



MCPHS
UNIVERSITY

How to Submit Grades Using the Grading Entry System

Rev: June 20, 2018

Help Desk, Information Services

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ABOUT THE GRADING ENTRY SYSTEM

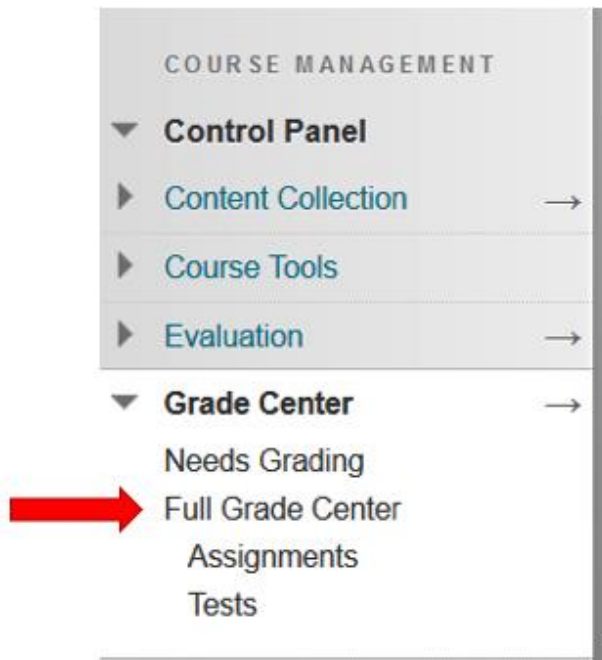
The Grading Entry System was developed to streamline the process of submitting final grades at the end of each semester. This program allows instructors of courses to enter final grades into the web application from an excel spreadsheet, either from Blackboard or another spreadsheet you've created to track grades. Once the grades have been entered and saved, they will be submitted into the University's system.

Note: This application replaces the process of entering grades manually in WebAdvisor.

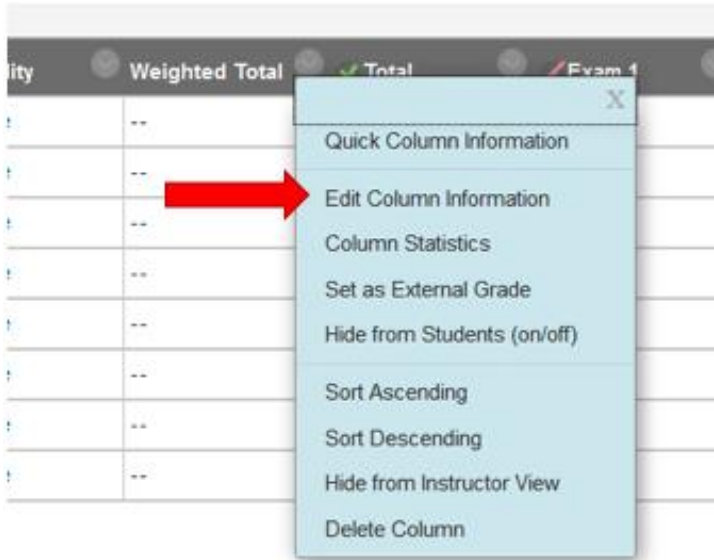
Access Note: Grading Entry System can only be accessed from on-campus or through VMWare.

1 DOWNLOADING GRADE SPREADSHEET FROM BLACKBOARD

1. Login to Blackboard and open the course you will be submitting grades for.
2. Once you're in the course, in the left navigation menu, select **Grade Center** and then **Full Grade Center**.



- Find the **Weighted Total** grade column. Click on the drop-down arrow in that column and select **Edit Column Information**.



- Find the display options section and change the **Primary Display** to **Letter** and the **Secondary Display** to **Percentage**.

Primary Display

Calculated grades display in this format in both the Grade Center and My Grades.

Secondary Display

This display option is shown in the Grade Center only.

- You'll need to select grade columns you wish to include in the weighted total and given them a percentage totaling 100%.

SELECT COLUMNS

Select the columns and categories to include in this weighted grade and then set the weight percentages.

