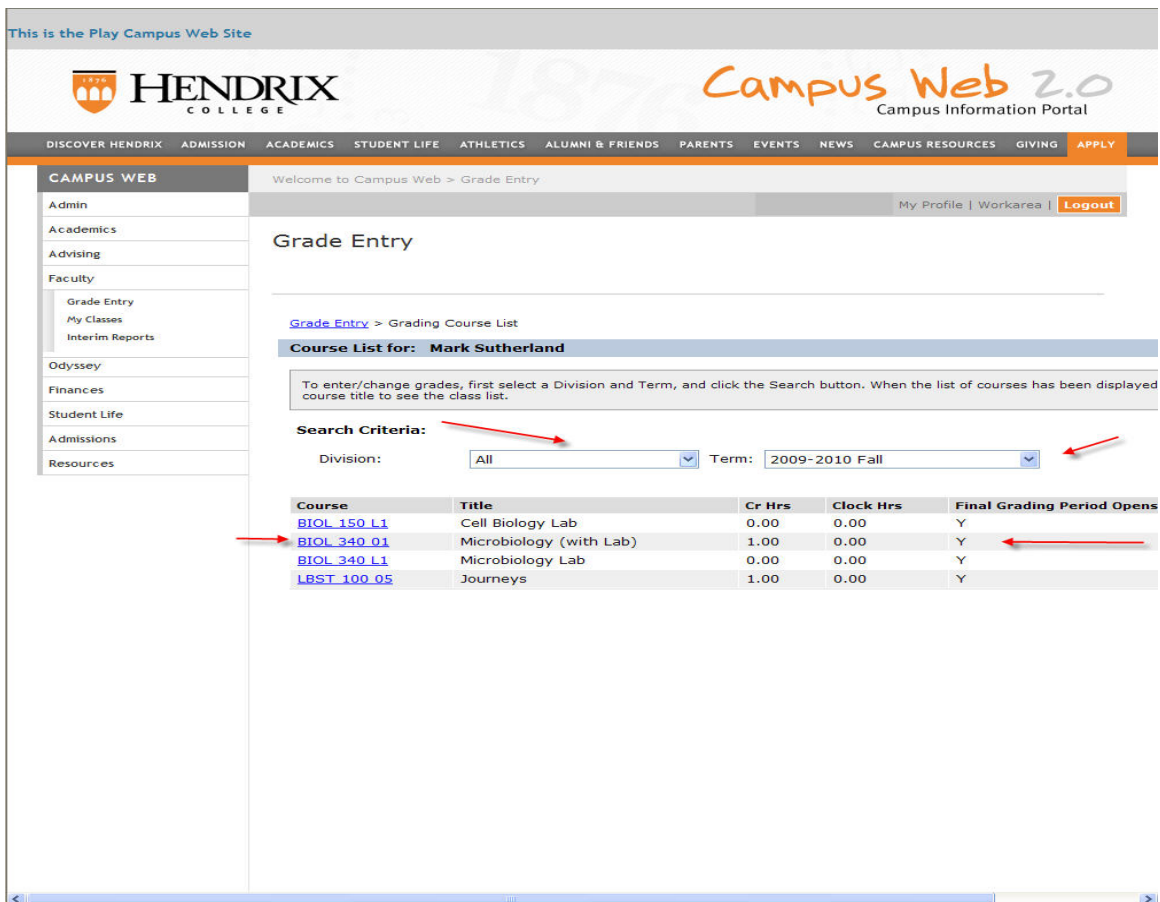


## Instructions for Online Grading at Campus Web

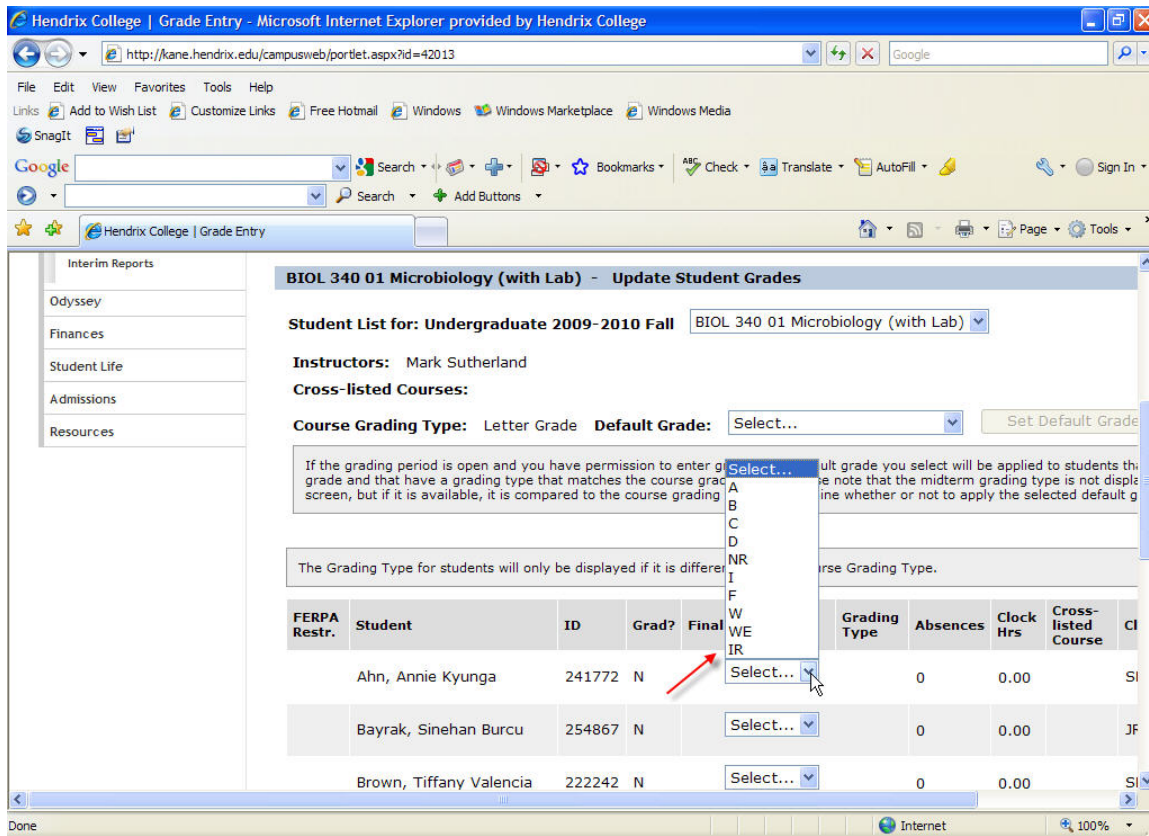
- After you log into campus web, click on the “Grade Entry” under “Faculty” and click on “View Course List”.



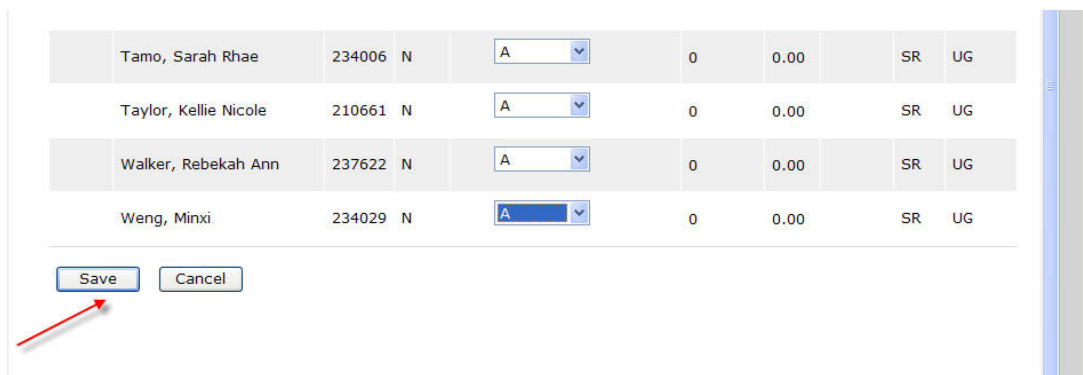
- Make sure that the Division Code is set to ‘ALL’, the current term is selected, and ‘Y’ appears in the column “Final Grading Period Open”. Then, click on the course you wish to grade.



- The link of the course will take you directly to the grade entry screen below. A “select box” will appear for each student who does not have a “W” or “WE” assigned previously. Choose the appropriate grade from the ‘select box’ for each student.



- At the end of the process, you should ‘save’ the grades you’ve selected. You may select grades for several students at a time and come back another time to continue grading until you finish the whole class. However, do not forget to ‘save’ each time after grading. You may also change grades you’ve selected earlier on during the online grading period. Remember, you need to log yourself out first and then log back in in order to change grades. Otherwise, the ‘select box’ will not appear on the screen. Grade changes after the online grading period need to go through the Registrar’s Office.



- For security purposes, please remember to LOG OUT of the grade entry function after grading. Also, please keep a copy of your grades in case problems occur or there is a grade verification request.