

# Spring 2017 Grades

**Final Grades Deadline: May 15, at 3:45 p.m.**

## **Grade Submission Instructions**

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1. Log into insideND to access final grading in one of the following ways:
  - a. Enter Grade Submission in the Search insideND box. Click the Grade Submission Icon
  - b. Go to the Faculty Service Task center. Click the Grade Submission Icon.
2. Display class roster for grade entry by clicking any field on the row for the class.
3. To view more than 25 students per page, scroll down to the bottom of the page and change number of students per page.
4. Select the grade from the drop down box in the grades column for each student.
5. **SAVE:** Click save often to save the grades you have entered. Save grades can be adjusted until the final grades deadline, May 15, 2017 at 3:45 p.m.
6. **Repeat steps 2-5 for each class listed.**

If you have any questions, please email Dianna Beirne at [dbeirne@nd.edu](mailto:dbeirne@nd.edu) or call 574-631-6050.

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## **Additional Grading Information**

- **Export and Import grades** using the Tools Menu located at the top right side of the page. For more information about the accepted import grade import file formats click [here](#).
- **X Grades** (*undergraduate students only*) must be submitted through [eForms](#) after speaking to the student's assistant or associate dean.
- If assigning a grade of **I (incomplete) grade** for graduate students, a secondary screen will appear indicating the date by which the student must complete the work; this date cannot be changed.
- Only your classes which are open for grading are displayed.
- The grading class roster can be sorted by clicking on column headers.

For a copy of the final grades you have reported, go to the top right hand side of the page and click on the 'Tools' drop down menu and to export an excel spreadsheet of your final grades.

For additional grading information and an on-line demonstration of the grading process, please view the grading tutorial at [http://registrar.nd.edu/tutorials/final\\_grades\\_tutorial/faculty\\_grading\\_final.swf](http://registrar.nd.edu/tutorials/final_grades_tutorial/faculty_grading_final.swf).

Any grade changes after the final grades deadline must be submitted using the Grade Change form available through eForms and must be approved by the student's dean.

To review your student's Academic Code please visit: <http://provost.nd.edu/information-for-faculty/faculty-handbook-academic-codes/>.