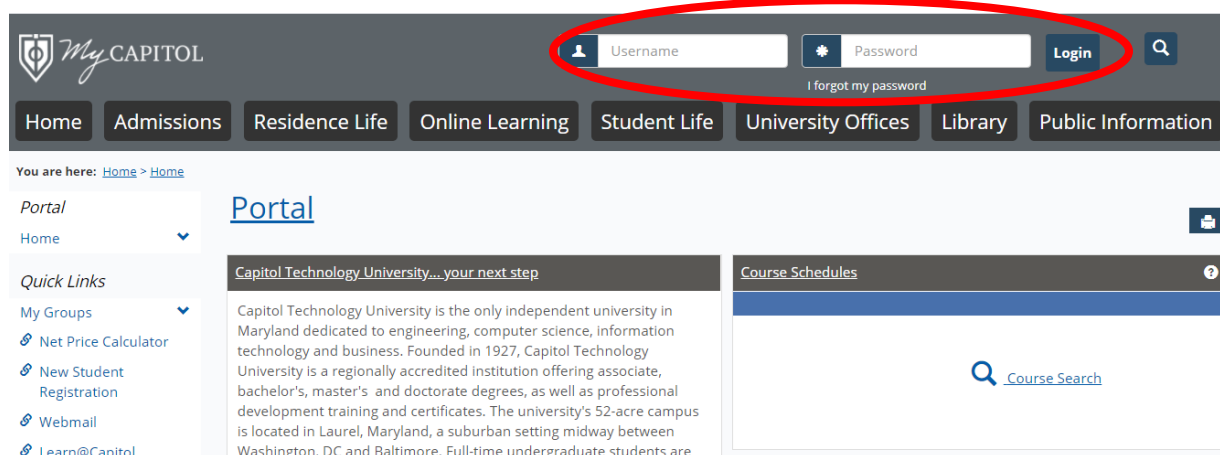


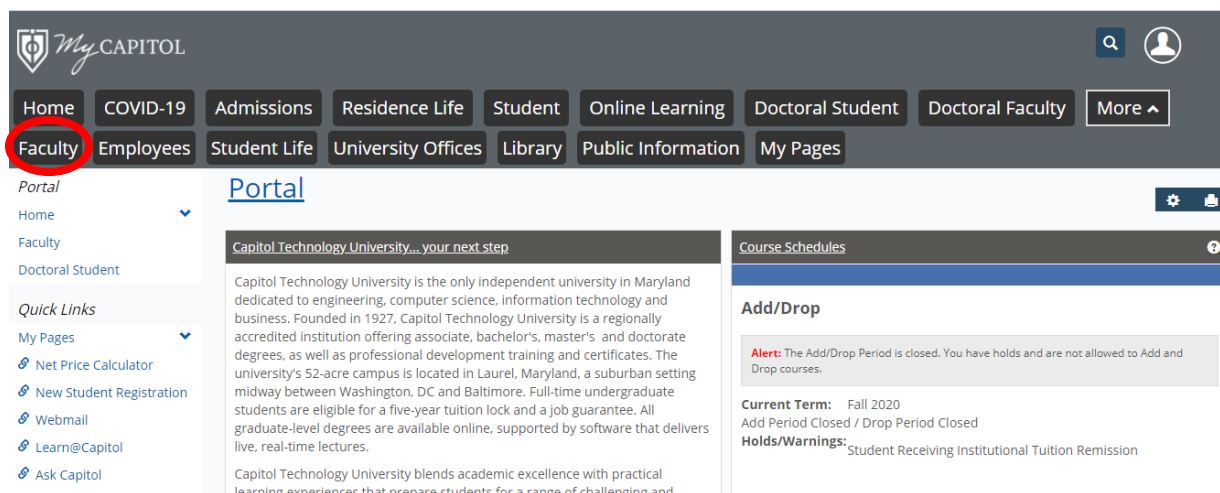
Faculty Grade Entry Instructions

Accessing the Grade Entry Page

Log into MyCapitol by entering your credentials in the Username and Password fields at the top right of your screen.



Select the **Faculty** tab at the top of your screen.

