

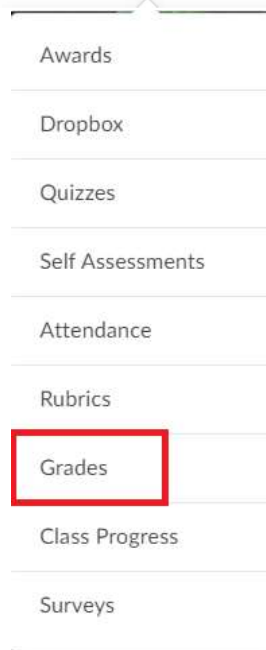


Exporting Midterm and Final Grades

Step 1:

In the course to be graded, select the Assessments drop-down menu. Next select Grades.

Course Home Content Resources Communications Assessments Edit Course Help ePortfolio



Step 2:

From the Enter Grades menu select the Final Calculated Grade drop-down menu under Final Grades. Next select Enter Grades.

Enter Grades Manage Grades Schemes Setup Wizard

Import Export Export to SIS Switch to Spreadsheet View More Actions

Search For... Show Search Options

Email

<input type="checkbox"/>	Last Name , First Name	Final Grades		Discussions		
		Final Calculated Grade	Introduction	D1	Participation 1	Participation 2
<input type="checkbox"/>	.Student, .Demo	BA		90 / 100, BA	49 / 50, A	45 / 50, BA
<input type="checkbox"/>	Kahlo, Frida (Demo)	BA		100 / 100, A	45 / 50, BA	46 / 50, BA
<input type="checkbox"/>	Tubman, Harriet	A		95 / 100, A	50 / 50, A	49 / 50, A
<input type="checkbox"/>	Washington (Demo), George	BA		88 / 100, BA	48 / 50, A	42 / 50, B



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Step 3:

Select the Final Grades drop-down menu, then select Transfer All. (This will transfer all Final Calculated Grades to Final Adjust Grades)

Final Grades ▼

► Show details and overall f

Users

Search For... 🔍

- View Event Log
- Recalculate All
- Transfer All**
- Clear All
- Add Feedback for All
- Release All

[Set Grades](#) [Clear Grades](#) [Email](#) [Release/Unrelease](#)

	Last Name	Final Calculated Grade		Final Adjusted Grade	
		Grade	Scheme	Grade	Scheme
<input type="checkbox"/>	► .Student, .Demo ▼	17.9 / 20	BA	<input type="text"/> / <input type="text"/> > 📊	BA
<input type="checkbox"/>	► Kahlo, Frida (Demo) ▼	18.6 / 20	BA	<input type="text"/> / <input type="text"/> > 📊	BA
<input type="checkbox"/>	► Tubman, Harriet ▼	19.15 / 20	A	<input type="text"/> / <input type="text"/> > 📊	A
<input type="checkbox"/>	► Washington (Demo), George ▼	18.4 / 20	BA	<input type="text"/> / <input type="text"/> > 📊	BA

Final Adjusted Grades will now be populated and ready to be sent to the student information system (SIS).

	Last Name ▲, First Name	Final Calculated Grade		Final Adjusted Grade	
		Grade	Scheme	Grade	Scheme
<input type="checkbox"/>	► .Student, .Demo ▼	17.9 / 20	BA	<input type="text" value="17.9"/> / <input type="text" value="20"/> > 📊	BA
<input type="checkbox"/>	► Kahlo, Frida (Demo) ▼	18.6 / 20	BA	<input type="text" value="18.6"/> / <input type="text" value="20"/> > 📊	BA
<input type="checkbox"/>	► Tubman, Harriet ▼	19.15 / 20	A	<input type="text" value="19.15"/> / <input type="text" value="20"/> > 📊	A
<input type="checkbox"/>	► Washington (Demo), George ▼	18.4 / 20	BA	<input type="text" value="18.4"/> / <input type="text" value="20"/> > 📊	BA

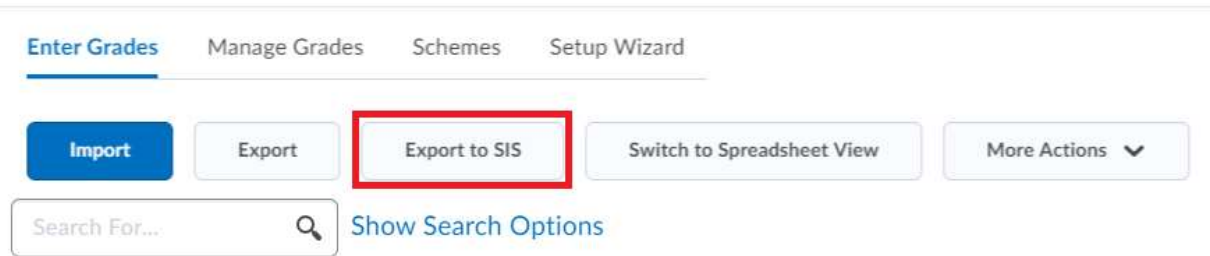
Select Save and Close at the bottom of the screen, this will navigate back to the Enter Grades page.



Exporting Midterm and Final Grades

Step 4:

From the Enter Grades page select Export to SIS.



On the following screen, Export Grades to SIS, select the type of grade to export (Final or Midterm)

For Final grades only

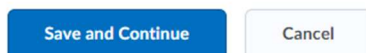
If a student is receiving an E, the Last Date of Attendance page will be opened. Enter the student's last date of attendance or use select the date box to open a calendar to select the date. If the student never attended the course, select the first day of course as the date.

Select Save and Continue to Navigate to the Export Grades to SIS page.

Last Date of Attendance

Provide a valid last date of attendance for each student.

Last Name, First Name	User Name	Current Grade	Last Date of Attendance	
.Student, .Demo		E	<input type="text" value="10/13/2019"/>	<input type="button" value="Now"/>
Washington (Demo), George		E	<input type="text" value="10/18/2019"/>	<input type="button" value="Now"/>



Step 5:

From the Export Grades to SIS page ensure all grades are accurate. Grades can be overridden or submitted as "I" for incomplete by selecting the pencil icon.

Select Export All Grades to submit.



Exporting Midterm and Final Grades

Last Name, First Name ▲	Export: Adjusted Final Grade	Is Grade Released?	Override Grade	Status	Details
.Student, .Demo	E	No	I	Ready to Send	
Kahlo, Frida (Demo)	BA	No		Ready to Send	
Tubman, Harriet	A	No		Ready to Send	
Washington (Demo), George	E	No		Ready to Send	

[Export All Grades](#)

For courses with combined sections only

Grades are submitted one section at a time. Select the section from the drop-down menu and select apply for each section.



Exporting Midterm and Final Grades

Export Grades As
Please select the type of grades that you wish to export...

Midterm

Grades to Export
9

Ready to Send
8 / 9 (88 %)

Not Ready to Send
1 / 9 (11 %)

Last Submission
Never

Section

Section 1

Section 1

Section 2

Section 3

Athletes

Apply

Apply

1 Select the section

2 Click "Apply"

Step 6:

After selecting Export All Grades, a status page will open followed by results of the export for each student:

- Accepted by SIS: The grade was successfully submitted
- Out of Date: The grade has been updated and needs to be resent
- Not Ready to Send: There is no grade for the student
- Error: The grade could not be exported

If you receive an error exporting grades, please contact the Help Desk (269-387-4357) or the Faculty Technology Center (269-387-6958) as soon as possible.

*Faculty can also check their Midterm or Final Grade Sheet in GoWMU to verify grades have been sent