

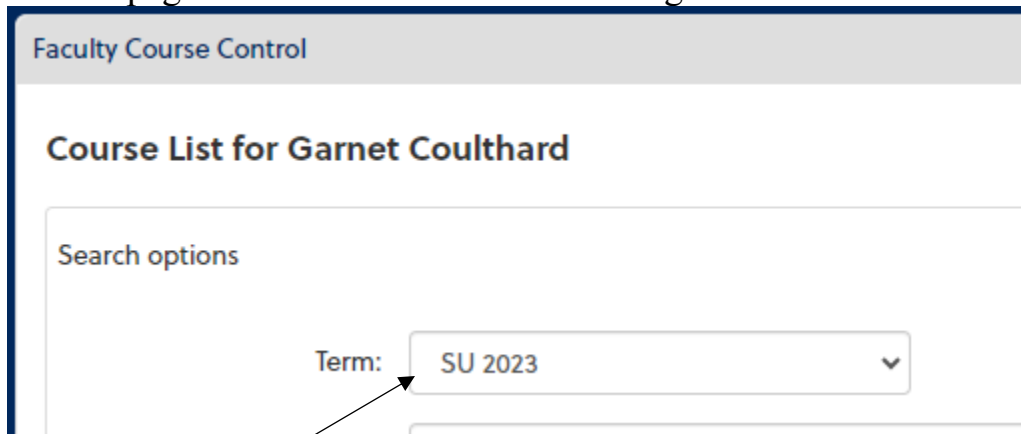
Entering Midterm and Final Grades

Student progress and grades are tracked in Brightspace, but faculty will need to go to MyGraceland to enter an official grade for their students.

This link will take you to MyGraceland. Log in using your Graceland username and password. A second screen may pop up for double authentication wanting you to log in again since you are accessing a secure site.

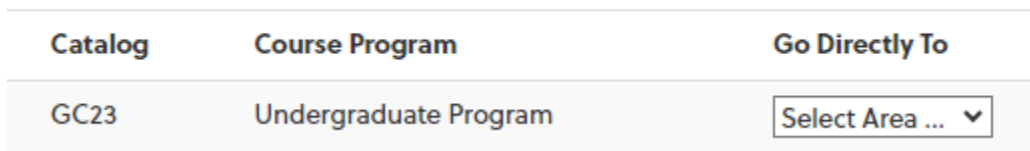
https://my.graceland.edu/ICS/Faculty/Faculty_Information.jnz?portlet=Faculty_Course_Control

On that page will be this screen or something similar:



The screenshot shows a web interface titled "Faculty Course Control". Below the title is a section for "Course List for Garnet Coulthard". Underneath, there is a "Search options" section. A "Term:" label is positioned to the left of a dropdown menu that currently displays "SU 2023". An arrow points from the text below to this dropdown menu.

Make sure the term is set to the current class you are working on (by term and year). then to the drop-down menu under **Go Directly To** and select Grade Entry from the drop down menu.



The screenshot shows a table with three columns: "Catalog", "Course Program", and "Go Directly To". The "Go Directly To" column contains a dropdown menu with the text "Select Area ...". An arrow points from the text above to this dropdown menu.

Catalog	Course Program	Go Directly To
GC23	Undergraduate Program	Select Area ... ▼

Your class list will be there and select Midterm or Final grade. Semester long courses will have both a midterm and final grade option. Term classes only require a final grade. So if you are entering midterm grades, select that column and enter the midterm grade. If you are entering final grades, select that column and enter your final grade. Use the dropdown menu to enter your grade. If needed, you may also select Incomplete.

Student	ID	Grad?	Final Grade	Grading Type	Cr Hrs	Last Date of Attendance	Absences	Class	Program
Name	ID	N	P		2.0	<input type="text"/>	<input type="text" value="0"/>	SR	UNDG
			Select... ▾			<input type="text"/>			

You may also enter the last date of attendance and absences if you want to, but not required. Then click the save button at the bottom. You will receive an email to your Graceland email indicating the grades you have entered and/or changed.