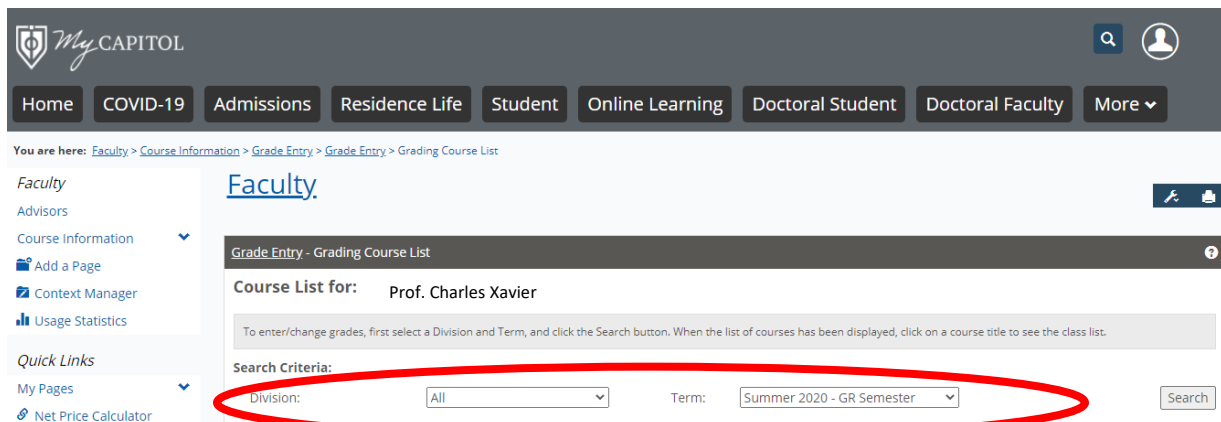


Select **View Course List** below the **Grade Entry** heading.



Faculty Grade Entry Instructions

Set the dropdown menus for the appropriate **Division** and **Term** and click **Search** to see the list of your available classes.



MyCAPITOL

Home COVID-19 Admissions Residence Life Student Online Learning Doctoral Student Doctoral Faculty More ▾

You are here: [Faculty](#) > [Course Information](#) > [Grade Entry](#) > [Grading Course List](#)

Faculty

Advisors

Course Information ▾

Add a Page

Context Manager

Usage Statistics

Quick Links

My Pages ▾

Net Price Calculator

Grade Entry - Grading Course List

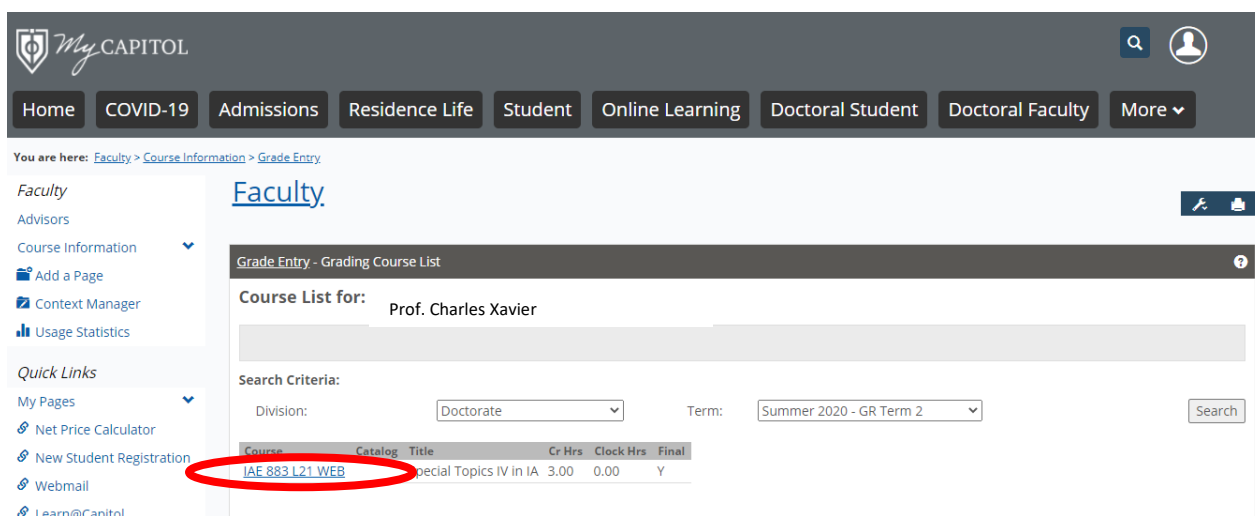
Course List for: Prof. Charles Xavier

To enter/change grades, first select a Division and Term, and click the Search button. When the list of courses has been displayed, click on a course title to see the class list.

Search Criteria:

Division: Term:

Click on the course you wish to enter grades for.



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Home COVID-19 Admissions Residence Life Student Online Learning Doctoral Student Doctoral Faculty More ▾

You are here: [Faculty](#) > [Course Information](#) > [Grade Entry](#)

Faculty

Advisors

Course Information ▾

Add a Page

Context Manager

Usage Statistics

Quick Links

My Pages ▾

Net Price Calculator

New Student Registration

Webmail

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Grade Entry - Grading Course List

Course List for: Prof. Charles Xavier

Search Criteria:

Division: Term:

Course	Catalog	Title	Cr Hrs	Clock Hrs	Final
IAE 883 L21 WEB		Special Topics IV in IA	3.00	0.00	Y

Faculty Grade Entry Instructions

Your **Grade Entry** screen will look like this and includes your class roster with fields in which to enter the final grades and number of absences for each student.

