

Grading Instructions

Log in to myRedDragon

Once logged in click on the Academics tab and then the link for Faculty Grade Entry.



Using the New Tools

The link will bring you to a page which allows you to see your current courses.

The image shows a screenshot of the Faculty Grade Entry page. The page has a breadcrumb trail: Faculty Grade Entry > Final Grades. Below the breadcrumb, there are three tabs: Midterm Grades, Final Grades (selected), and Gradebook. The main content area is titled 'My Courses' and contains a table with the following columns: Grading Status, Rolled, Subject, Course, Section, Title, Term, and CRN. The table contains 10 rows of data, all with 'Completed' status in both the Grading Status and Rolled columns. The bottom of the page shows 'Records Found: 33' and a pagination control for Page 1 of 4.

| Grading Status | Rolled | Subject | Course | Section | Title | Term | CRN |
|----------------|-----------|--------------------------|--------|---------|------------------------------|-------------------------------|-------|
| Completed | Completed | SOC - Sociology | 373 | 001 | Deviant Behavior | 201020 - Spring Semester 2010 | 20546 |
| Completed | Completed | SOC - Sociology | 373 | 001 | Deviant Behavior | 201320 - Spring Semester 2013 | 20546 |
| Completed | Completed | SOC - Sociology | 373 | 001 | Deviant Behavior | 201220 - Spring Semester 2012 | 20546 |
| Completed | Completed | SOC - Sociology | 373 | 001 | Deviant Behavior | 201120 - Spring Semester 2011 | 20546 |
| Completed | Completed | SOC - Sociology | 373 | 002 | Deviant Behavior | 200920 - Spring Semester 2009 | 22514 |
| Completed | Completed | SOC - Sociology | 373 | 002 | Deviant Behavior | 201320 - Spring Semester 2013 | 22514 |
| Completed | Completed | SOC - Sociology | 373 | 002 | Deviant Behavior | 201220 - Spring Semester 2012 | 22514 |
| Completed | Completed | CRX - Cross Registration | 104 | 501 | Cross Registration 4 Credits | 201620 - Spring Term 2016 | 23401 |
| Completed | Completed | CRM - Criminology | 373 | 001 | Deviant Behavior | 201020 - Spring Semester 2010 | 23959 |
| Completed | Completed | CRM - Criminology | 373 | 001 | Deviant Behavior | 201120 - Spring Semester 2011 | 23959 |

Tabular View

The grading summary table has a series of tabs that allow you to view various grading options.

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Midterm Grades Tab: At SUNY Cortland, we used the MIDTERM GRADES area previously as an element of mid-semester estimates. Starting in Fall 2018, we no longer use the function, and the column can be ignored. If you access the tab for current courses, you will notice you are not able to grade. This is intentional.

The screenshot shows the 'Faculty Grade Entry' interface with the 'Midterm Grades' tab selected. Under 'My Courses', there is a table with columns for Grading Status, Subject, Course, and Section. Two rows are visible, both with a 'Completed' status and 'SOC - Sociology' subject.

| Grading Status | Subject | Course | Section |
|----------------|-----------------|--------|---------|
| Completed | SOC - Sociology | 373 | 001 |
| Completed | SOC - Sociology | 373 | 001 |

Final Grade Tab: This is the tab you will use to assess final grades – including final grades for quarter courses. The summary here will show you the status of current courses and give you the ability to grade.

The screenshot shows the 'Faculty Grade Entry' interface with the 'Final Grades' tab selected. Under 'My Courses', there is a table with columns for Grading Status, Subject, Course, and Section. One row is visible with a 'Completed' status and 'SOC - Sociology' subject.



| Grading Status | Subject | Course | Section |
|----------------|-----------------|--------|---------|
| Completed | SOC - Sociology | 373 | 001 |

Gradebook View: At this time, we do not use the gradebook view, since a more comprehensive gradebook tool is included with Blackboard. You will not have any data present in this view for current courses. This is intentional.

The screenshot shows the 'Faculty Grade Entry' interface with the 'Gradebook' tab selected. Under 'My Courses', the message 'No sections are available for grading at this time.' is displayed.

