

Course instructors will enter final grades for students via the MyRedDragon portal. This tutorial describes the grading process, and provides an FAQ with answers to some of the most common questions.

## Grade Entry Steps

	<p><b>(1) Login to MyRedDragon:</b> Enter <a href="http://myredragon.cortland.edu">http://myredragon.cortland.edu</a> in your web browser address bar. When the login page loads, enter your username and password in the provided form fields.</p>
	<p><b>(2) Click on the Academics Tab Within MyRedDragon:</b> Once you are logged in, click on the ACADEMICS tab located to the right of the HOME tab.</p>
	<p><b>(3) Find the Registrar Faculty Resources Channel:</b> Within the academics tab, you will find the REGISTRAR FACULTY RESOURCES channel.</p> <p><b>(4) Locate the Enter Final Grades Link in the Registrar Faculty Resources Channel :</b> Within the channel, you will find the GRADING category. Click on the ENTER FINAL GRADES link to access your grading roster. This link will permit grading for all final grades (whole term and quarter-term final grades). All final student teaching grades will also be entered using this link.</p>
	<p><b>(5) Choose the Current Term:</b> Within the grading tool, you will be prompted to select the term for the courses you are grading. Select the term in the drop-down box, and press SUBMIT.</p>
	<p><b>(6) Select the Course:</b> Select the course for grading. If you teach multiple courses, you will need to be sure to select the correct CRN and section. Press the SUBMIT button when you have selected your course.</p> <p>Note: Please be sure to select the drop-down box arrow to see the full range of courses available to you.</p>
<p><i>Fictional Student Displayed</i></p>	<p><b>(7) Review The Grade Roster:</b> You will be presented with the grade roster. Please be sure to read the instructions at the top of the page, as there may be important notices for the current semester. Beneath the instructions, you will find a grid displaying your current students.</p>

on	Status	Grade	Roller
ered		Select	N
12		Select	N
ered		A+	N
13		A-	N
ered		B+	N
13		B-	N
ered		C+	N
13		C-	N
ered		D+	N
12		D-	N
ered		E	N
12		INC	N

**8) Select Grades for Each Student:** Using the grade drop-down field, select a grade for each student. When you have graded all of the students in the list, press the SAVE/SUBMIT button. You do not need to enter all grades at once, however all grades must be submitted before your grading period closes to be considered complete.

**Course Start/End Date:** 01/23/2013 to 05/15/2013  
**Students Graded:** 0 out of 16

**(9) Review Your Grading Progress:** As your grades are submitted, you will see a red notice indicating how many grades have been entered. When all grades are submitted this area will indicate that you are complete, and will appear green.

**Record Sets:** 1 - 25 26 - 49

Save/Submit    Reset

**(10) Move to the Next Page:** The system displays 25 names at a time. If you have more than 25 students, be sure to complete each additional page. To move to the next page, first click SAVE/SUBMIT, and then select the next set of records.

[ Term Selection | CRN Selection | C  
**.0.25**

**(11) Additional Courses:** If you have additional courses, you may select another course by clicking the CRN SELECTION link at the bottom of the page.

## Frequently Asked Questions

### When are the final grades due?

According to College policy, all grades are due to the Registrar's Office within 72 hours after each final examination given. Holidays are excluded. Saturday and Sunday are counted as 24 hours. Access the Registrar's website to view grading open and close dates.

### When can my students see the grades I have submitted?

Students can see the grades you have assigned them on myRedDragon and CAPP, when grades have been rolled to academic history. Grade rolling is the process where the Registrar moves your saved grades to the official academic record for the student. Grade rolling only occurs weekdays when the College is in session. If a grade is submitted on a weekend, it will not be visible until the next weekday.

### Do I need to submit a grade for each student in the class?

Every student needs to have a grade entered by the grade submission deadline to finalize your course, and for grading to appear complete. Grades not submitted by the deadline will revert to the "LG" grade indicator (late grade).

### How often should I save my grades on myRedDragon? Does saving mean they are instantly sent to the student?

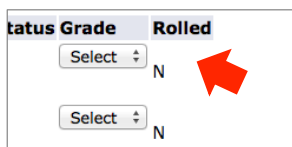
The system presents you with a timeout notice (20 minutes) indicating how much time you have before the page expires. Save often -- saving your work does not mean you cannot make changes if you discover an error or need to revisit the grade. Grades are only 'locked' and visible elsewhere when grade rolling occurs (see below). You must save your grades before moving to another set to avoid losing your entries. We highly recommend that you save often to avoid errors and timeout issues.

**SAVE EACH PAGE BEFORE MOVING TO THE NEXT PAGE. There is a 20 minute time limit for this page starting at 04:29 pm on Apr 26, 2013.**

### I would like to change a grade I have already saved. Is this possible?

You are able to change a grade you have already saved if the grade has not rolled. Grade rolling is the process where the Registrar moves saved grades to the official academic record for the student. If the rolled grade column indicates "N" you are able to make a grade change. The drop-down box will remain active. If the column indicates "Y" the grade has been rolled, and a *Grade Change Form* is required to make any change. The drop-down box will also not be active.

Status	Grade	Rolled
Select		N
Select		N



### I am unable to log into myRedDragon. Who can assist?

The Help Desk (607-753-2500) is able to assist faculty, staff and campus community members with password issues and technical issues.

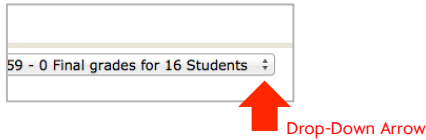
### I received a notice on the page stating "You have no assigned sections for this term" or "You may not currently enter final grades for this course." What do I do?

Generally this is because an incorrect term (semester) has been selected. To remedy this, click the "Return to Menu" link in the top right, then, select the first link: "Term Selection." Select the current term for grading. If this does NOT remedy your issue, please call the Registrar's Office at 607-753-4702.



### The course I am attempting to grade is not available in the drop down field. What do I do?

Be certain you have selected the correct term. (See above) Additionally, be sure that you have selected the drop-down arrow on the selection box to see the entire list of courses. If the proper term is selected, and the course does not appear, please call the Registrar's Office at 607-753-4702.

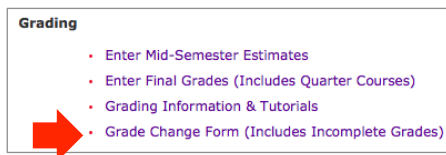


### A student has a "W" or "X" in the grading column. What does this mean?

This means the student has withdrawn from the College or the course. No additional grade is required.

### I have an incomplete grade that I need to resolve. How do I do this?

Incomplete grades are resolved by using the *Grade Change Form* available in the *Registrar Faculty Resources* channel on myRedDragon. (This is the same channel that contains the grade entry links.)



### I need to extend the time limit on an incomplete grade for a student? How do I do this?

The *Grade Change Form* available in the *Registrar Faculty Resources* channel on myRedDragon may be used to extend incompletes.

### How can I print a copy of the grades I have submitted?

After you have entered grades for all of your students and clicked SAVE/SUBMIT button, you may access the *Summary Class List* by clicking the link at the bottom of the grading page. Select the print function on your browser (FILE > PRINT or CTRL+P or CMD +P) to print the page.