Include in Weighted Grade

Columns to Select:

Column information

Categories to Select:

Category information

Selected Columns:
 Enter the weight percentage for each item. Percentages should add up to 100 percent.

% Column: Exam 1
 % Column: Exam Train
 % Column: Final Exam

Total Weight: 100%

6. Under **Options**, change **Include this Column in Grade Center Calculations** to **No**.

OPTIONS

Select **No** for the first option to exclude this Grade Center column from calculations. Select **No** for the second option to hide this column from Students in My Grades. Select **Yes** for the third option to show column statistics to Students in My Grades.

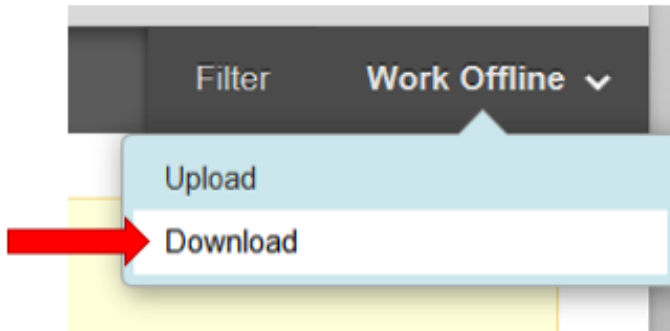
Include this Column in Grade Center Calculations Yes No

Show this Column to Students Yes No

Show Statistics (average and median) for this column to Students in My Grades Yes No

7. Click **Save**.

8. In the top-right navigation in Grade Center, click on **Work Offline** and then select **Download**.



9. Leave the default settings as is (as displayed below) and then click **Submit**.

DATA

Items with Anonymous Grading enabled will not be included in the download.

Select Data to Download Full Grade Center
 Selected Column Include Comments for this Column
 User Information Only

OPTIONS

Choose either the tab delimited (.XLS) or comma delimited (.CSV) delimiter type to open the file directly in Microsoft Excel. Select comma delimited for importing to third-party applications that do not support Excel.

Delimiter Type Comma Tab

Include Hidden Information Yes No
Hidden information includes columns and users that have been hidden from view.

SAVE LOCATION

Select where to save the file.

Download Location My Computer Content Collection

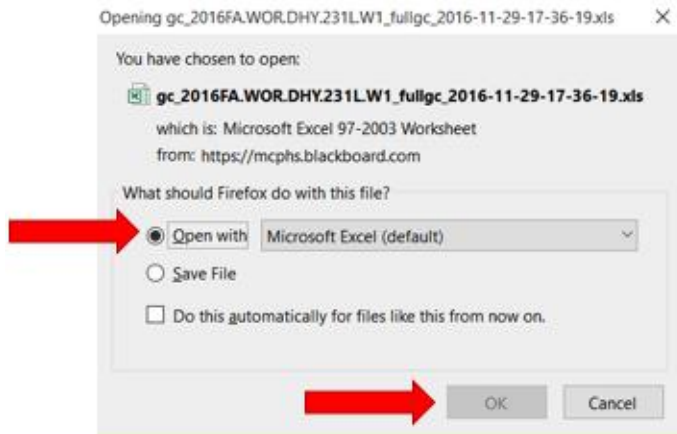
Click **Submit** to proceed. Click **Cancel** to go back.

10. Click **Download**.

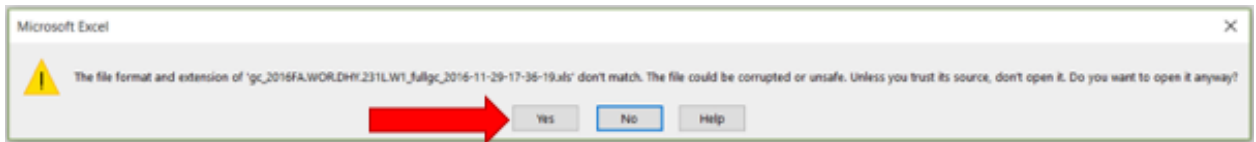
The data has been saved to a file. To download the file and work off line click Download to Open the file.



