

DeVry University - Houston

Faculty Orientation Manual

IN THIS SECTION: Grades & End of Course Requirements

- Items to Submit at End of Course
- Grade Instructions & Help Information
- Banner Login & Entering Grade Instructions
- eCollege Gradebook Spreadsheet Instructions

GRADES

Grade Instructions & Help Information

- Grades must be entered separately in Banner and eCollege – the two systems do not communicate. ECollege grades must match the grades posted into Banner.
- Giving “Incompletes” - Incompletes should be rare and reserved for cases where the student has completed a majority of the work and due to some event beyond his/her control, just needs a bit of extra time to finish up.

If you need assistance entering your grades in Banner or have questions regarding submitting your grades please contact your Program Dean or the Academic Administrative Assistant (TBD).

Entering Grade Instructions

Step-by-Step: How to grade onsite DeVry and Keller courses



CHAMBERLAIN
College of Nursing



DeVry University
Keller School of Management

These steps are a companion to the presentation *Grading online DeVry and Keller courses*, which is available in Skillport.

Onsite courses are graded from the Faculty Services tab in the Portal. Online courses should be graded with your course management software.

This handout includes the following:

- Grading symbols in the Grading for Onsite Courses channel
- Grading an onsite class
- Assigning an Incomplete for the final grade


Grading symbols in the Grading for Onsite Courses channel:

Symbol	Meaning
	Ready for grading.
	Grading has begun but not all students have been graded.
	All students have been graded but some or all grades have not been rolled to academic history.
	All students have been graded and all grades have rolled to academic history.
	There are no students to grade.

Grading an onsite class:

Step	Action	Result
1	Use your browser to log in to the Portal with your DSI# and password.	The Portal displays.
2	Click on the Faculty Services tab. 	The Grading for Onsite Courses Only channel lists all of the classes you are teaching for the current session.
3	Click on the or icon next to the class you wish to grade.	The Grading for Onsite Courses page displays. Note: Once you open the Grading for Onsite Courses Only page you must submit your grades within the time limit displayed or they will be lost.
4	To enter a grade, click the down arrow in the Grade column and select a grade.	
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Step-by-Step: How to grade onsite DeVry and Keller courses

Step	Action	Result
5	When you have selected the grade for each student you are ready to grade, click the Submit button.	The Grading for Onsite Courses Only page is updated and includes a message that the changes you made were saved successfully.
6	To grade another class, click the Back to Faculty Services link in the header above the current page and click the icon next to the class you want to grade. 	

Assigning an Incomplete for the final grade:

Step	Action	Result
1	Click on the ▲ or ▼ icon next to the class you wish to grade.	The Grading for Onsite Courses page displays.
2	To enter a grade of Incomplete, click the down arrow in the Grade column and select I.	
3	When you have selected the grade for each student you are ready to grade, click the Submit button.	The Incomplete Final Grades page displays, listing only those students for whom you selected a grade of I (Incomplete).
4	After reviewing the list of students, click the Submit button.	The Grading for Onsite Courses Only page is updated and includes a message that the grades were successfully processed.