

Entering Grades:

- Under the Classes tab, select Course Management
- Under Period, select the year/term/session
- Select the Course
- Select Overall Grades on the left side
- Enter Midterm Grade or Enter Final Grade
- Hit Submit Final (see Button Descriptions below)
- After hitting the Submit Final button make sure the grades appear in the Approved midterm grade or Approved final grade column. This means that the grades were posted to the students' records.

Button Descriptions:

- **Save** If the time period is not open for grading, you will only be able to Save the students' grades. If the time period is open for grading but you are not ready to submit the students' grades, select Save to just record the grades for now.
- **Submit Midterm** If the period is open for grading and midterm grading is enabled and you are ready to submit the students' midterm grades for the course section, select Submit Midterm.
- **Submit Final** If the time period is open for grading and you are ready to submit the students' overall grades for the course section, select Submit Final.

The screenshot displays the 'Overall Grades' section for the course 'ENG101: Composition'. At the top, there are dropdown menus for 'Period' (2020/Fall/01 Session) and 'Course' (ENG101/Composition/Lecture/A). A sidebar on the left contains navigation options: 'Dashboard', 'Class List', and 'Overall Grades', with a red arrow pointing to 'Overall Grades'. The main content area shows a table with the following columns: 'Student', 'Credit type', 'Submitted midterm grade', 'Approved midterm grade', 'Submitted final grade', and 'Approved final grade'. Red arrows point to the 'Submitted midterm grade', 'Approved midterm grade', and 'Submitted final grade' columns. A 'Download' button is located to the right of the table. Below the table, there are two buttons: 'Save' and 'Submit final'.

Advising Tab:

- Under the Advising Tab, select Manage Advisees
- Search by student name or select Advanced Search to search by Year/Term/Session.
- If the advisee is on a Stop List, a red hand will appear in their record
- Select the drop-down arrow to the right
- Click the View profile button to see advisee's schedule, grades, unofficial transcript, and detailed information regarding the Stop List.
- Information on advisee's general education classes can be found using the reports located under the Advising tab.

The screenshot displays the 'Manage Advisees' interface. At the top, there is a search bar with a dropdown menu set to 'List My advisees' and a search input field containing a redacted name. To the right of the search bar is a link for 'Advanced Search'. Below the search bar is a table of advisees. The first row shows a checkbox, an envelope icon, and a 'Download' button. The second row shows a checkbox, a redacted name, a red hand icon, and a dropdown arrow. Below the table, a red banner indicates 'Account is in Stop list'. At the bottom left, there are links for 'Schedule requests', 'Grades', and 'Schedule'. At the bottom right, there is a 'View profile' button. Two red arrows point to the dropdown arrow and the 'View profile' button.

Example of Manage Advisees Advanced Search:

Advising tab > Manage Advisees. Advanced Search: Period Section and Academic Section filter

Period Section

Year/Term: 2020/Fall

Session: 01 Session

Manage Advisees

List
My advisees

Advanced Search

Filter
Select...

Period

Year/Term
2020/Fall

Session
01 Session

Name

Last name

Last name prefix

Middle name

First name

Id

Academic

[Retrieve all](#)

Academic Section

Curriculum: Computer Science Ful

Class Level: Freshman

Advanced Search



Middle name

First name

Id

Academic

College
Select...



Campus
Select...



Program
Select...



Department
Select...



Degree
Select...



Class level
Freshman



Curriculum
Computer Science Ful



Status
Select...



[Retrieve all](#)

Clear

Search



Authorize Registration:

- Under the Advising Tab, select Authorize Registration
- Search by student name or select Advanced Search to search by Year/Term/Session
- Select the correct year/term/session in Period

The screenshot shows the 'Authorize Registration' page. At the top, there is a search bar with 'My advisees' selected and a search icon. Below this, a 'Period' dropdown menu is set to '2020/Fall/01 Session', with a red arrow pointing to it. Below the dropdown are icons for search, refresh, and delete. A table lists one student with the status 'UNAUTHORIZED'. The page footer shows 'Page 1 of 1' and 'Total results: 1'.

- Select the student and then select the Authorize icon

This screenshot shows the same interface as the previous one, but the student's name is highlighted in blue, and the 'Authorize' icon (a person with a checkmark) is highlighted with a red arrow. The status remains 'UNAUTHORIZED'.

- Status will change from Unauthorized to Authorized

This screenshot shows the final state where the student's status has changed to 'AUTHORIZED', highlighted with a red arrow. The 'Authorize' icon is now checked, and the status is displayed in a green box.

