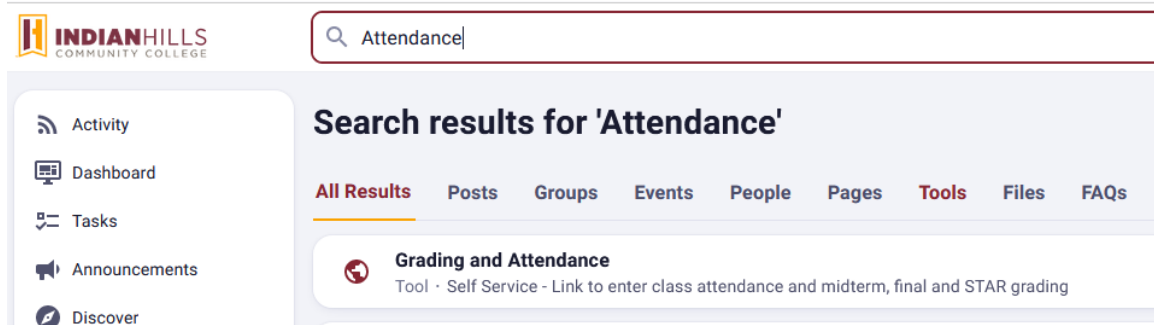


Computer Tutorial: Grade Reporting

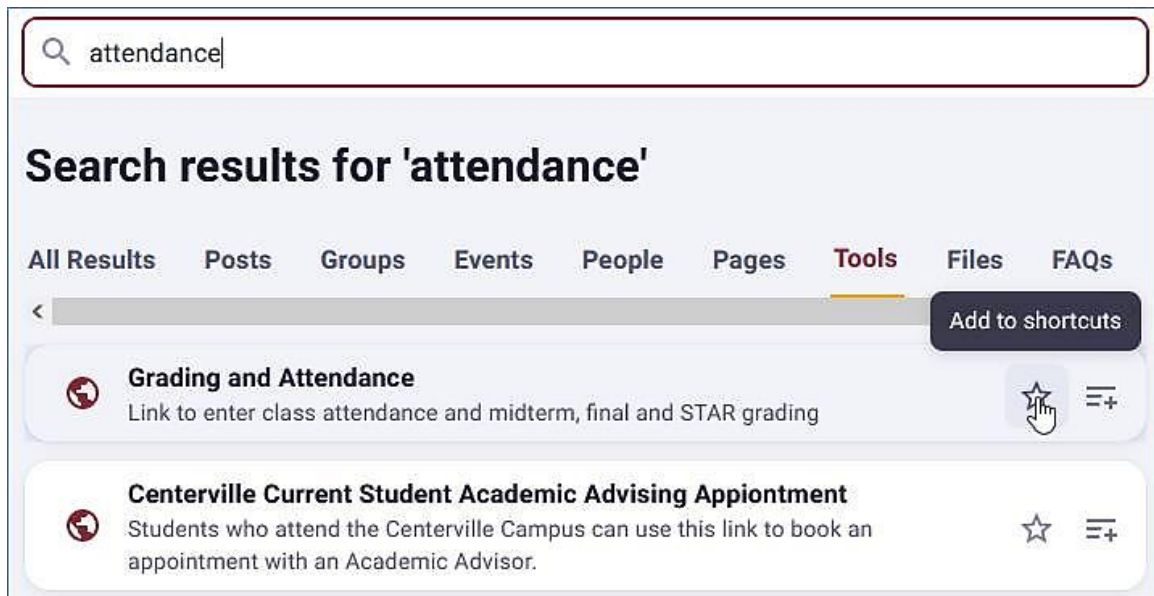
Purpose: Each term, all full-time and part-time faculty are required to report midterm and final grades for each student.

1. From the WIN (Warrior Information Network) homepage, search “Attendance.” The Grading and Attendance tool will appear. Click on the name to go to the page.




The screenshot shows the top of the WIN homepage. On the left is a navigation menu with icons for Activity, Dashboard, Tasks, Announcements, and Discover. On the right, a search bar contains the text "Attendance". Below the search bar, the heading "Search results for 'Attendance'" is displayed. A horizontal menu below the heading includes tabs for "All Results", "Posts", "Groups", "Events", "People", "Pages", "Tools", "Files", and "FAQs". The "Tools" tab is selected and highlighted. Below this menu, a search result is shown for "Grading and Attendance", which is a "Tool" and a "Self Service" link to enter class attendance and midterm, final and STAR grading.

Note: If you'd like to create a shortcut for the page, click “Tools” on the Search results page. You'll see a star appear. Click the star to save it to your list of shortcuts in WIN.



