## Electronic Grade Submission with Web Gradebook

## **Step by Step**



## **BSU: Submit Grades to Registrar**

Midterm deficiencies and final grades can be submitted to the Registrar electronically from Web Gradebook:

Step 1: Log in to Web Gradebook at <a href="http://www.bsu.edu/gradebook">http://www.bsu.edu/gradebook</a>

**Step 2: Select your course** 



All courses that are assigned to you will automatically appear in the Gradebook list of courses, even if you don't use Gradebook to keep track of grades throughout a given semester. Click on the Course Editing link to gain access to final grades.

**Step 3: Set final grades and submit:** 

Miscellaneous List of courses	a. Once in the Course Editing screen, select the Final grades link to set final grades.
Help  Add Instructor  Add Student  Announcements  Course Overview  Course I ats  Final grades  Midterm deficiencies	If you have freshmen in your class, you can submit midterm deficiencies in the same manner by selecting the appropriate link.

b. If there are no grades in Gradebook, final grades will default to "A" with an option to make changes:

ID	Name	Final Grade to Submit	Calculated Grade	Calculated Percentage
111123457	Doe, John	A 🗘	N/C	
111123462	NoCredit, Credit	CR 💠	N/C	
111123459	Student, Auditing	AU 💠	N/C	
111123460	Student, AutoWithdrawn	w 💠	Withdrawn	1st Period (W Only)
111123456	Student, Tech Clips	A 🗘	N/C	
111123458	Student, Test	A 🗘	N/C	
111123461	Student, Withdrawn	w 💠	Withdrawn	2nd Period (W or F)

Adjust grades with the drop down menus provided.

## **BSU: Submit Grades to Registrar**

⇒Note: Gradebook will only display the appropriate grade option for each student. In the above example, John is eligible to receive any grade between A-F and I where as Credit can only receive either CR or NC.

c. Click the button when finished to submit your grades.

This process can be repeated as many times as needed until the submission deadline set by the Registrar, usually at noon on Monday following finals.

Each time you submit grades, you will receive a confirmation email from Gradebook.