

Grading Instructions

Using the New Tools

Faculty members will access grading using the standard link in myRedDragon. The link will bring you to a page which allows you to see your current courses.

Faculty Grade Entry » Final Grades

Faculty Grade Entry

Midterm Grades Final Grades Gradebook

My Courses

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

Records Found: 33

Tabular View

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

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.

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My Courses

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.

Faculty Grade Entry

Midterm Grades Final Grades Gradebook

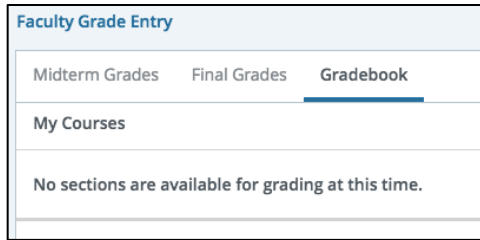
My Courses

Grading Status	Rolled	Subject	Course	Section
Completed	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


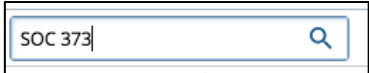
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courses. This is intentional.



Sorting and Searching

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

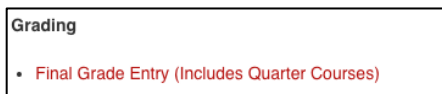
<p>Sorting</p>	<p>Each column allows you to sort. You can sort by term, CRN, course and status easily by clicking the sort icon.</p> 
<p>Searching</p>	<p>Easily search for a specific course using the title, subject, number or section by typing the information into the provided search box. Results will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

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	Rolloled
Completed	Completed
Completed	Completed

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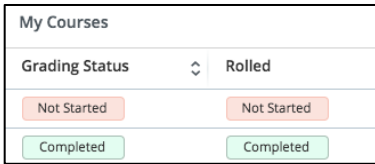
1. Access the grading tool by selecting *Faculty Grading* within the SRRS/Registrar Channel in myRedDragon. The channel is located on the ACADEMICS tab.



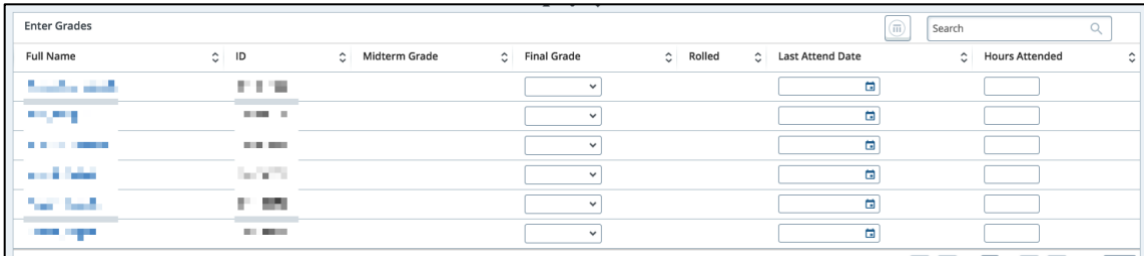
2. By default, the FINAL GRADES tab will be shown. Locate the course(s) that need to be graded. By default, ungraded courses will appear at the top of the table. The label of “Not Started”

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indicates that you have grades to begin entering.

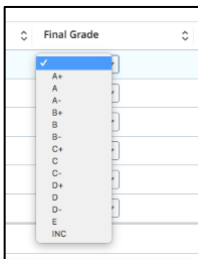


3. Click on the row to activate the grade entry pane. The grade entry pane will appear below the summary table. Like the summary table, you are able to sort and search.

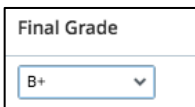


4. To assess a grade, select the FINAL GRADE column's drop-down. If you click it, it will pull down all of the grade options for the grading mode of the course. You can also directly enter the grade by typing in the field.

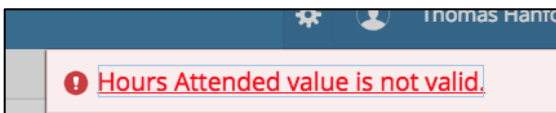
Drop-Down:



Type Directly:

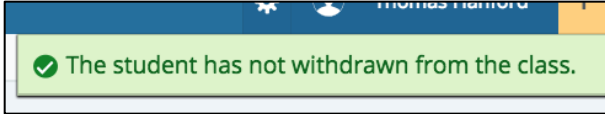


5. You will notice some additional fields on the table. Hours attended is not currently used or required. If you enter a value, it will indicate an error.

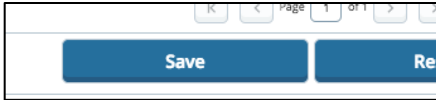


In addition, the last date of attendance is not required. This field is only used and active if a student has withdrawn. At this time, we do not require instructors to use this field. If you attempt to use it on a student who has not withdrawn, it will advise you.

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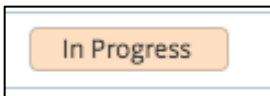
6. After you have entered grades, click the <SAVE> button below the table. You may click this button at any time to save grades as you progress. It will not restrict you from continuing.



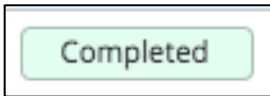
You will be permitted to change grades until they are rolled. If grades are not rolled, it will show as "Not Started" in the ROLLED column.



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.

