Final Grading Instructions

Grade Submission Instructions

1. Display class roster for grade entry by clicking any field on the row for the course.
2. To view more than 25 students per page, scroll down to the bottom of the page and change the number of students per page.
3. Select a grade from the drop down box in the grades column for each student.
4. **SAVE** Click save often to save the grades you have entered. Saved grades can be adjusted until the grades deadline announced by the Office of the Registrar.

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 the following link: https://registrar.nd.edu/pdf/grade_upload_directions.pdf.
- X Grades (*undergraduate students only*) must be submitted through eForms after speaking to the student's assistant or associate dean.
- Only your classes which are open for grading are displayed.
- You can sort your class roster by clicking on column headers.

If you have any questions, please email Dianna Beirne at dbeirne@nd.edu or call 574-631-6050.

Step-by-Step Final Grade Submission Instructions

1. Log into insideND.
2. Go to the Faculty Services Task Center. Click on the Grade Submission task.
3. Choose the class you want to grade by clicking on the Subject of the class. This list only shows the classes for which you are listed as an instructor.
4. Click in the box under the Final Grade Column for the first student.
5. Click on the drop down arrow for each student under the Final Grade header to see the eligible grades.
6. Click on the grade you are assigning the student. Once you have clicked on it, it will appear in the box.
7. Press "Save" often to save the grades you have entered.
8. Continue entering final grades for the students.
9. Press "Save" before moving on to the next page, if applicable. **NOTE: You can continue to access the class list and adjust your grades until the deadline announced by the Office of the Registrar.**
   a. You can increase the amount of students viewable at a time by going to the bottom of the page and increasing the per page amount.
10. If you have another class to grade, click on that class' Subject and repeat steps 1-9.
11. When finished grading make sure you have pressed "Save" to save the grades entered. To close the browser, click on the "X" in the upper right corner of the screen.

If you would like an immediate copy of the grades you have reported, please go to the top right hand side of the page and click on the 'Tools' drop down menu and export your grade in an excel spreadsheet.

You are also able to upload your grades from a spreadsheet if you should choose. The instructions for uploading grades can be found at http://registrar.nd.edu/pdf/grade_upload_directions.pdf.

Once the deadline for grades arrives, the Office of the Registrar will roll the grades you have entered to the students' academic record. A green checkmark will appear in the "Rolled" column. Once this occurs, grades can no longer be adjusted on-line. Any grade changes after this point must be submitted using the Grade Change form available through eForms and must be approved by the student's dean.

If you wish to assign an "X" grade to an undergraduate student, you must speak with the student's academic dean prior to assigning this grade and fill out a Request for X Grade eForm which can be located by clicking on the following link: https://academic-eforms.nd.edu.

If assigning a grade of 'I' for graduate students, a secondary screen will appear indicating the date by which the student must complete the work; this date cannot be changed.

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