

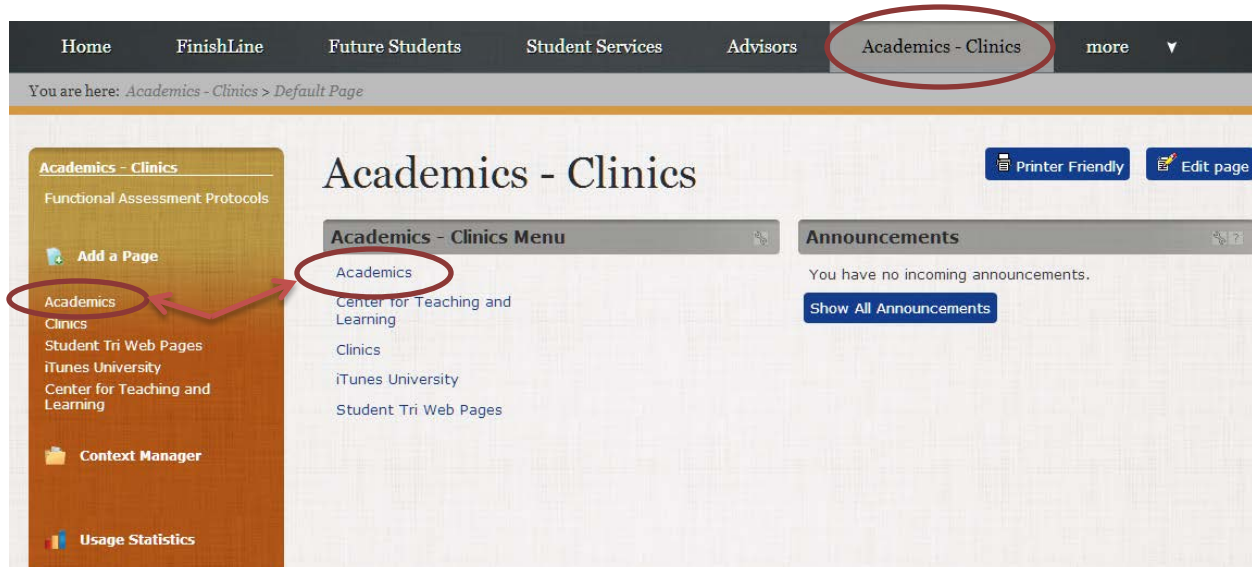
Submit Final Grades in MyParker



Faculty members are responsible for maintaining student course grades and communication in MyParker Learn (Blackboard). However, final course grades and attendance are managed on [MyParker](#). This handout will present step-by-step instructions on how to submit final grades in MyParker. These instructions along with others are available on the [Information Technology](#) page on MyParker.

Grade Submission

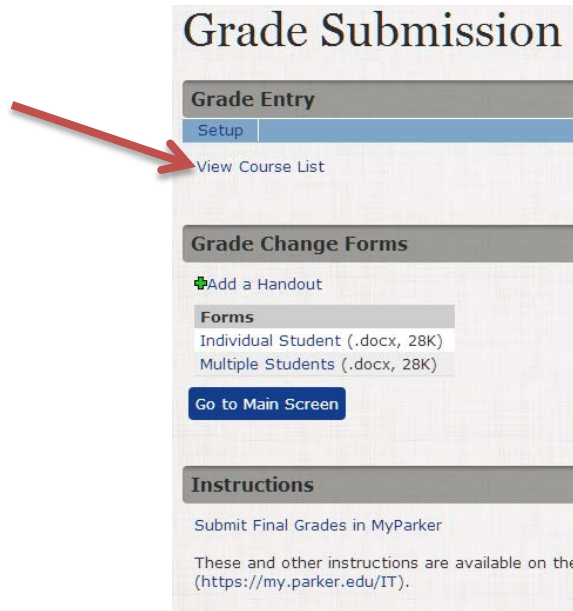
1. Access the Grade Submission page in MyParker from the **Academics-Clinics** tab on the MyParker homepage. From the Academics-Clinics page, click on the **Academics** link.



