

Submitting Grades from WebCT GOLD

You MUST use your ISU Admin Tools link to electronically submit your grades to the Registrar. This will require you to login to your WebCT GOLD course (using your Net-ID).

If you have any questions about setting up your WebCT grade book for electronic submission or creating formulas to turn test/assignment points into letter grades within the grade book please contact WebCT support at 4-5357 or contact the Solution Center, 4-4000.

WebCT GOLD Grade Release to the Registrar Requirements

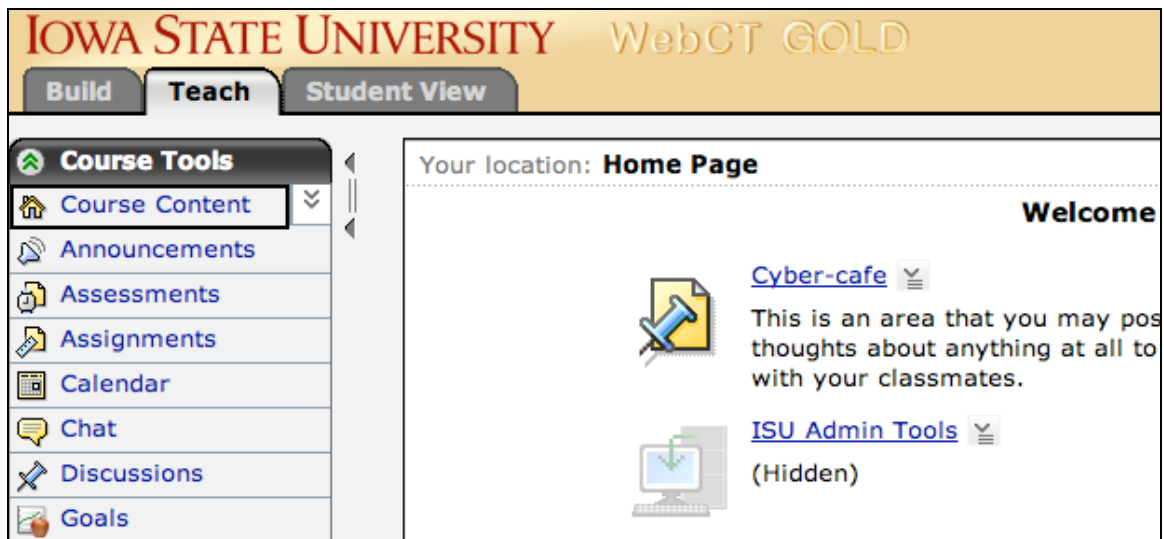
- Grade release through the WebCT grade release wizard must occur before a specific date at after the end of the semester. The grades will be transferred to the Registrar for final submission and no more releases can be done after that date.
- You can release or change grades up to that date. If you need to change a student's grade all you have to do is change the grade in the WebCT grade book, then go back through the wizard again and resubmit the whole class. This will overwrite the previous submission. You can resubmit multiple times until the cutoff date.
- Please remember, **only the official "instructor or instructors of record"** as recognized by the Registrar's office will be able to submit the grades using their ISU Net-ID and password (which is also your WebCT login ID and password). The instructor or instructors of record **must also be either an instructor or co-instructor** in the WebCT GOLD course. The instructor of record must have a role 1 or 7 as identified by the Registrar. If you are the instructor of record with any other role than 1 or 7, you will be NOT be able to submit grades electronically.
- To be able to submit grades electronically, you must have already enrolled your Registrar course-sections to your WebCT course (<http://www.celt.iastate.edu/webct/enroll.html>). Course enrollment can be done at any time during the semester by the instructor of record using the "ISU Admin Tools" link in a WebCT GOLD course.
- Your WebCT grade book must have a column for the submitted grades named exactly **"Midterm Grade"** for the midterm grade electronic submission to work. Your WebCT grade book must have a column for the submitted grades named exactly **"Final Grade"** for the final grade electronic submission to work. These columns must be in the Letter Grade (Letter) format or Alphanumeric (Alphanumeric) format.
- The **Midterm Grade** types accepted by the system are: S (Satisfactory), C-, D, F, and M (M is for non-attendance).

- The **Final Grade** types accepted by the system are: A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, I (Incomplete), and N (Non-reporting). Those courses that are recorded Satisfactory or Fail will use one of the following grade types: S, F, or I.
- Students with assigned grades considered invalid or unrecognizable by the system will be rejected, indicated, and reported in the table. Invalid grades include blank or no grade in column for **Midterm Grade** Submission. Invalid grades include: A+, blank, or no grade in column for **Final Grade** submission.
- **Do NOT submit grades in AccessPlus for the same course.** If you do the Registrar will consider the AccessPlus submission to supersede the WebCT GOLD submission.

Submitting Grades from your WebCT GOLD Section

Section Instructors must start in the **Teach** tab and use the Administrative Tools.

- a. Log in to WebCT GOLD and select your WebCT GOLD course/section.
- b. In the Teach tab, select ISU Admin Tools. *Note: If you have not added the ISU Admin Tools to your course and have not mapped your registrar course to a WebCT GOLD course, you must do so prior to submitting grades electronically; please see the handout Adding the ISU Administrative tools to your WebCT GOLD course.*



The screenshot displays the WebCT GOLD interface for Iowa State University. At the top, the header reads "IOWA STATE UNIVERSITY WebCT GOLD". Below the header are three tabs: "Build", "Teach", and "Student View", with "Teach" being the active tab. On the left side, there is a "Course Tools" menu with the following items: Course Content, Announcements, Assessments, Assignments, Calendar, Chat, Discussions, and Goals. The main content area on the right shows "Your location: Home Page" and a "Welcome" message. Below the welcome message, there are two links: "Cyber-cafe" and "ISU Admin Tools (Hidden)".

c. Select Submit Grades option under the Tools menu

Administrative Tools for Demo Section (Fall 06)								
(URN:X-WEBCT-VISTA-V1:7d2ae6cb-81ba-0135-007b-af7d86a7c8e3) [648059001]								
<table border="1"> <tr><td>Tools</td></tr> <tr><td>Directions</td></tr> <tr><td>Enroll Section</td></tr> <tr><td>Submit Grades</td></tr> <tr><td>Add Exception IDs</td></tr> <tr><td>Add Students</td></tr> <tr><td>Submit TES Form</td></tr> </table>	Tools	Directions	Enroll Section	Submit Grades	Add Exception IDs	Add Students	Submit TES Form	<p>Directions</p> <p>Select from the menu options:</p> <ul style="list-style-type: none"> • Enroll Section: Select one or more Registrar sections to associate with your section. Students in the Registrar sections will be added to and/or deleted from your section daily. • Submit Grades: Submit midterm and final grades to the Registrar. • Add Exception IDs: Create usernames for non-ISU students and enroll them in your section. • Add Students: Add non-official users as students to your section.
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d. A table will appear listing the students in your course with the correct grades available for submission to the Registrar. When you are ready to submit these grades to the Registrar, select Submit Midterm Grades/Submit Final Grades.

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Directions																							
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e. You will receive a confirmation screen stating your grades have been recorded and a link is available for you to view a printable copy of your grades.

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