Entering Mid-Term or Final Transcript Grades

> ❶ **This protocol is used to submit grades from your class to the Colleague student information system for student transcripts. Refer to the Academic Affairs Update Policy 107 Grading (https://intranet.saintleo.edu/AcademicAffairs/Academic%20Affairs%20Update%20Policies/acadup107.pdf) for detailed university grading policy information.**

Technical Support for Steps 1 & 2

For **technical support with** ⎡STEPS 1 & 2⎤ **(inside your course Grades tool)**, call the 24/7 LionsSHARE Technical Support at **1-866-928-2439** or use the widget located on your Courses My Home page.

Step 1: Double-check Course Grade Item Values

(https://saintleo.brightspace.com/shared/D2L%20Faculty%20Enrichment/images/transcript-grades/step01.png)
Navigate to your course offering. Ensure that your Courses **Grades** tool is accurate. In your course offering, navigate to the **Course Tools**, and go to the **Grades** tool, and then navigate to the **Enter Grades** tab. Ensure that all of the values that you see in the Grade Items are accurate.

If you see inaccurate values, correct them.

If you see blank values (values without a zero or number), correct those by entering the grade value, or by entering a zero value to issue a zero percent.

You may wish to return to the Essentials module in the Teaching in Courses faculty enrichment course (https://saintleo.brightspace.com/d2l/home/24444) to review the tutorials there.

> **NOTE:** No values are ever transferred to the Colleague / transcript information system from your Courses Grades tool. Keeping student grade values in Grade Items within the Courses Grades tool is an effective teaching & learning practice, since it provides students a very clear picture of their progress in a course and is accessible whenever they need it, which relieves faculty of clerical work and empowers learners. If you have chosen to use no Grade Items or values, proceed to the next step.

Step 2: Double-check the Current Grade Item Value

(https://saintleo.brightspace.com/shared/D2L%20Faculty%20Enrichment/images/transcript-grades/step02.png)
Ensure that the value displayed in the **Current Grade** column is accurate. The **Current Grade** item is the automatically calculated current grade average for each student. If you see an inaccurate value in the Current Grade, you will need to return to Step 1 to investigate the Grade Item values.