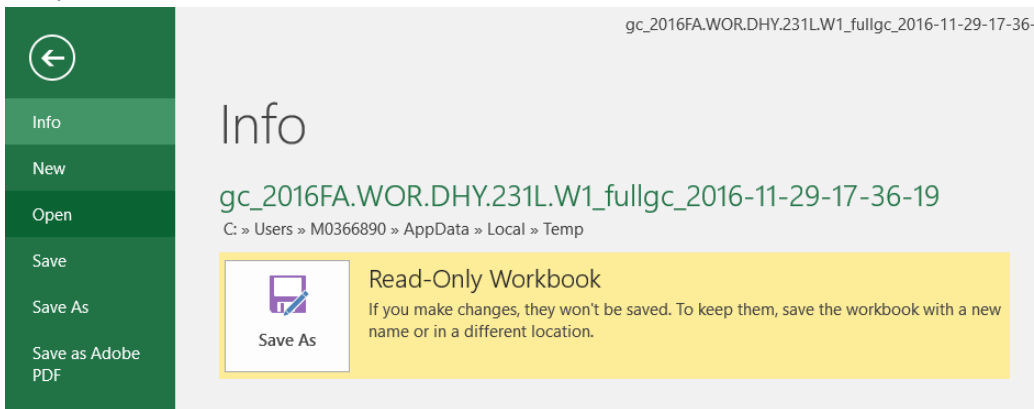
11. When prompted to open or save the file, be sure to select **Open with Microsoft Excel** and then click **OK**.



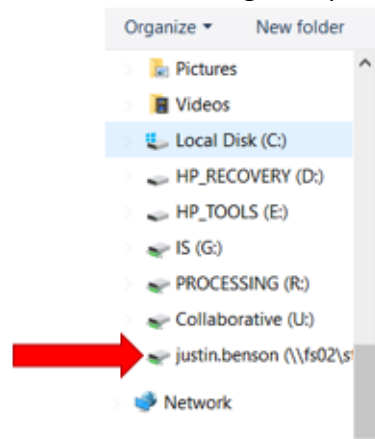
12. If you receive the message below, click **Yes**. If not, proceed to the next step.



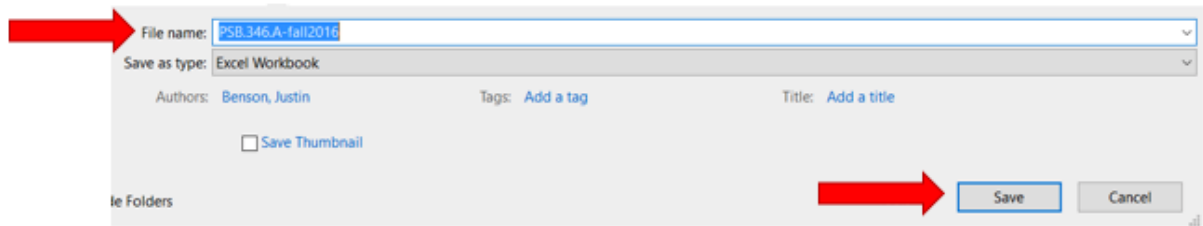
13. In Excel, click on **File** and then select **Save As**.



14. We recommend saving the spreadsheet to your **Z drive** for easy access.



15. Name the file and then click **Save**.



2 USING A GRADE SPREADSHEET NOT FROM BLACKBOARD

1. If an instructor has maintained grades in a spreadsheet and not in Blackboard, you can use that same spreadsheet to submit grades as well.
2. Spreadsheet requirements:
 - a. The Student ID and Grade column can be any name that you want. The column headings from your spreadsheet will be displayed in the drop-downs in the web application for you to choose from.
 - b. You can have as many columns as you want. The web application will ask you to choose which columns to use for the Student ID and Grade.
 - c. You do not need to include leading zeros before the student's ID number, i.e. 123456 can be used instead of 0123456.
 - d. The grade must be a letter grade that is one of the letter grades allowed for the type of class you're submitting grades for. *Note: There is a grade legend of allowed grade types above the student table in the Grading Entry System for reference.*
 - e. Example sample spreadsheet:

