

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)

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'. The interface includes a sidebar with 'Overall Grades' selected, a table with columns for Student, Credit type, Submitted midterm grade, Approved midterm grade, Submitted final grade, and Approved final grade. Red arrows point to the 'Submitted final grade' column and the 'Submitted final grade' dropdown menu. Below the table are 'Save' and 'Submit final' buttons.

Student	Credit type	Submitted midterm grade	Approved midterm grade	Submitted final grade	Approved final grade
V [REDACTED]	Credit				

Buttons: Save, 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 'vonau' entered and a search button. Below the search bar, a list of advisees is shown. The first visible entry is a student whose name is redacted with black bars. To the right of the student's name, there is a red hand icon, indicating the student is on a Stop List. A red arrow points to this icon. Below the student's name, there is a red banner with the text 'Account is in Stop list' and a red hand icon. Below the banner, there are links for 'Schedule requests', 'Grades', and 'Schedule'. A red arrow points to the 'View profile' button, which is located to the right of the banner.

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 dropdown menu for 'List' set to 'My advisees' and a search input field containing 'v'. To the right of the search field is a link for 'Advanced Search'. Below this is a 'Period' dropdown menu set to '2020/Fall/01 Session', with a red arrow pointing to it. Underneath the period dropdown are icons for email, a person, and a trash can. A table below shows a single student record with a checked checkbox, a name, a status of 'UNAUTHORIZED', and a '1-1 of 1' indicator. At the bottom, there is a pagination control showing 'Page 1 of 1' and a 'Total results: 1' label.

- Select the student and then select the Authorize icon

This screenshot is similar to the previous one, but the 'Authorize' icon (a person with a checkmark) is now highlighted with a red arrow, indicating it has been selected for the student.

- Status will change from Unauthorized to Authorized

The final screenshot shows the student record with a checked checkbox and a status of 'AUTHORIZED', highlighted with a red arrow. The rest of the interface, including the search filters and pagination, remains the same as in the previous screenshots.

Department Tab – Course Management:

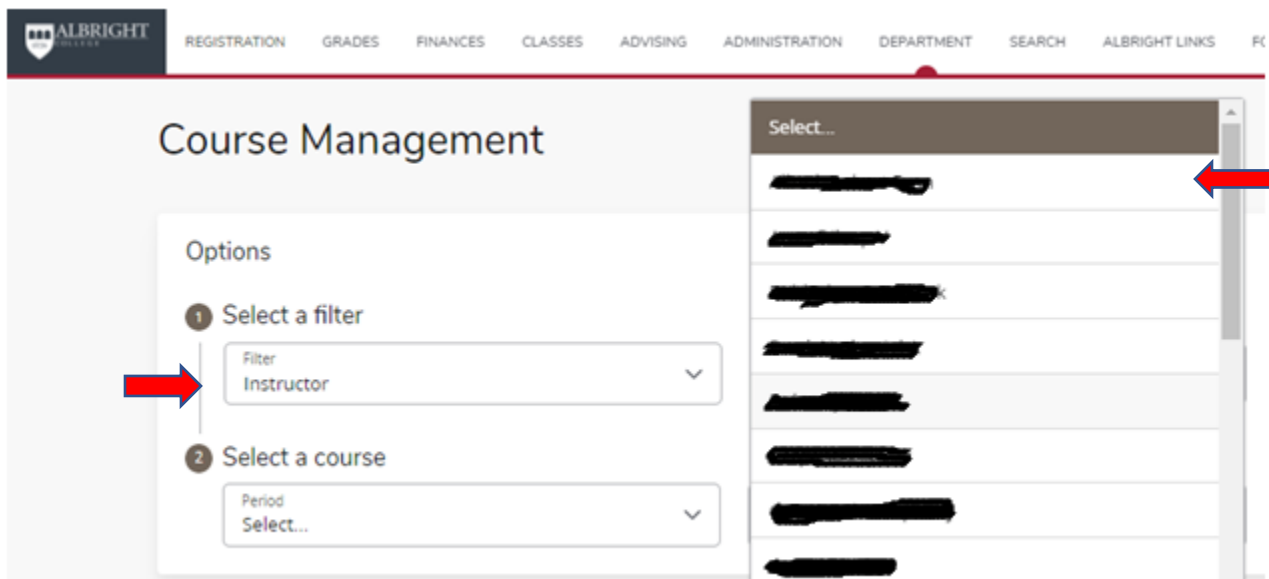
- Department Head can view information for the courses offered by their departments
- Under the Department tab, select Course Management
- Complete the filter by Department, Instructor, or Year
- Select Dashboard, Class List, or Overall Grades

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 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 with a 'Select...' button. A red arrow points to the 'Select...' button of the first course entry in the list.