Hopefully you have already **Released** the **Current Grade** values to students, so that they are able to see their current grade in your course. If you can't recall how to do that, see our Teaching in Courses Es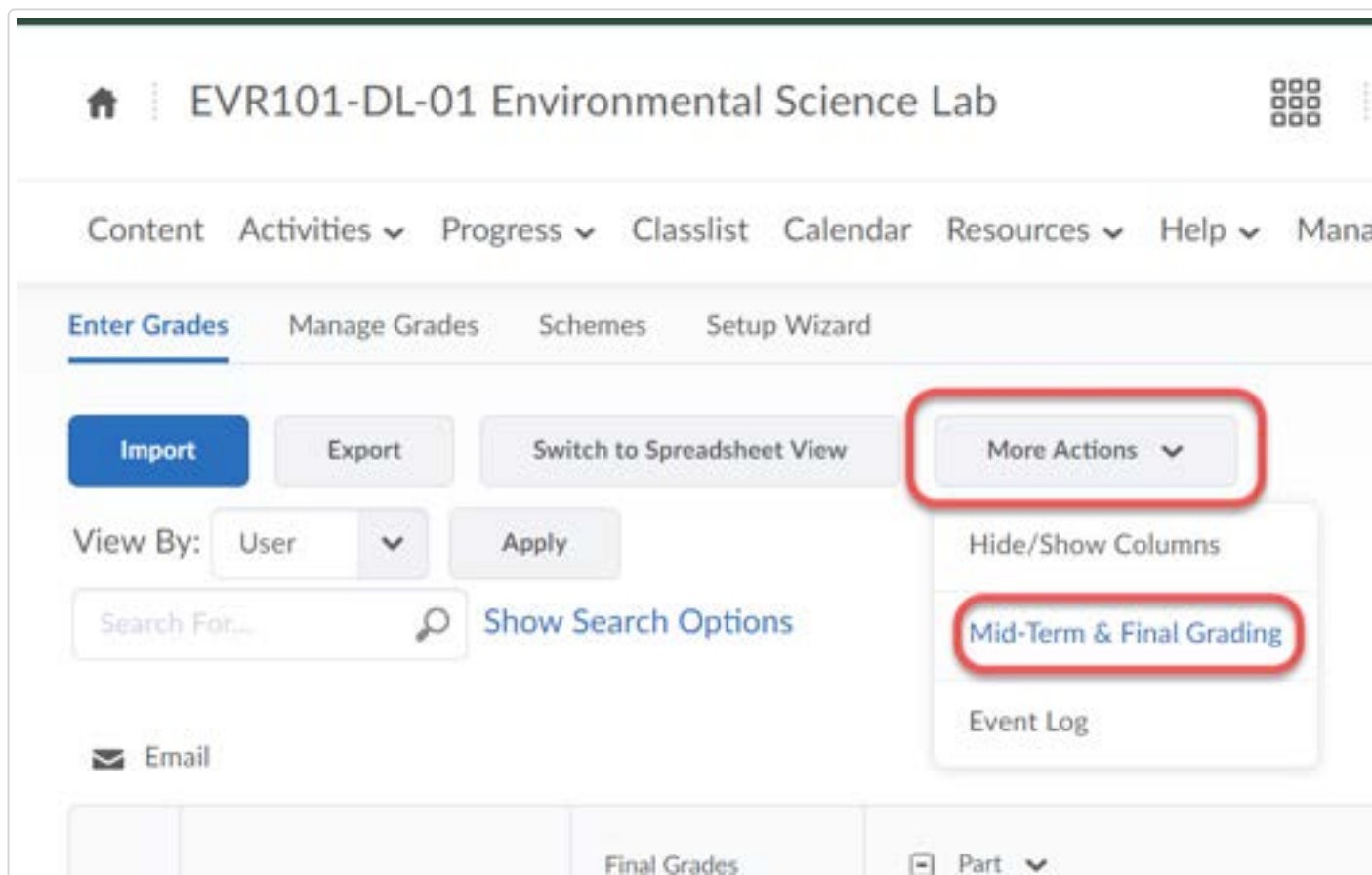sentials tutorial for Releasing the Current Grade (https://saintleo.brightspace.com/shared/D2L%20Faculty%20Enrichment/Essentials/release-the-current-grade/Essentials-Release-the-Current-Grade.html). In our Course Readiness Checklist (/content/Widgets/Faculty/Course-Readiness-Checklist.pdf?_&d2lSessionVal=GeRfu59gERnBtUOmkBZc8GmXI&ou=108884), we recommend doing this at the beginning of every term, typically at the end of the first week add/drop period.

NOTE: No values are ever transferred to the Colleague / transcript information system from your Courses Grades tool. Keeping student grade values in Grade Items within the Courses Grades tool is an effective teaching & learning practice, since it provides students a very clear picture of their progress in a course and is accessible whenever they need it, which relieves faculty of clerical work and empowers learners. If you have chosen to use no Grade Items or values, proceed to the next step.

Technical Support for Steps 3-10

For **technical support with** ⌈ STEPS 3-10 ⌉ **(midterm / final grade selection page)**, call the University Services Technology Help Desk at **352-588-8888**.

Step 3: From the More Actions dropdown menu, Click the Mid-Term & Final Grading option

(https://saintleo.brightspace.com/shared/D2L%20Faculty%20Enrichment/images/transcript-grades/step03.png)
Now that you've confirmed that your Grade Items values in your course are accurate, it is time to select the grade that will go into the Colleague student information system, which goes onto student transcripts.

From the **Grades** tool in your course, go to the **Enter Grades** tab, and click the **More Actions** dropdown menu, and select **Mid-Term & Final Grading**. This will take you to the page where you will select the grades that will go onto transcripts.

If you need to return to your Courses class, click the **D2L Home** link to return to Courses, and then return to Step 1 above.

Step 4: Select Term

(https://saintleo.brightspace.com/shared/D2L%20Faculty%20Enrichment/images/transcript-grades/step04.png)

From the **Select Term** dropdown menu, select the appropriate term if it is not already selected for you.