Department Tab – Course Management:

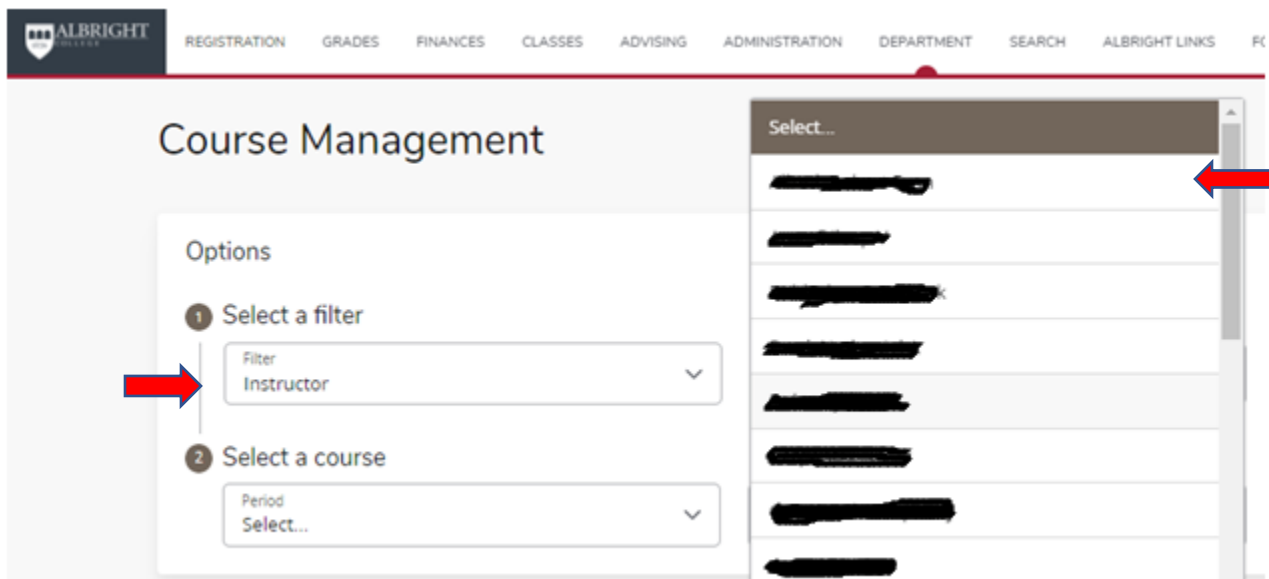
- Department Head can view information for the courses offered by their departments
- Under the Department tab, select Course Management
- Complete the filter by Department, Instructor, or Year
- Select Dashboard, Class List, or Overall Grades

Department tab > Course Management

Select a filter to search by Instructor

Filter: Instructor

Instructor: Select Instructor



The screenshot displays the 'Course Management' interface. At the top, a navigation bar includes the Albright College logo and menu items: REGISTRATION, GRADES, FINANCES, CLASSES, ADVISING, ADMINISTRATION, DEPARTMENT, SEARCH, ALBRIGHT LINKS, and FC. The main content area is titled 'Course Management' and contains two filter sections under the heading 'Options':

- 1 Select a filter:** A dropdown menu currently set to 'Filter Instructor'. A red arrow points to this dropdown.
- 2 Select a course:** A dropdown menu currently set to 'Period Select...'. A red arrow points to this dropdown.

To the right of the filters is a scrollable list of course entries. Each entry is partially obscured by black redaction bars. A red arrow points to the right side of the list, indicating the scroll bar area.

