Providence College

DigitalCommons@Providence

2019

Faculty Online Grading Procedures

Office of the Dean of Undergraduate & Graduate Studies (DOUGS)

Office of the Dean of Undergraduate & Graduate Studies (DOUGS), "Faculty Online Grading Procedures" (2019). *New Faculty Orientation*. 6.
https://digitalcommons.providence.edu/nfo/6

Office of the Dean of Undergraduate & Graduate Studies

Faculty Online Grading Procedures

https://registrar.providence.edu/faculty/online-grading/

Step-by-step instructions:

1. Login to CyberFriar

https://registrar.providence.edu/faculty/online-grading/

2. Click on "Faculty Services";

3. Click on the appropriate designation for "View/Enter Final (or Mid Term) Grades";

4. Select current term and "Submit";

5. Select the appropriate Course Reference Number (CRN) for the course you wish to grade;

6. Select grade from pull-down list in the "Grade" column - follow instructions at top of page referring to grades. If you do not submit a final grade for a student, the grade of NM (No Mark) will be issued to the student. (Lab sections are separate from the course. Please be sure to grade these sections accordingly. **Please note: All Biology and Chemistry lab sections are automatically graded by Enrollment Services. All other lab courses must be graded by the instructor. DWC Seminar courses are auto-graded with the grade of NG.**);

*NOTE 20 MINUTE TIME LIMIT MESSAGES AT TOP AND BOTTOM OF PAGE;

7. Click on the "SUBMIT GRADES" button at the bottom of page when completed (a confirmation message will appear at top of page);

8. Review your online grade sheet and confirm that all students have been graded appropriately. If a name does not appear on your final grade roster, this means the student is not registered for the course and, therefore, cannot be assigned a grade. You must report this to the appropriate dean immediately, since the student cannot be graded until registration is resolved;

9. If desired, print a copy of submitted grades for your records;

10. Exit CyberFriar.