## How to enter Grades using IQ Web

Log into your IQ Web.

Select **Gradebook** listed under the Academic group on the left side of the page in the Navigation bar.

Albright Faculty	Albright	
<ul> <li>Personal Calendar</li> <li>Change Roles</li> <li>Home Page</li> <li>FAQ</li> </ul>	Course Manager Gradebook	•
<ul> <li>Log Off</li> <li>Advisors Handbook</li> <li>Albright College Web Site Account Information</li> </ul>	Please select a valid course to continue.	
Change Password Preferences Academic Course Catalog		
Course Schedule Class List Find Course Sections Department Chair List		
Gradebook     Students     Student Advising     Authorize Registration		
Student Experience Events List Community Faculty Office Hours		
<ul> <li>Online Directory Search</li> <li>Albright College Rights &amp; Privacy</li> <li>Course Authorization</li> </ul>		
Prompts  Registration Instructions (Undergrad Day)  Registration Schedule		
(Undergrad Day) ▶ SCT Power Campus Holds		
The above scre	en will open.	
Select the Yea	r/Term/Session from the first drop down list.	
Select the Go l	outton or use the drop down box to view the courses available.	
Once you have	the course requiring grade entry, select the <b>Notebook</b> icon.	
The following	screen will open.	
	Albright	7/15/2009
	Course Manager Gradebook	

2009/Fa	2009/Fall/01 🔽 🤓 SPA102/Lecture/A 🔽 🗐 📳							
Section Title Days Times Location								
Elementary	Elementary II MonWeldPri 9:00AM - 9:50AM ALBRIG Tuestav II Doubal - 16:50AM - 31:50AM ALBRIG							
Grades								
			This section is not ope	n for midterm or final grading.				
					Midterm		Final	
-	<b>-</b>	Name	ld	Credit Type	Points	Grade	Points	Grade
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Î		Name Student Test Student Test	ld 0000- 0001-	Credit Type Credit Credit	Points	Grade	Points	Grade
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	*Withdram	Name Student Test Student Test Student Test Student Test wn student	td 0000- 0001- 0001- 0001- 0001-	Credit Type Credit Credit Credit Credit Credit	Points	Grade	Points	Grade

The default setting for displaying students on the above page is set to five (5). The number of students displayed on a page can easily be changed.

Select the <b>Options</b> button to change the number of students displayed on a page.				
It is recommened that a maximum of 20 students are displayed per page.				
Albright				
Edit Course Manager Preferences				
Course Manager Preferences information is used to determine how to display courses in the Course Manager.				
Students Displayed Per Page: 5				
Columns Displayed Per Page: 5				
Cancel - Save				
Neturn to Gradebook				

Select the Save button after entering the number of students per page.

Select the **Return to Gradebook** to go back to the previous page listing the students.

Please note that depending on your class size there could be multiple pages. Select the arrows or choose the page from the drop down list at the bottom of the **Gradebook** page.

Once the Midterm and/or Final grades are open for entry, a drop down box will be available for selecting the grade. Choose one grade from the drop down box.

	Grades	)						
	View: S	ummary 🔽 🕙 🚆 Midterm 🔛 Final 🛛 😰 Options	🛒 E-mail 🛛 🕞 Downlo	ad			_	
						Midterm		Final
T	" 5411	Name	ld	Credit Type	Points	Grade	Points	Grade
77		Student Test	0001-	Credit				•
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T		Student Test	0001-	Credit		•		-
1		Student Test	0001-	Credit		•		•
		Student Test	0001-	Credit				-
	* Withdra	wn student						
-	📳 Pag	e 1 🔽 of 5 ( 🛓		R	eset Save			

## NOTE: You must use the drop down box to enter the grades. You cannot type in the grade.

<u>Note:</u> Depending on the availability date, only one grade box may be available for entering grades. For example: only Midterm grade values may be available while Final grades are closed and vice versa.

Grade entry availability is determined by the registrar's office. Please contact them for additional details if needed at 610-921-7256.

When Midterm and/or Final grades are not open for entry, the following message will be displayed at the top of the **Gradebook** page.

Grade		
View:	Summary 🔽 😰 👔 Options 📝 E-mail 🕞 Download	
		This section is not open for midterm or final grading.

When the grades have been entered, simply choose the **Save** button to have the grades saved into Power Campus and available to students online through IQ Web.

Grades will remain open for changes until the closing date defined by the registrar's office.