

## **Submitting Midterm/Final Grades Through Moodle:**

**Step one:** Log into Moodle.

**Step two:** Navigate to the course in need of Midterm or Final grade submission.

**Step three:** Once you are looking at the course landing page, scroll down on the left underneath the “Administration” block. There will be an option called “Grades,” click here.

**Step four:** Once you are viewing the Grades page, scroll down once more to the “Administration” menu on the left hand side of the screen. This menu will have more options now, including one called “Mid-Term/Final Grade Entry.” Click here.

**Step five:** On the “Mid-Term/Final Grade Entry” page, use the dropdown menu to select the final letter grade that each student received. In some instances, this will already be filled out. Make sure to double check grades before submitting them officially.

**Step six:** Underneath the last row of grade information are two buttons. To submit Mid-Term grades, click “Save Mid-Term Grades.” To submit Final grades, click “Save Final Grades.” There may be a final confirmation window to click through after this step.

**Great job! Your grades should be submitted. If you would like to check that they went through and were received by the Office of the Registrar, feel free to give their office a call at x4356.**