Step 5: Select Course

(https://saintleo.brightspace.com/shared/D2L%20Faculty%20Enrichment/images/transcript-grades/step05.png)

From the **Select Course** dropdown menu, select the appropriate course if it is not already selected for you.

Step 6: Select Grade Type

(https://saintleo.brightspace.com/shared/D2L%20Faculty%20Enrichment/images/transcript-grades/step06.png)
From the **Select Grade Type** dropdown menu, select the appropriate grade type.

Step 7: Click the Search button.

(https://saintleo.brightspace.com/shared/D2L%20Faculty%20Enrichment/images/transcript-grades/step07.png)
Click the **Search** button to display the selected information.

Step 8: Select the appropriate Mid-Term Grade or Final Grade using the dropdown menus.

(https://saintleo.brightspace.com/shared/D2L%20Faculty%20Enrichment/images/transcript-grades/step08.png)

Look at the **D2L Calculated Percentage** column, where you will see the value from the **Current Grade** item in your Courses Grades tool. From the dropdown menus in the Mid-Term / Final Grade column, select the desired grade letter.

The D2L Calculated Percentage values are provided solely as a reference for you, and are not submitted to any other system. They appear here merely as a convenience for you.

If you only wish to select letters for a subset of your entire student list, you may do so, leaving others blank. Only the selected letters will be submitted, while the others will remain blank, and you will be able to select letters for those blank students later.

If Applicable, enter the Last Attendance Date

If Applicable, Select the Never Attended checkbox

Step 9: Double-check All Values
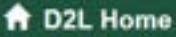
(https://saintleo.brightspace.com/shared/D2L%20Faculty%20Enrichment/images/transcript-grades/step09.png)
Review the letters that you've selected for students, double-checking their accuracy. Any letters that you've selected
will be submitted to the Colleague student information system and will then be locked. **You cannot modify a
submitted letter grade using the submission page after the next step.**

To change a submitted letter grade, you must request a formal grade change via the Registrar's office, which
can be a lengthy, complicated process. To request a change of grade, login to https://elion.saintleo.edu
(https://elion.saintleo.edu), go to the **eLion for Faculty** section, look under the **Faculty Information** heading,
click on the **Change of Grade Request** link, and follow the instructions on screen. Questions or concerns with
changing grades should be addressed to the Registrar's office (https://www.saintleo.edu/registrar).

Step 10: Click the Submit Grades button

(https://saintleo.brightspace.com/shared/D2L%20Faculty%20Enrichment/images/transcript-grades/step10.png)
When you're sure that the letter grades you wish to submit are accurate, click the **Submit Grades** button.

You cannot modify a submitted letter grade using the submission page after clicking the Submit Grades button.

If you have selected and submitted letter grades for all students, you are finished with this class, and the grades are now locked in this page and sent to the Colleague student information system. You may return to this page later to verify that you've submitted them, but you will be unable to change them.

To change a submitted letter grade, you must request a formal grade change via the Registrar's office, which can be a lengthy, complicated process. To request a change of grade, login to https://elion.saintleo.edu (https://elion.saintleo.edu), go to the **eLion for Faculty** section, look under the **Faculty Information** heading, click on the **Change of Grade Request** link, and follow the instructions on screen. Questions or concerns with changing grades should be addressed to the Registrar's office (https://www.saintleo.edu/registrar).

If you have selected and submitted letter grades for some (but not all) students, the grades that you've submitted are now locked in this page and sent to the Colleague student information system. You may return to this page later to submit the remaining grades or verify the grades you've submitted. You will be unable to change any grades that have been submitted.

To change a submitted letter grade, you must request a formal grade change via the Registrar's office, which can be a lengthy, complicated process. To request a change of grade, login to https://elion.saintleo.edu (https://elion.saintleo.edu), go to the **eLion for Faculty** section, look under the **Faculty Information** heading, click on the **Change of Grade Request** link, and follow the instructions on screen. Questions or concerns with changing grades should be addressed to the Registrar's office (https://www.saintleo.edu/registrar).

Return to Step 1 and repeat for each additional class that you teach.