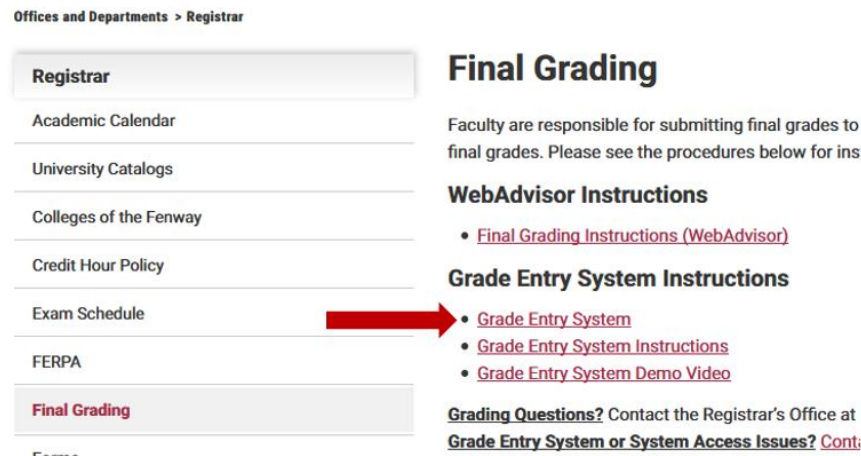
	A	B	C	D	E	F	G	H	I
1	Last Name	First Name	Student IDs	Username	Exam I ParScore Score	Exam I - Overall Score	Exam II ParScore Score	Final Exam ParScore Score	Grades
2	Smith	John	123434	jsmit1					B
3	Doe	Jane	123456	jdoe1					B
4									
5									
6									

3 SUBMITTING GRADES

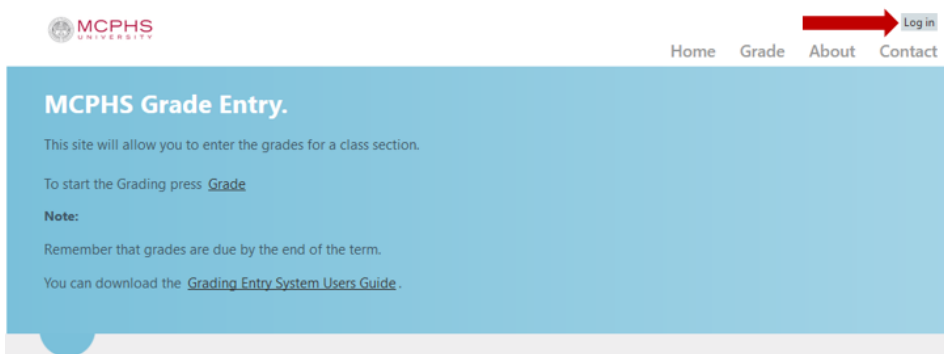
3. Login to the MCPHS portal at <http://my.mcphs.edu>.
4. Navigate to **Departments** and then select **Registrar**.
5. In the left navigation menu, under Registrar, select **Final Grading**



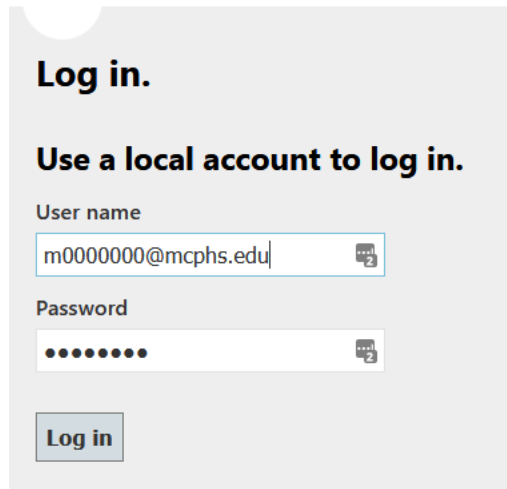
6. Select **Grading Entry System** to open the web application.