This is a close-up screenshot of the search results for "attendance". The search bar at the top contains "attendance". The heading "Search results for 'attendance'" is visible. The "Tools" tab in the horizontal menu is selected. A scroll bar is present below the menu. A dark button labeled "Add to shortcuts" is positioned above the search results. The first result is "Grading and Attendance", which is a "Tool" and a "Self Service" link. To the right of this result, a star icon is highlighted with a mouse cursor, indicating it is being clicked. The second result is "Centerville Current Student Academic Advising Appiontment", which is a "Page" and a "Self Service" link. To the right of this result, a star icon is visible but not highlighted.

- The Grading and Attendance page will open. A list of your courses will open. Select the title of the course for which you would like to enter grades.




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Manage your courses by selecting a section below

| Section | Times | Locations | Availability ⓘ |
|--|--------------------------------|--|----------------|
| GRA*281-50: Audio/Video Production Basics | TBD 08/29/2022 - 11/16/2022 | World Wide Web, WWW Facilitated Study | 14 / 20 / 0 |

- On the “Section Details” page, select “Grading.”



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GRA*281-50: Audio/Video Production Basics

Fall Term 22
Online

TBD
08/29/2022 - 11/16/2022
World Wide Web, WWW Facilitated Study



Seats Available ⓘ 14 / 20 / 0

Deadline Dates

Roster Attendance **Grading**

4. If you are reporting midterm grades, select “Midterm 1”.

Note: This process is the same for both Midterm grading and for Final grading. We will work through Midterm grading in this tutorial. The steps are the same when completing final grades, simply select Final Grade.

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GRA*281-50: Audio/Video Production Basics

Fall Term 22
Online

TBD
08/29/2022 - 11/16/2022
World Wide Web, WWW Facilitated Study

Seats Available ⓘ 14 / 20 / 0



Deadline Dates

| Roster | Attendance | Grading |
|--------------------------|-----------------------------|---------------------------|
| Overview | Final Grade | Midterm 1 |

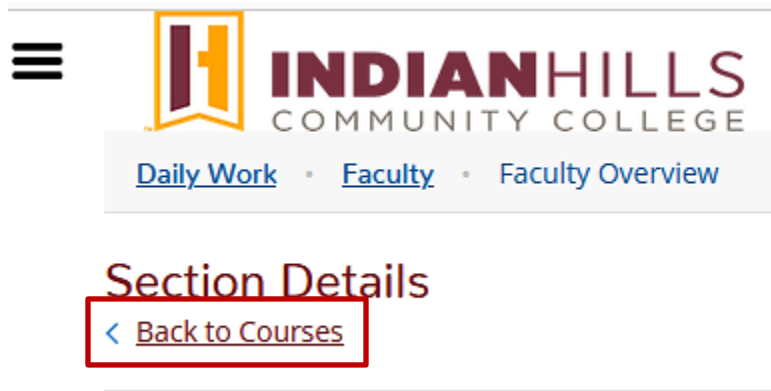
- The “Midterm Grading” page will open. Go to column “**Midterm Grade**” and use the dropdown menu to enter **the midterm grade** for each student in your course.

Note: If a student is receiving an “F” as a grade, please enter the last day they attended the course in the “Last Date of Attendance” column.

Note: You may go back into a course multiple times and update this information until the grading period closes.

| Overview Final Grade Midterm 1 | | | | | | | |
|--|------------|--------------------------|---|--------------------------------|-------------|---------|--|
| Student Name | Student ID | Never Attended | Last Date of Attendance | Midterm Grade | Class Level | Credits | |
|  Sheldon Cooper | | <input type="checkbox"/> | <input type="text" value="MM/dd/yyyy"/> | <input type="text" value="A"/> | Freshman | 3 | |
|  Leslie Winkle | | <input type="checkbox"/> | <input type="text" value="09/10/2022"/> | <input type="text" value="F"/> | Freshman | 3 | |

- When you have finished entering the grading information for each student in the course, go back to the main Grading and Attendance page by clicking Back to Courses.



- Repeat the process for each of your sections. When you’re finished, close the page.

For more information on how to complete a Grade Center Grade Report, see the tutorial titled Grade Center: Grade Report in the MyHills tutorial section.

Office of Online Learning

Looking for more computer tutorials? Please visit: www.indianhills.edu/tutorials.

For further information about deregistration attendance reporting or the STAR process in general, please contact the Office of the Registrar: www.indianhills.edu/registrar.

For further assistance on this topic or other technical issues, please contact the **IT Help Desk**
Phone: (641) 683-5333 | **Email:** helpdesk@indianhills.edu | **Web:** www.indianhills.edu/helpdesk