## A ‘How To’ Video Transcript

# Faculty Fast FAQ: Submitting Final Grades and Mid-term Progress Grades

When you are ready to submit your midterm progress grades or your final grades, you will do that through the Moodle interface. Log into Moodle and then in your "My courses" block or list, click on the course for which you wish to submit your grades.

From the main page of your course, click on the “Grades” link in your left column, the one with the purple background. If you cannot see your left column, click on the menu icon with the three lines in the upper left corner to expand your left column.

Once you're in your gradebook, you will need to go to the “Mid-Term/Final Grade Entry” page to enter your letter grades. You can reach this page by clicking on the drop-down navigation menu, and choosing the second item down, the “Mid-Term/Final Grade Entry.”

On the “Mid-Term/Final Grade Entry” page, you'll see a column for midterm grades and a column for final grades. For whichever one you wish to submit, locate the drop-down menu and assign the appropriate letter grade for that student. If you're not ready to assign a letter grade for a particular student, leave it blank. Then come down and click on the appropriate button, either “Save mid-term grades” or “Save final grades.” These buttons submit the grades selected directly to Enrollment Services. When you are ready to submit the remaining grades, come in and assign those, and click the appropriate button again.

Once you have submitted your grades, you will receive a confirmation message and you will no longer be able to change them from the drop-down menu. Once you have submitted a grade through Moodle, you cannot change it online; you have to complete a paper grade change form through Enrollment Services.

(You can find this video at <http://www.trinitydc.edu/moodle/2015/07/20/fast-faq-submitting-mid-term-progress-or-final-grades/>)