

PUBLISHING FINAL GRADES FOR INSTRUCTORS USING THE GRADE CENTER IN WTCLASS

SETTING UP THE GRADE CENTER FOR PUBLISHING FINAL GRADES

Step 1. Enter Missing Grades/Zeros

Before you submit your students' grades, be sure to **enter missing grades and/or zeros** where grades need to be entered. Cells with no grades are ignored in final calculations.

	M5: Ch4 Vocab	M5: Discussion	Module 5 Jeopa	Module 5, Activi	M6: Ch5 Vocab	M6:
(%)	5.00 (5)	10.00 (100.00%)	49.00 (98.00%)	12.00 (60.00%)	--	10.00
(%)	4.50 (4.5)	10.00 (100.00%)	45.50 (91.00%)	13.00 (65.00%)	4.50 (4.5)	10.00
(%)	5.00 (5)	10.00 (100.00%)	48.00 (96.00%)	20.00 (100.00%)	5.00 (5)	10.00
(%)	5.00 (5)	7.00 (70.00%)	49.00 (98.00%)	14.00 (70.00%)	5.00 (5)	10.00
(%)	4.50 (4.5)	10.00 (100.00%)	50.00 (100.00%)	16.00 (80.00%)	5.00 (5)	10.00
(%)	1.50	3.50 (35.00%)	21.00 (42.00%)	12.00 (60.00%)	2.00 (2)	10.00
(%)	--	9.25 (92.50%)	44.25 (88.50%)	18.00 (90.00%)	--	10.00
(%)	4.00 (4)	10.00 (100.00%)	48.75 (97.50%)	17.00 (85.00%)	4.00 (4)	10.00
(%)	5.00 (5)	7.00 (70.00%)	49.00 (98.00%)	20.00 (100.00%)	5.00 (5)	10.00

Step 2. Review Grading Schemas

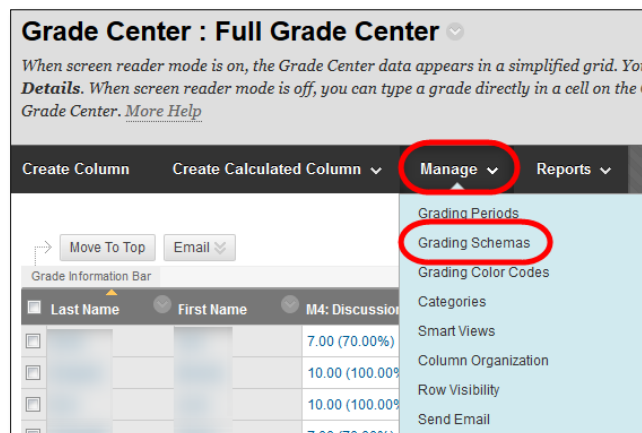
(if you do not need to alter from the default Grading Schema as seen below, skip to Step 3.)

The default Grading Schema used is "Letter Grade (no rounding)":

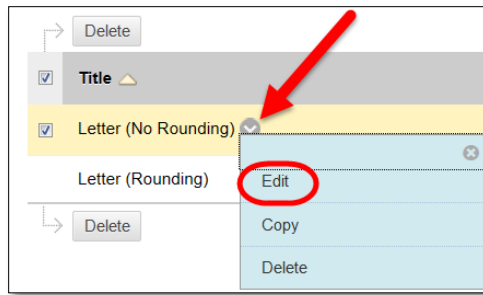
- A – 90-100%
- B – 80-89.9%
- C – 70-79.9%
- D – 60-69.9%
- F – 0-59.9%

To **alter** the Grading Schema:

- a. Go to **Full Grade Center > Manage > Grading Schemas**.



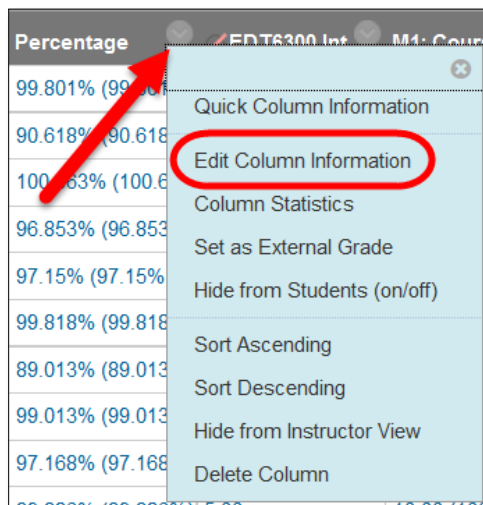
- b. Click **“Edit”** if you need to review or make edits to this Grading Schema.



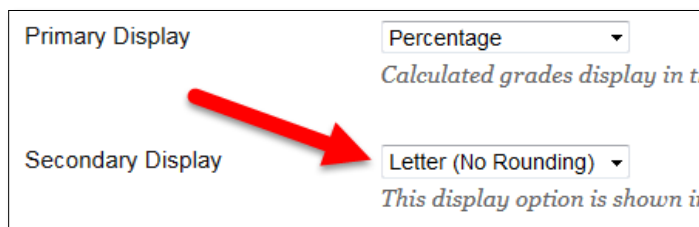
Step 3. Set the final grade column (may be titled Overall, Percentage, Points, or another name you have provided) with a Secondary Display.

