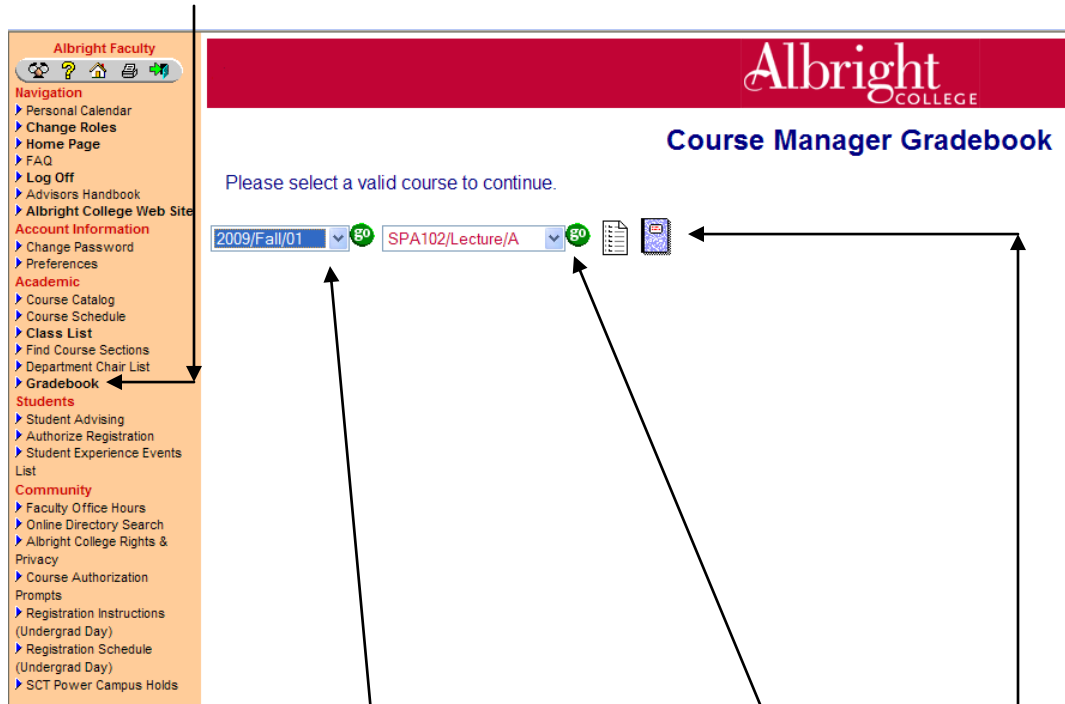


How to enter Grades using IQ Web

Log into your IQ Web.

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



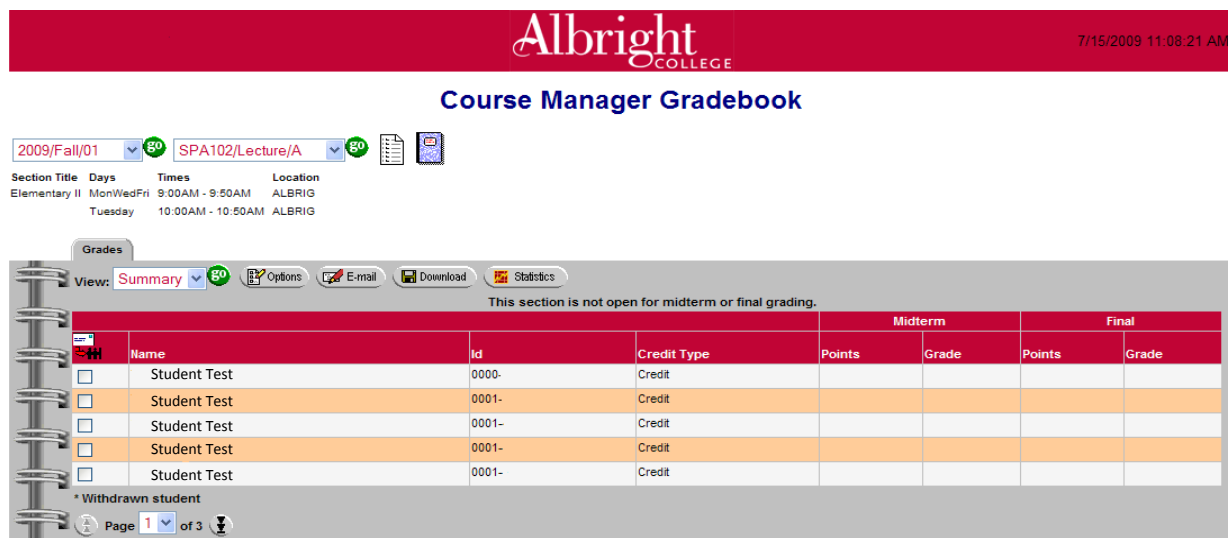
The above screen will open.