7. You'll be brought to the MCPHS Grade Entry page. Click **Log in**.



8. Login using your MCPHS username and password.
 - a. Use the username you use when logging into a computer:
flast@mcphs.edu or **first.last@mcphs.edu** or **mXXXXXXXX@mcphs.edu**



Log in.

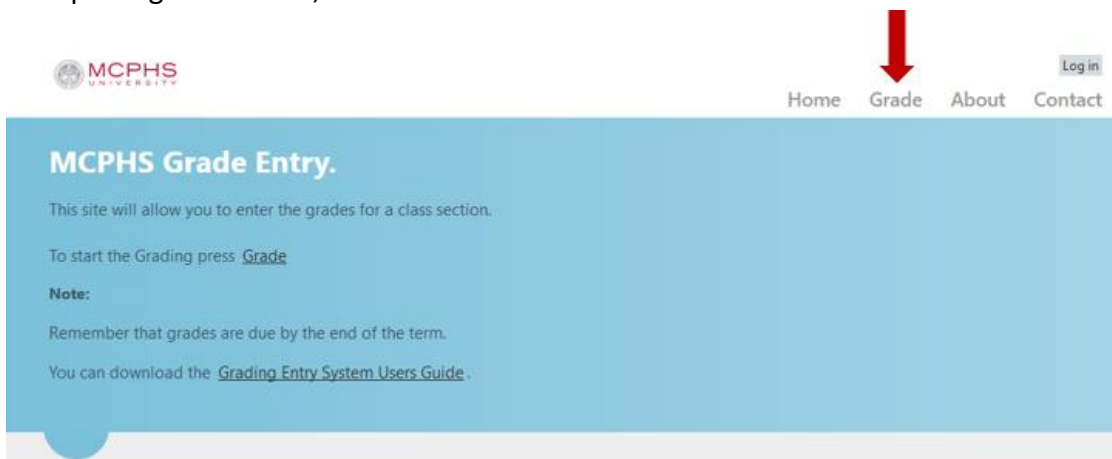
Use a local account to log in.

User name
m0000000@mcphs.edu

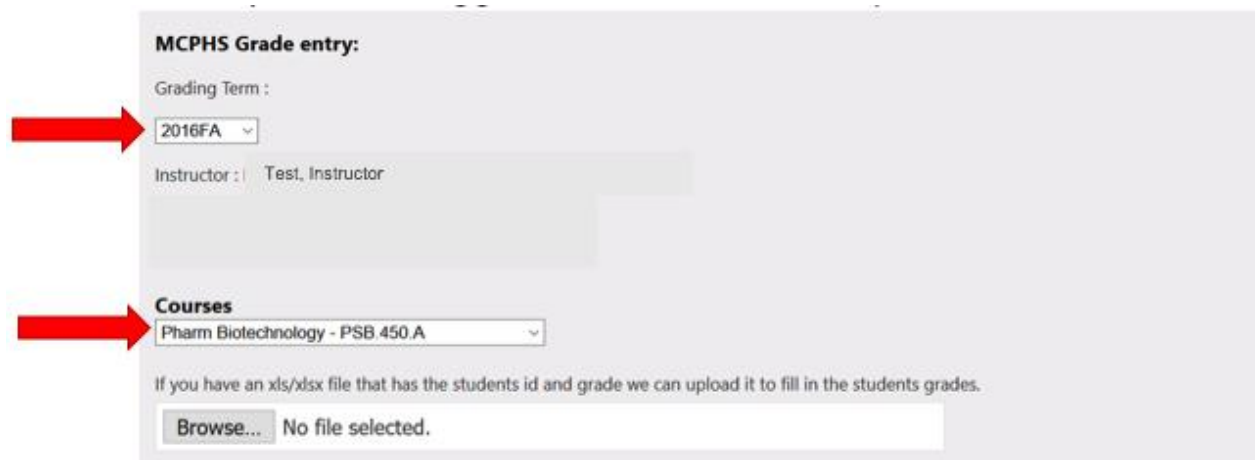
Password
●●●●●●●●

Log in

9. In the top navigation menu, select **Grade**.



10. On the Grade entry screen, choose a **Grading Term** from the drop-down and then the **Course** that you're submitting grades for from the Courses drop-down.