The Secondary Display does **NOT** appear in student’s view of their grades (My Grades). This information only appears in the instructors view. The Secondary Display is used to automatically populate grades on the Publishing Grades page.

- a. Click the dropdown menu to the right of the column title for your final grade column (may be titled Overall, Percentage, Points, or another name you have provided), and select **“Edit Column Information.”**

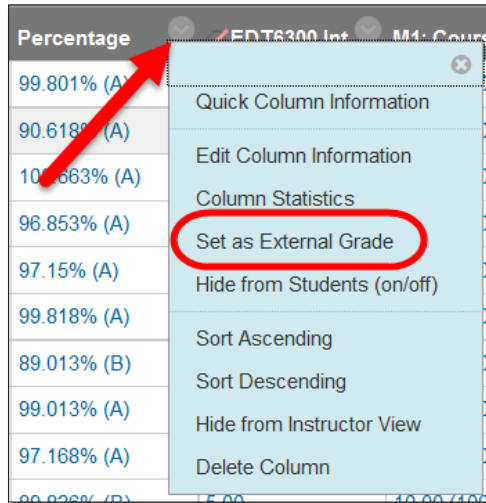


- b. Set the **Secondary Display to a grading schema**. “Letter (no rounding)” should be available if no other grading schemas have been setup.

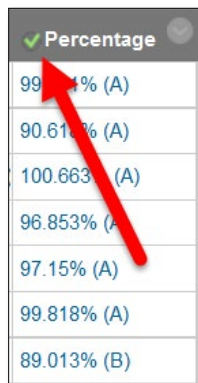


Step 4. **Set the final grade as the “External Grade”**

In the Full Grade Center, for the column that you wish to designate as the Final Grade (may be titled *Overall*, *Percentage*, *Points*, or another name you have provided), **click the dropdown menu** to the right of the column title, and select **“Set as External Grade.”**

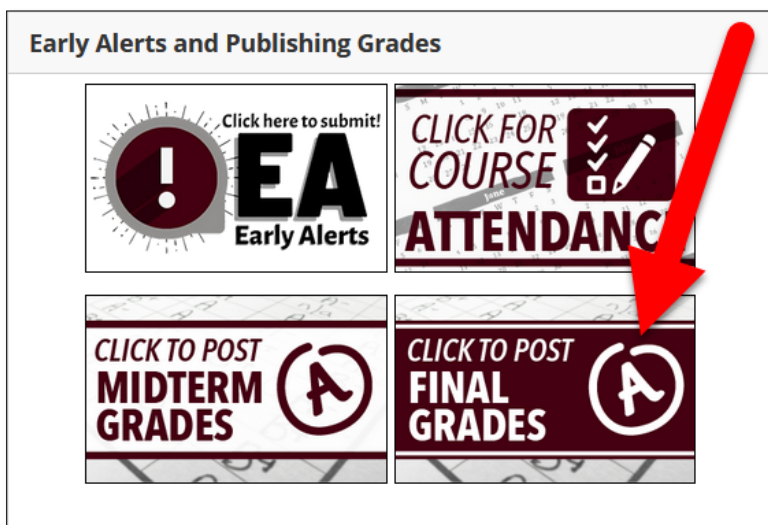


A green checkmark will appear to the left of the column title.



PUBLISHING FINAL GRADES

1. **Access your course** to publish grades in.
2. On the **Home Page** (the first page you come to inside a course), in the **Early Alerts and Publishing Grades** module, **Click the Image** for posting **Final Grades**.



3. Change the **Visible Groups** field to your **Course Name and ID**. Example: "HIST-1301 (10001)". This will populate student names and current grades in the table.

FINAL GRADES

Visible Groups

Visible Groups for one course

FINAL GRADES

Visible Groups

Visible Groups for a cross-listed course

4. Change the **"Populate final grade from current grade"** dropdown to **"Final Grade."** This will populate the Final Grade column with current letter grades.

ILP Integration

ILP Home Midterm Grades Final Grades

FINAL GRADES

Visible Groups

Populate final grade from current grade

Click "Clear Grades on form" to start over.

5. **Make changes to the Final Grade** by replacing the existing letter grade with the appropriate final grade.

If the Final Grade column did not auto-populate, please refer to [Setting up the Grade Center for Publishing Final Grades](#) section at the beginning of this document.

FINAL GRADES

Visible Groups:

Populate final grade from current grade:

Click "Clear Grades on form" to start over.

Once the values are cleared you can repopulate final grades from Current Grade.

First Name	Surname	Current Grade	Final Grade	Expire Date
			A	
			B	

For available grading options refer to the [Registrar's Grading System](#) information.