Sorting and Searching

The summary course view allows you to easily sort columns and search for results.

| | |
|-------------------------|--|
| <p>Sorting</p> | <p>Each column allows you to sort. You can sort by term, CRN, course and status easily by clicking the sort icon.</p>  |
| <p>Searching</p> | <p>Easily search for a specific course using the title, subject, number or section by typing the information into the provided search box. Results will appear immediately in the table.</p>  |

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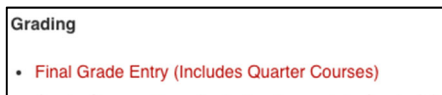
| | |
|------------------------|---|
| Reorder Columns | You can easily reorder columns by clicking the header of the column, and dragging it to another column location in the table. |
|------------------------|---|

The grading status and grading rolled columns indicate whether you have completed all of the grading for a section. You are “complete” in the GRADING STATUS column when 100% of students have a grade assessed, including incomplete grades. The ROLLED column indicates whether or not the SRRS has committed the grades to the student record (rolled to academic history).

| | | | |
|----------------|---|-----------|---|
| Grading Status | ⇅ | Rolled | ⇅ |
| Completed | | Completed | |
| Completed | | Completed | |

Grade Entry Instructions

1. Access the grading tool by selecting *Faculty Grading* within the SRRS/Registrar Channel in myRedDragon. The channel is located on the ACADEMICS tab.



2. By default, the FINAL GRADES tab will be shown. Locate the course(s) that need to be graded. By default, ungraded courses will appear at the top of the table. The label of “Not Started” indicates that you have grades to begin entering.

| | |
|----------------|-------------|
| My Courses | |
| Grading Status | ⇅ |
| Not Started | Not Started |
| Completed | Completed |

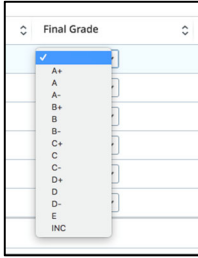
3. Click on the row to activate the grade entry pane. The grade entry pane will appear below the summary table. Like the summary table, you are able to sort and search.

A screenshot of a table titled 'Enter Grades'. The table has a search bar at the top right. The columns are: Full Name, ID, Midterm Grade, Final Grade, Rolled, Last Attend Date, and Hours Attended. Each row represents a course section. The 'Final Grade' column has a drop-down menu, and the 'Last Attend Date' column has a calendar icon. The 'Hours Attended' column has a text input field.

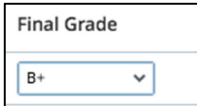
4. To assess a grade, select the FINAL GRADE column’s drop-down. If you click it, it will pull down all of the grade options for the grading mode of the course. You can also directly enter the grade by typing in the field.

Drop-Down:

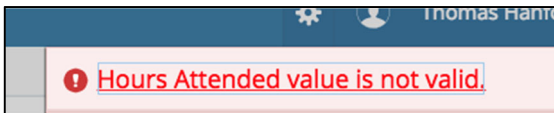
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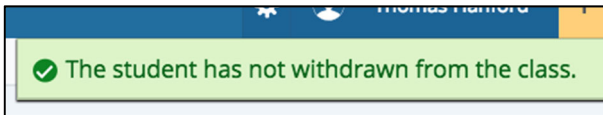
Type Directly:



5. You will notice some additional fields on the table. Hours attended is not currently used or required. If you enter a value, it will indicate an error.



In addition, the last date of attendance is not required. This field is only used and active if a student has withdrawn. At this time, we do not require instructors to use this field. If you attempt to use it on a student who has not withdrawn, it will advise you.



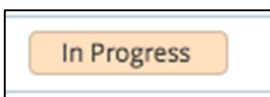
6. After you have entered grades, click the <SAVE> button below the table. You may click this button at any time to save grades as you progress. It will not restrict you from continuing.



You will be permitted to change grades until they are rolled. If grades are not rolled, it will show as "Not Started" in the ROLLED column.



You do not have to complete all grading at once. If you complete grading partially, be sure to save. Grades that have been partially entered will display an "In Progress" notice.



7. Once the grades have been entered completely, your GRADING STATUS will change to "completed".

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Future Functionality

We anticipate enabling the grade import function. This gives instructors the ability to upload grades to the system, as opposed to individually typing or selecting grades. Currently, the feature is disabled as we prepare for its use.