MCPHS Grade entry:

Grading Term :
2016FA

Instructor : Test, Instructor

Courses
Pharm Biotechnology - PSB 450 A

If you have an xls/xlsx file that has the students id and grade we can upload it to fill in the students grades.

Browse... No file selected.

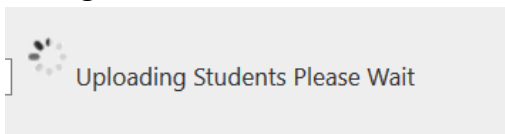
11. Students enrolled in the selected course will appear on further down on the same page.

Save Grades

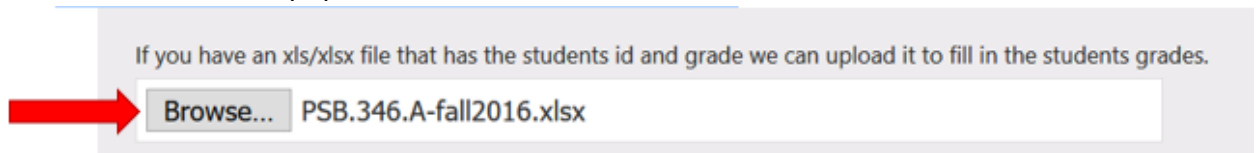
Grade Legend : A, A-, B+, B, B-, C+, C, C-, D, F, I, P, AUD

Count	Student ID	Section Name	Last Name	First Name	Final Grade
1	0123456	PSB.450.A	Smith	John	
2	0123457	PSB.450.A	Doe	Jane	

12. Note: If the selected course has a large number of students, you may see a message saying **Uploading Students Please Wait.**



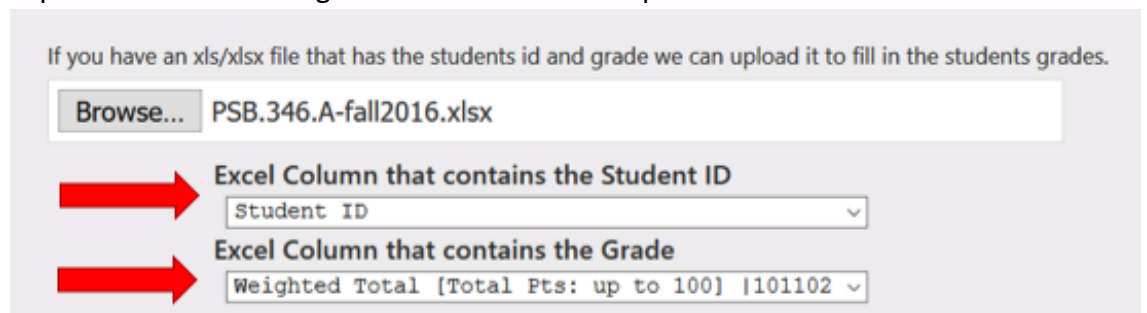
13. Once the student list has populated, click on **Browse...**



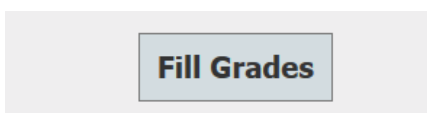
14. Navigate to where you have your grade spreadsheet saved, i.e. your Z drive as recommended.

15. Select the column heading names to be used for grading:

- a. For **Excel Column that contains the Student ID**, choose the column heading name from your spreadsheet containing the Student's ID number from the drop-down.
- b. For **Excel Column that contains the Grade**, choose the column heading name from your spreadsheet containing the Grade from the drop-down.




