

Campus Instruction – Verifying Posted Grades

Once your grades are posted, you'll want to verify that everything saved and was done correctly:

1. In the **Grade Book**, use the “**Term**” and “**Task**” drop-downs to pull up the grades you just posted
 - a. For Midterms, go to the current Term and the “Midterm” task
 - b. For Quarter grades, go to the current Term and the “Quarter” task
 - c. For Semester grades, go to either the Q2 Term for first semester or the Q4 Term for second semester and the “Semester” task
 - d. For Semester Exam grades, go to either the Q2 Term for first semester or the Q4 Term for second semester and the “Semester Exam” task
2. If you see grades in the **Posted** columns and the Save button is grayed out, then you have successfully saved your posted grades

To check that the *correct* grades were posted, use the following guide to compare the posted grades to the in progress system-calculated grades:

1. If you are a Composite Grader (i.e. your grades reset at each quarter and those quarters combine to form the semester grade):
 - a. When posting **Midterm**: the Posted Midterm grades should match the In Progress Quarter grades
 - b. When posting **Quarter**: the Posted Quarter grades should match the In Progress Quarter grades
 - c. When posting **Semester**: the Posted Semester grades should match the In Progress Semester grades
 - d. When posting **Semester Exam**: the Posted Semester Exam grades should match the In Progress Semester Exam grades
2. If you are a Total Points Grader (i.e. your grades are a running total throughout the semester):
 - a. When posting **Midterm**: the Posted Midterm grades should match the In Progress Semester grades
 - b. When posting **Quarter**: the Posted Quarter grades should match the In Progress Semester grades
 - c. When posting **Semester**: the Posted Semester grades should match the In Progress Semester grades
 - d. When posting **Semester Exam**: the Posted Semester Exam grades should match the In Progress Semester Exam grades

The following is an example of correctly posted Quarter 2 grades for a Composite Grader:

- Term is Q2, Task is Quarter
- Save button is grayed out and grades are present in the Posted columns
- Grades in the Posted columns match the grades in the In Progress columns

Term		Section		Task					
Q2 (10/15/14 - 12/19/14)				Quarter					
Settings	Save	Grade Totals	Posted			In Progress			
			Percent	Grade	Rpt Crd Comments	Points	Possible	Percent	Grade
Students									
Student Name		▶	97.90 %	A		1236	1262	97.90 %	A
Student Name		▶	51.87 %	F		646.50	1242	51.87 %	F
Student Name		▶	89.06 %	B+		1126	1262	89.06 %	B+