6. For any "Incompletes" (I) earned, please complete the Registrar's Incomplete Contract form for grade of I to be added to students account by the Registrar's Office. No grade of I may be entered into WTCClass. Leave these blank. Please see the [Registrar's Office's site on Incompletes](#).
7. For any student earning a **grade of "F"**, enter a **last date of attendance** date for when the student last attended the class in the Last Date of Attendance column, or check the checkbox in the Never Attended column if they **never attended** the class.

FIRST NAME	SURNAME	CURRENT GRADE	FINAL GRADE	EXPIRE DATE	LAST DATE OF ATTENDANCE	NEVER ATTENDED
		-	F		9/14/20	<input type="checkbox"/>
		-	A			<input type="checkbox"/>
		-	B			<input type="checkbox"/>

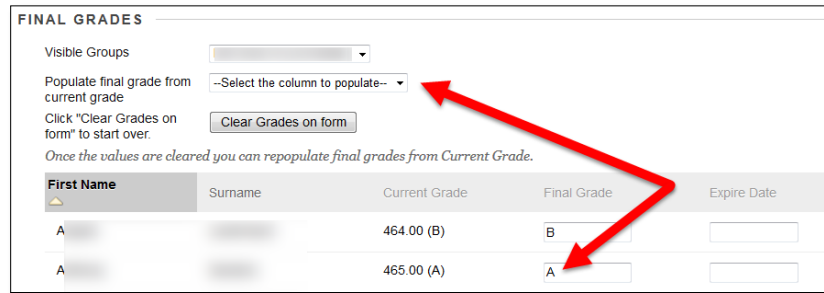
Please refer to the ["Last Date of Attendance for "F" Grades"](#) at the end of this document for instructions on how to determine the last date of attendance.

8. Click **“Submit Grades”** to submit grades.

Please note: there is not a “confirmation” on successful submission.

To verify grades have been successfully submitted to the Registrar’s Office for final verification:

- a. Exit the Publishing Grades page (click on the Home Page tab).
- b. Return to the Publishing Grades page by clicking on the Image for posting Final Grades.
- c. If the “Populate final grade from current grade” dropdown menu is set to **“Select the column to populate”** and grades are shown in the **“Final Grade”** column textboxes, grades have been successfully published.



The screenshot shows the 'FINAL GRADES' form. At the top, there is a 'Visible Groups' dropdown menu. Below it is the 'Populate final grade from current grade' dropdown menu, which is currently set to '--Select the column to populate--'. A red arrow points to this dropdown menu. Below the dropdown menu is a 'Clear Grades on form' button. Below the button is a note: 'Once the values are cleared you can repopulate final grades from Current Grade.' Below the note is a table with the following columns: First Name, Surname, Current Grade, Final Grade, and Expire Date. The table contains two rows of data:

First Name	Surname	Current Grade	Final Grade	Expire Date
A		464.00 (B)	B	
A		465.00 (A)	A	

9. **If you are teaching a cross-listed course - publish grades for each course individually. (Follow steps 4 through 7 for each course.)**

NOTE: Instructors must publish course grades prior to the deadline set each semester by the WTAMU Registrar. The Registrar’s Office does not have access to the unpublished grades in your courses in the WTClass system. **Failure to publish by the deadline will result in the necessity to complete grade cards by hand at the Registrar’s office.** Grades will automatically be updated in the students’ Buff Advisor within 24 hours.

If you have made a mistake in posting a grade, you will need to complete a Grade Change form with the Registrar’s Office.

LAST DATE OF ATTENDANCE FOR “F” GRADES

For any student earning a grade of “F” a last date of attendance must be recorded. Depending on course delivery (in person, online, etc.) there are different ways to determine the last date of attendance for a student. Below are a few of the ways to determine the last date of attendance for a student:

IN-PERSON COURSE ATTENDANCE

If you use the Buffalo Gold Card tap/swipe stations for taking attendance access the Attendance system through My Buff Portal or direct access at <https://apps.wtamu.edu/attendance/>

EMAIL AND COURSE MESSAGES

Review your WT academic email and your Course Messages within WTCClass for any communication concerning the course.

RUN THE “OVERALL SUMMARY OF USER ACTIVITY” REPORT

Within your course:

1. In the **Control Panel**, go to **Evaluation**.
2. Select the **Course Reports** option.
3. Select the **dropdown** next to the “**Single Course User Participation Report**” option, and select **Run**.
4. Select the **Start Date** of the course.
5. Select the **End Date** of the course.
6. Click **Submit**.
7. Select the option to **Open the file**. It should automatically open in Microsoft Excel.
8. When prompted about the file format and extension, select **Yes**.
9. Look at the **Most Recent Submission** column for the student’s row.

OTHER

There are additional ways that you can determine attendance within your course. You can also review Zoom meeting attendance and/or video recording views. Please determine ways students can be seen as “attending” to determine the last date of attendance.

For help with any report, or information to determine last date of attendance, please contact: wtclass@wtamu.edu and include the course, student name, student ID number, and any relevant areas to review.