

## **Instructions for WEBGRADING**

**WebGrade is a two step process:  
Enter and Save grades  
Submit Grades**

### **To Access WEBGRADING**

1. Go to the Faculty Link: [www.bu.edu/link/shortcut/faculty](http://www.bu.edu/link/shortcut/faculty)
2. Click on 'Grading' (second option under 'Instructor's Tools')

### **To Enter and Save Grades**

3. On 'Select Class' screen, click on the course to be graded
4. Choose the 'Enter' option
5. Click on boxes on right to enter individual grades
6. When all grades are entered, click on 'Save Grades' button

(If you are ready to submit grades, select 'Review' and skip to #8)

### **To Submit Grades** - when ALL grades have been entered

7. On 'Select Class' screen, click on specific course
8. Choose 'Submit' option and review grades
9. Click on the 'Submit Grades' button (once submitted, grades are posted to the student record)

**Note:** Once grades have been submitted, any change of grade must be made using a Grade Change Form



## **Other WebGrade options:**

### **To Add a Comment:**

Go to 'Grading Options'  
Click on "Comments"  
Click on the student for which you want to add a comment  
Add a comment (up to 60 characters)  
Click 'Update'

**IMPORTANT:** Please add a comment for all students for which an MG is being assigned. This will help resolve the issue in the future.

### **Allow someone else access to enter and save grades:**

On the Main page, select the Class List' option'; select Class; choose 'Manage Class' option  
Select "Authorize Teaching Assistant' option  
Enter the person's BU ID# or Last Name, First Name  
Select the End Date and Access Type for that person's access

**IMPORTANT:** This person cannot submit grades. You will need to submit these grades once all grades have been entered and saved

### **Add student to Grade List:**

On 'Select Class' screen, click on the course  
Choose the 'Add' student option  
Enter the student's Last Name and BU ID# and Grade

**Note:** You must enter the student's Last Name and Student ID number as it appears on the system – otherwise, the add will not be allowed

### **What Grades am I allowed to assign?**

On 'Select Class' screen, click on specific course  
Choose 'Enter' Grades  
Choose Grading 'Guidelines' option

Follow Grading Guidelines as they pertain to students who never attended, stopped attending, missed an exam, etc.

**Note:** You cannot assign a W grade. If a student dropped your course by the allowed deadline, he/she will have a pre-assigned W grade

**Note:** Most colleges within the University require a written contract before assigning Incomplete (I) grades

## **Advanced Options - Uploading/Downloading**

### **Downloading Class Lists (from the Link to a designated location)**

On 'Select Class' screen, click on specific course  
Select 'Download' option  
Save file to a location of choice  
Click 'Save'

### **Uploading Class Lists (from a designated location to the Link)**

On 'Select Class' screen, click on specific course  
Select the 'Upload' button  
Select the file you would like to upload

**Note:** It can be a tab or comma delimited text file. It **must** be a text file

Select columns (student's BU ID#, Grade)  
Click 'Upload'

**Note:** You cannot upload students who are not on the class list - you must add these students manually (see Add student to Grade List)

**Reminder:** After grades have been uploaded, they must then be submitted