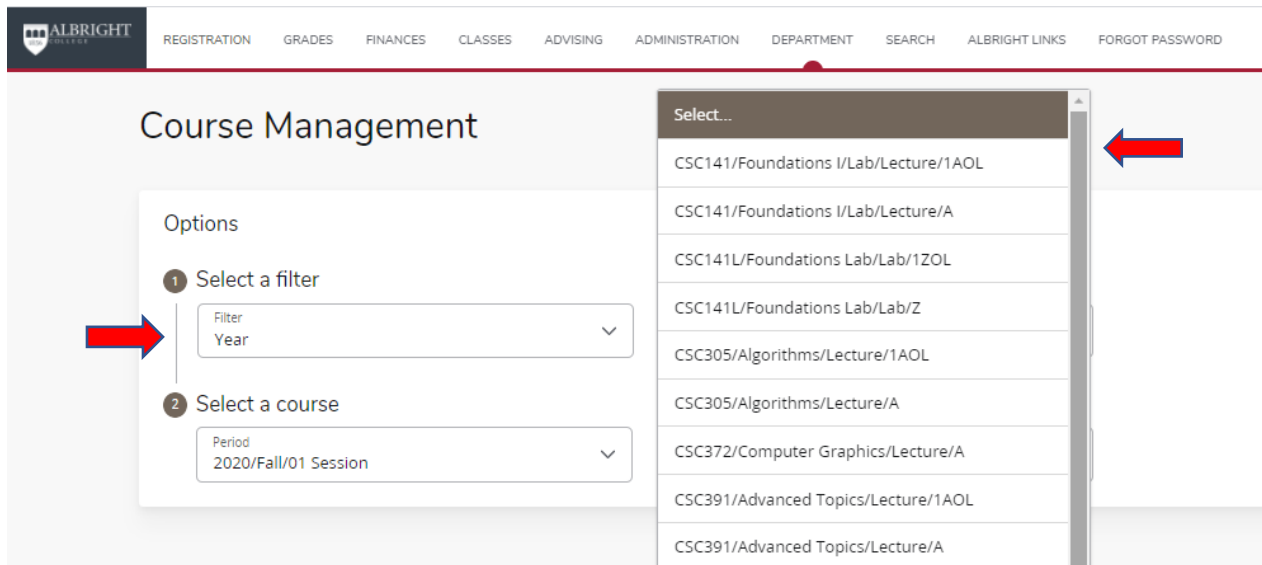
Department tab > Course Management

Select a filter to Search by Academic Year and Course

Filter: Year

Period: 2020/Fall/01 Session

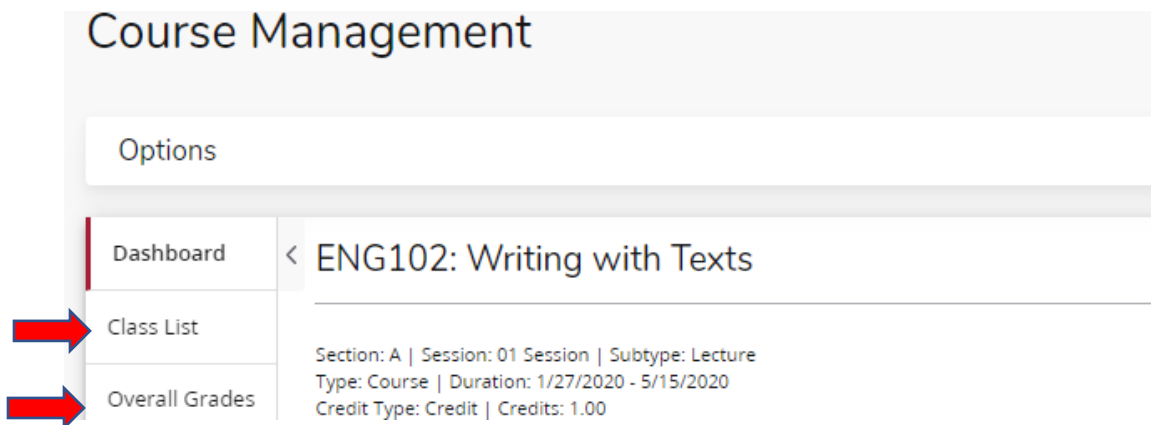
Course: Select Course



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 showing "Filter Year" and "2 Select a course" with a dropdown menu showing "Period 2020/Fall/01 Session". A red arrow points to the "Filter Year" dropdown. To the right, a search dropdown menu is open, showing a list of course options with a red arrow pointing to it. The course options listed are:

- 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
- CSC391/Advanced Topics/Lecture/A

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



The screenshot shows the "Course Management" section with a sidebar menu on the left. The sidebar menu has three options: "Dashboard", "Class List", and "Overall Grades". Red arrows point to each of these options. The main content area shows the course details for "ENG102: Writing with Texts".

Options

Dashboard < ENG102: Writing with Texts

Class List

Overall Grades

Section: A | Session: 01 Session | Subtype: Lecture
Type: Course | Duration: 1/27/2020 - 5/15/2020
Credit Type: Credit | Credits: 1.00