Select the **Year/Term/Session** from the first drop down list.

Select the **Go** button or use the drop down box to view the courses available.

Once you have the course requiring grade entry, select the **Notebook** icon.

The following screen will open.

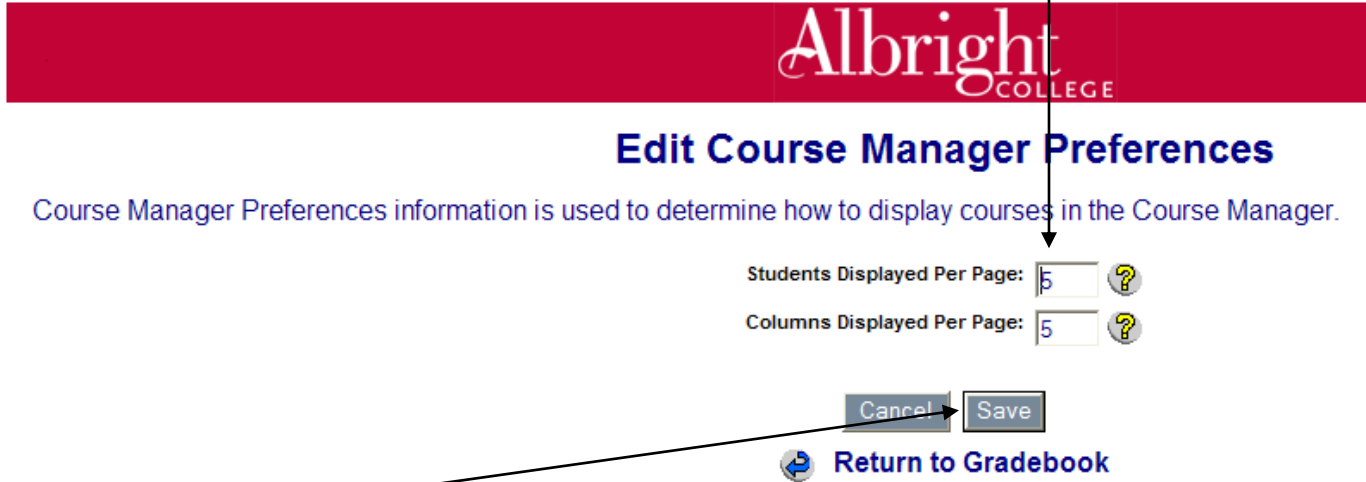


The default setting for displaying students on the above page is set to five (5). The number of students displayed on a page can easily be changed.

Select the **Options** button to change the number of students displayed on a page.



It is recommended that a maximum of 20 students are displayed per page.



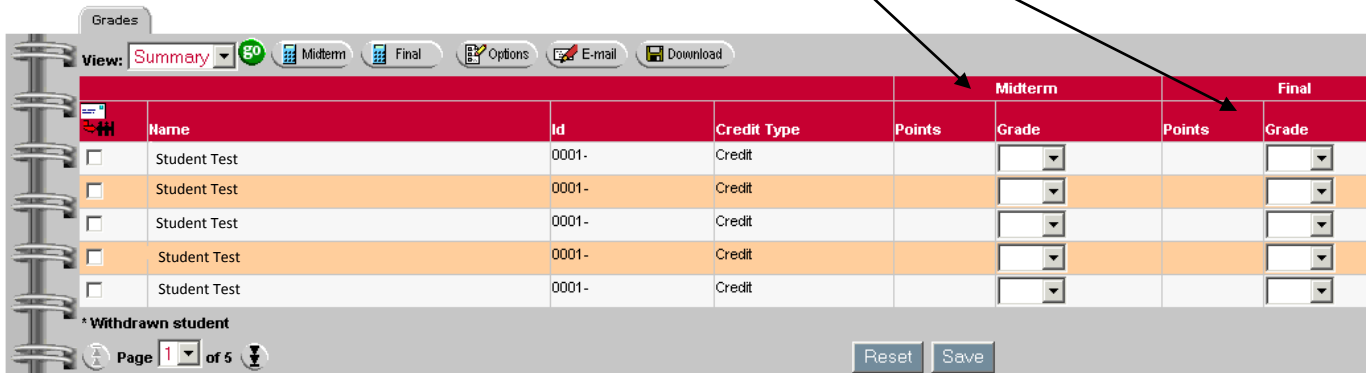
Select the **Save** button after entering the number of students per page.

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.



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

Note: 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.



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.