

Submitting Midterm/Final Grades Through Moodle:

IMPORTANT: If your course is a metacourse--multiple Moodle courses combined after the Add/Drop date by the ITS Moodle administrator—YOU MUST submit grades through SelfService! Because of how metacourses are set up, the system will be unable to separate your grades back out into the appropriate courses the students are enrolled in. If you have questions, contact the ITS Help Desk.

1. Log into Moodle.
2. Navigate to the course in need of Midterm or Final grade submission.
3. 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.
4. 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.
5. 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.
6. 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 mid-term or final 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.