Grade Entry - Update Student Grades

IAE 883 L21 WEB Special Topics IV in IA - Update Student Grades

Student List for: Doctorate Summer 2020 - GR Term 2 IAE 883 L21 WEB Special Topics IV in IA

Instructors: Prof. Charles Xavier, Nicholas Fury Sr.

Cross-listed Courses:

Course Grading Type: Credit Default Grade: Select... Set Default Grade

If the grading period is open and you have permission to enter grades, the default grade you select will be applied to students that have no grade and that have a grading type that matches the course grading type. Please note that the midterm grading type is not displayed on this screen, but if it is available, it is compared to the course grading type to determine whether or not to apply the selected default grade.

Default Last Date of Attendance: 8/17/2020 Set Default LDoA

The default date you select will be applied to students that have no last date of attendance.

The Grading Type for students will only be displayed if it is different than the Course Grading Type.

FERPA Restr.	Student	ID	Grade?	Final Grade	Grading Type	Absences	Clock Hrs	Cross-listed Course	Class	Division
	Kent, Clark		N	Select...		0	0.00		Doctorate	DR
	Parker, Peter		N	Select...		0	0.00		Doctorate	DR
	Stark, Tony		N	Select...		0	0.00		Doctorate	DR
	Wayne, Bruce		N	Select...		0	0.00		Doctorate	DR

Save Cancel

Please note: There is no need to make any changes to the Default Last Date of Attendance field so leave this as is.

Grade Entry - Update Student Grades

IAE 883 L21 WEB Special Topics IV in IA - Update Student Grades

Student List for: Doctorate Summer 2020 - GR Term 2 IAE 883 L21 WEB Special Topics IV in IA

Instructors: Prof. Charles Xavier, Nicholas Fury Sr.

Cross-listed Courses:

Course Grading Type: Credit Default Grade: Select... Set Default Grade

Default Last Date of Attendance: 8/17/2020 Set Default LDoA

Faculty Grade Entry Instructions

Entering Grades

Option 1:

Use the dropdown menu in the **Final Grade** column beside each student's name to individually select his or her grade until all grades are entered.

Final Grade	Grading Type	Absences	Clock Hrs	Cross-listed Course	Class	Division
Select...		0	0.00		Doctorate	DR
Select...		0	0.00		Doctorate	DR
I		0	0.00		Doctorate	DR
A		0	0.00		Doctorate	DR
B		0	0.00		Doctorate	DR
C						
D						
F						

Option 2:

In the event that all students on the roster have earned the same grade, you may also use the **Default Grade** option to save time. Simply select the appropriate grade from the **Default Grade** dropdown and click **Set Default Grade** to populate that grade for all students simultaneously.

Grade Entry - Update Student Grades

IAE 883 L21 WEB Special Topics IV in IA - Update Student Grades

Student List for: Doctorate Summer 2020 - GR Term 2 IAE 883 L21 WEB Special Topics IV in IA

Instructors: Prof. Charles Xavier, Nick Fury Sr.

Cross-listed Courses:

Course Grading Type: Credit Default Grade: Select... Set Default Grade

Default Last Date of Attendance: 8/17/2020

FERPA Restr. Student ID

A B C D F I

Clock Hrs Cross-listed Course Class Division

Faculty Grade Entry Instructions

Entering Absences

Simply enter the number of absences incurred by each student beside his or her name in the Absences column.

FERPA Restr.	Student	ID	Grad?	Final Grade	Grading Type	Absences	Clock Hrs	Cross-listed Course	Class	Division
	Kent, Clark		N	Select... ▾		<input type="text" value="0"/>	0.00		Doctorate	DR
	Parker, Peter		N	Select... ▾		<input type="text" value="0"/>	0.00		Doctorate	DR
	Stark, Tony		N	Select... ▾		<input type="text" value="0"/>	0.00		Doctorate	DR
	Wayne, Bruce		N	Select... ▾		<input type="text" value="0"/>	0.00		Doctorate	DR

To find the number of absences, you can refer to the **Attendance** tab on your Canvas account for that particular class to access the Roll Call. This will display the cumulative number of days present, late and absent for each student on your roster.

Clark Kent

Present: 0
Late: 0
Absent: 0
[+ Add badge](#)
[/ Manage badges](#)

Mon Aug 17

✓

✕

🕒

🕒

Clark is unmarked

Attendance: N/A

Faculty Grade Entry Instructions

Saving Changes

Once all grades and absences have been entered, click the **Save** button below the roster and you will see the screen below as the changes update.

Please Wait



Please Wait...

Once complete, you will see a message above your roster that reads “Grades successfully updated”.

[Faculty.](#)

Grade Entry - Current Student Grade List

Student List for: Doctorate Summer 2020 - GR Term 2 IAE 883 L21 WEB

Instructors: Michael R. Fain Ph.D., Melanie Angel Young

Cross-listed (Prof. Charles Xavier, Nicholas Fury Sr.

Course Grading System

Grades successfully updated.

Now the grades are live in the system and accessible to students via their transcripts and grade reports.