

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'. At the top, there are dropdown menus for 'Period' (2020/Fall/01 Session) and 'Course' (ENG101/Composition/Lecture/A). The sidebar on the left has 'Overall Grades' selected, indicated by a red arrow. The main area shows a table with the following columns: Student, Credit type, Submitted midterm grade, Approved midterm grade, Submitted final grade, and Approved final grade. A red arrow points to the 'Submitted final grade' column, and another red arrow points to a dropdown menu in the 'Submitted final grade' column. 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 Advising Tool from the Advisee Roster Report. Link to the Advisee Roster Report is under the Report Portal Advising Tools tab.

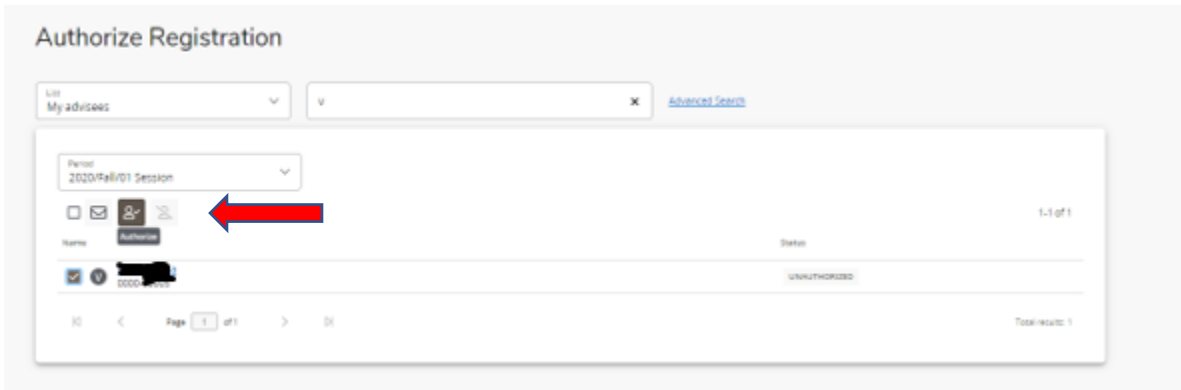
The screenshot shows the 'Manage Advisees' interface. At the top, there is a search bar with 'vonau' entered and a dropdown menu set to 'List My advisees'. A red arrow points to a dropdown arrow on the right side of the interface. Below the search bar, there is a table of advisees. The first row shows a student with a red hand icon and a 'View profile' button. A red arrow points to the 'View profile' button. Below the table, there is a red banner that says 'Account is in Stop list' with 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.

Authorize Registration:

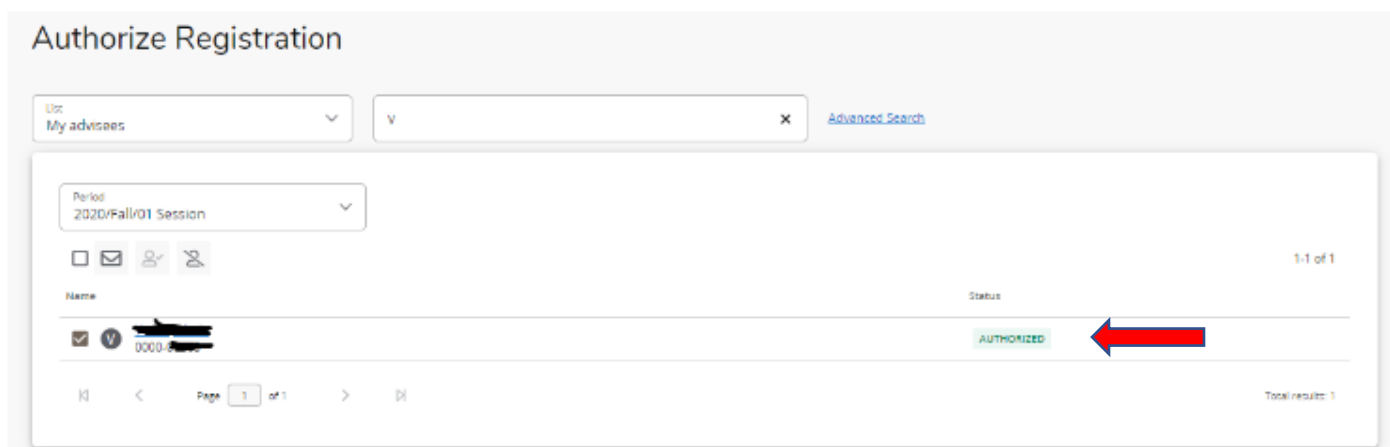
- Under the Advising Tab, select Authorize Registration
- Search by student name or select Advanced Search to search by Year/Term/Session
- Select the correct year/term/session in Period

The screenshot shows the 'Authorize Registration' interface. At the top, there is a search bar with 'v' entered and a dropdown menu set to 'List My advisees'. A red arrow points to a dropdown menu labeled 'Period' which is set to '2020/Fall/01 Session'. Below the search bar, there is a table of advisees. The first row shows a student with a red hand icon and a status of 'UNAUTHORIZED'. A red arrow points to the 'Period' dropdown menu.

- Select the student and then select the Authorize icon



- Status will change from Unauthorized to Authorized



Department Tab – Course Management:

- Department Heads 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

Course Management

Options

Dashboard	< ENG102: Writing with Texts
Class List	Section: A Session: 01 Session Subtype: Lecture
Overall Grades	Type: Course Duration: 1/27/2020 - 5/15/2020
	Credit Type: Credit Credits: 1.00