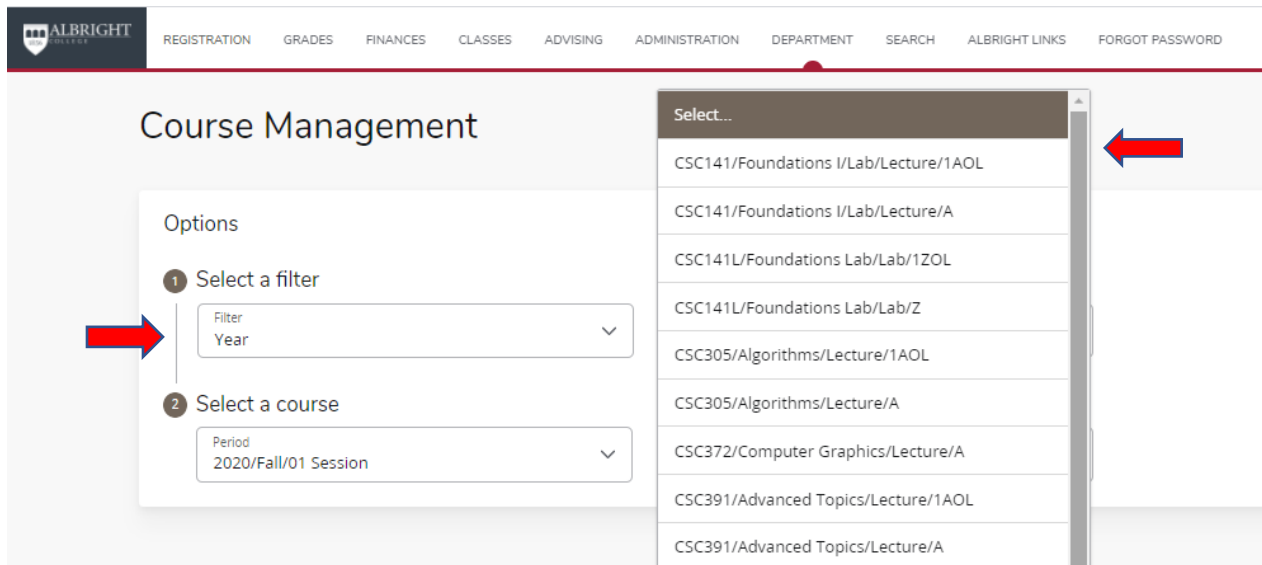
Department tab > Course Management

Select a filter to Search by Academic Year and Course

Filter: Year

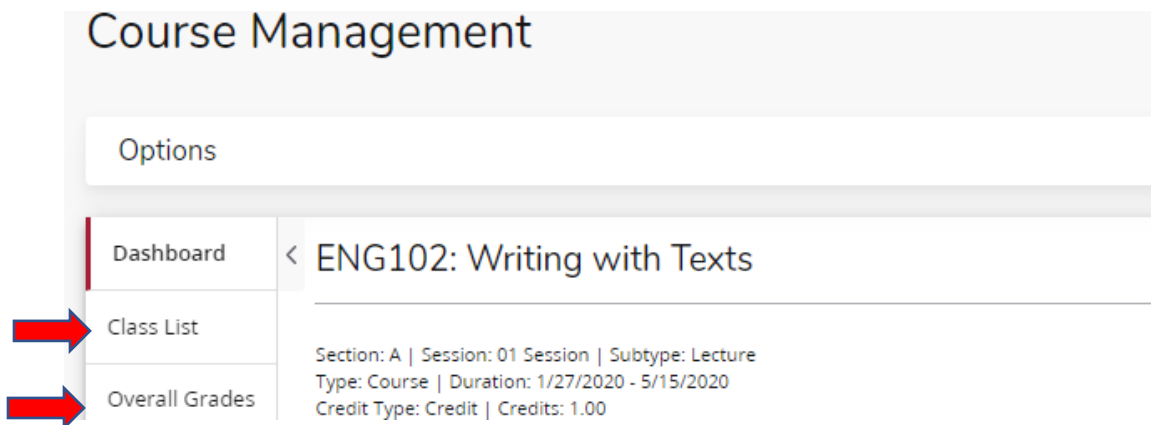
Period: 2020/Fall/01 Session

Course: Select Course



The screenshot shows the Albright College website navigation bar with links for REGISTRATION, GRADES, FINANCES, CLASSES, ADVISING, ADMINISTRATION, DEPARTMENT, SEARCH, ALBRIGHT LINKS, and FORGOT PASSWORD. Below the navigation bar is the "Course Management" section. On the left, there are two numbered steps: "1 Select a filter" with a dropdown menu set to "Filter Year", and "2 Select a course" with a dropdown menu set to "Period 2020/Fall/01 Session". A red arrow points to the "Filter Year" dropdown. To the right, a dropdown menu is open, showing a list of course options such as "CSC141/Foundations I/Lab/Lecture/1AOL", "CSC141/Foundations I/Lab/Lecture/A", "CSC141L/Foundations Lab/Lab/1ZOL", "CSC141L/Foundations Lab/Lab/Z", "CSC305/Algorithms/Lecture/1AOL", "CSC305/Algorithms/Lecture/A", "CSC372/Computer Graphics/Lecture/A", "CSC391/Advanced Topics/Lecture/1AOL", and "CSC391/Advanced Topics/Lecture/A". A red arrow points to the dropdown menu.

Select Dashboard, Class List, or Overall Grades for the Course Management course selected



The screenshot shows the "Course Management" section with a sub-section titled "Options". Below this, there is a navigation menu with three items: "Dashboard", "Class List", and "Overall Grades". The "Class List" and "Overall Grades" items have red arrows pointing to them. To the right of the navigation menu, the course details are displayed: "ENG102: Writing with Texts". Below the course title, there is a horizontal line, and then the following information: "Section: A | Session: 01 Session | Subtype: Lecture", "Type: Course | Duration: 1/27/2020 - 5/15/2020", and "Credit Type: Credit | Credits: 1.00".