16. Click on **Fill Grades.**



17. The student list will now contain letter grades from your spreadsheet.

Save Grades

Grade Legend : A, A-, B+, B, B-, C+, C, C-, D, F, I, P, AUD

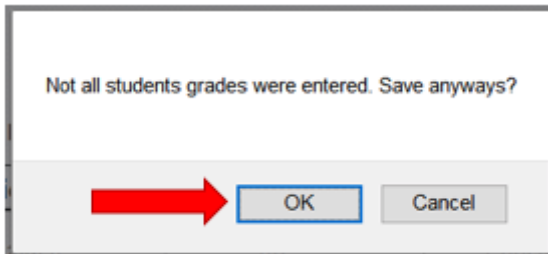


Count	Student ID	Section Name	First Name	Last Name	Final Grade
1	0123456	PSB.450.A	Smith	John	A
2	0123457	PSB.450.A	Doe	Jane	A
3	0123456	PSB.450.A	Smith	John	A-
4	0123457	PSB.450.A	Doe	Jane	A
5	0123456	PSB.450.A	Smith	John	
6	0123457	PSB.450.A	Doe	Jane	D
7	0123456	PSB.450.A	Smith	John	B
8	0123457	PSB.450.A	Doe	Jane	B-
9	0123456	PSB.450.A	Smith	John	A-

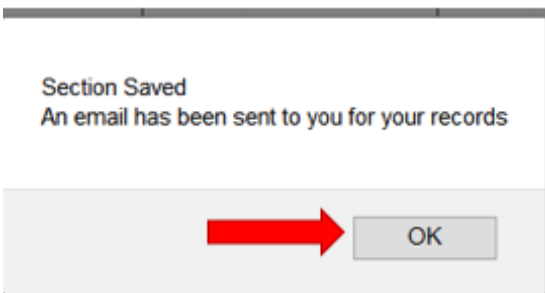
18. Verify that the student grades are accurate. Fields will be marked in red if there is an issue with their grade, i.e. Invalid grade type.

19. Click **Save Grades**.

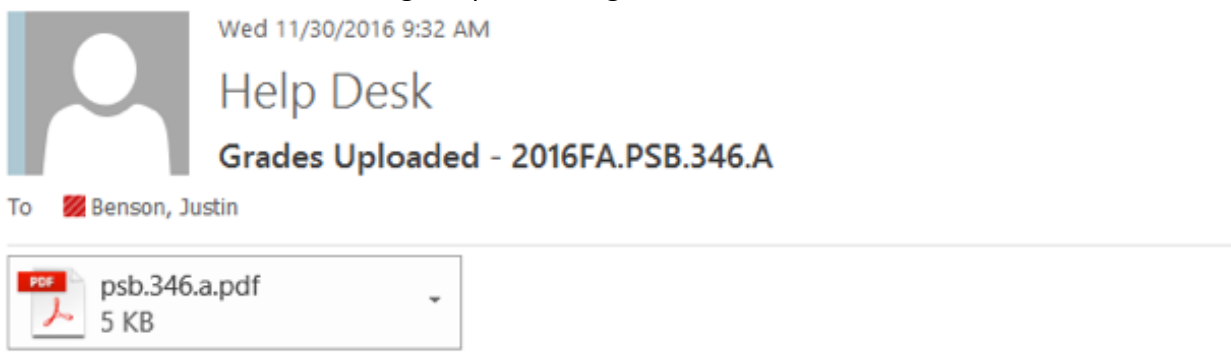
20. If some students listed do not have grades yet, you'll receive a message asking to submit without all grades being completed.



21. If all students have grades, you'll see a **Section Saved** message.



22. You will receive an email containing a report of all grades submitted.



Grades for the following section have been uploaded into Colleague

2016FA.PSB.346.A - Physico-Chem Prop of Drug Mole
The grades were entered by Test, Instructor @ 9:31 AM Nov-30-2016
There were 44 grades entered|out of 44 total students

...

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23. The attached PDF will list each student and the grade submitted.

4 ENTERING GRADES MANUALLY

In the Grading Entry System, when you select the course to grade and the enrolled student list populates, you can manually enter letter grades if you wish. You can also manually change any grades that are populated using a spreadsheet.