2. From the menu bar, select the Grade Submission link.



- This will take you to the Grade Submission page where you will see three sections: Grade Entry, Grade Change Forms, and Instructions. To submit your final grade, click on **View Course List** link located in the Grade Entry section.



- From the Grading Course List screen, search for the course by term and division.

Search Criteria:

Division: Term:

Please note that you may have multiple sub-sections for each course you teach in Blackboard (e.g. 2014-FA-HIST-1301-002, 2014-FB-HIST-1301-002, 2014-FC-HIST-1301-002, etc.). In Blackboard, sort your course by Child Course ID so you may submit final grades by sub-section.

Last Access	Availability	Child Course ID	Weighted Total
	Available	2014-01-HIST-1301	--
	Available	2014-01-HIST-1301	--
	Available	2013-SD-HIST-130	--

- Choose the course for which you will enter final grades.

Grade Submission

Grade Entry - Grading Course List

Setup

Grade Entry

Course List for: Instructor 1

To enter/change grades, first select a Division and Term, and click the Search button. When the list of courses has been displayed, click on a course.

Search Criteria:

Division: All Term: Summer 2013

Course	Title	Cr Hrs	Clock Hrs	Final Grading Period Opens?
BASC 5105 001	BIOCHEMISTRY I	3.00	45.00	Y

- Navigate through the student list and enter final grades. Note that any student who already has a final grade submitted will display the grade but will not allow you to modify it.

Grade Submission

Printer Friendly Edit page

Grade Entry - Update Student Grades

Setup

Grade Entry > Grading Course List > Update Student Grades

BASC 5105 001 BIOCHEMISTRY I - Update Student Grades

Student List for: DOCTOR OF CHIROPRACTIC Summer 2013 - D- Doctor of Chiropractic BASC 5105 001 BIOCHEMISTRY I

Instructors: Instructor 1

Cross-listed Courses:

Course Grading Type: LT Grade No D Allowed Default Grade: Select... Set Default Grade

If the grading period is open and you have permission to enter grades, the default grade you select will be applied to students that have no grade and that have a grading type that matches the course grading type. Please note that the midterm grading type is not displayed on this screen, but if it is available, it is compared to the course grading type to determine whether or not to apply the selected default grade.

Default Last Date of Attendance: 6/21/2013 Set Default LDoA

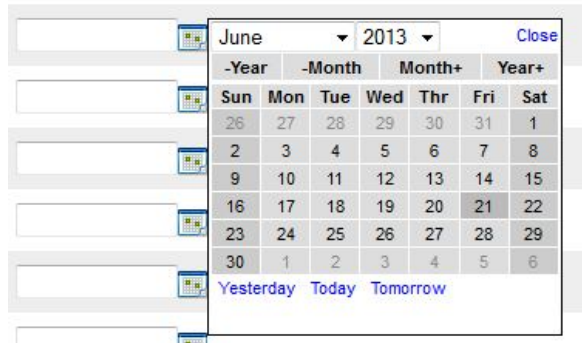
The default date you select will be applied to students that have no last date of attendance.

The Grading Type for students will only be displayed if it is different than the Course Grading Type.

FERPA Restr.	Student	ID	Grade?	Final Grade	Grading Type	Last Date of Attendance	Absences	Clock Hrs	Cross-listed Course	Class	Division
!	Student 1	00000	N	A		6/21/2013	4	178.00		DC	
	Student 2	00000	N	B		6/24/2013	0	168.00		DC	
	Student 3	00000	N	NG		6/21/2013	12	45.00		DC	
	Student 4	00000	N	A			0	0.00		DC	
	Student 5	00000	N	Select...			0	0.00		DC	

You may also enter the Last date of Attendance, Absences, and Clock hours. Absences and Clock Hours are not required by the system. The Last Date of Attendance is required for any student with a grade of D, F, NG or W.

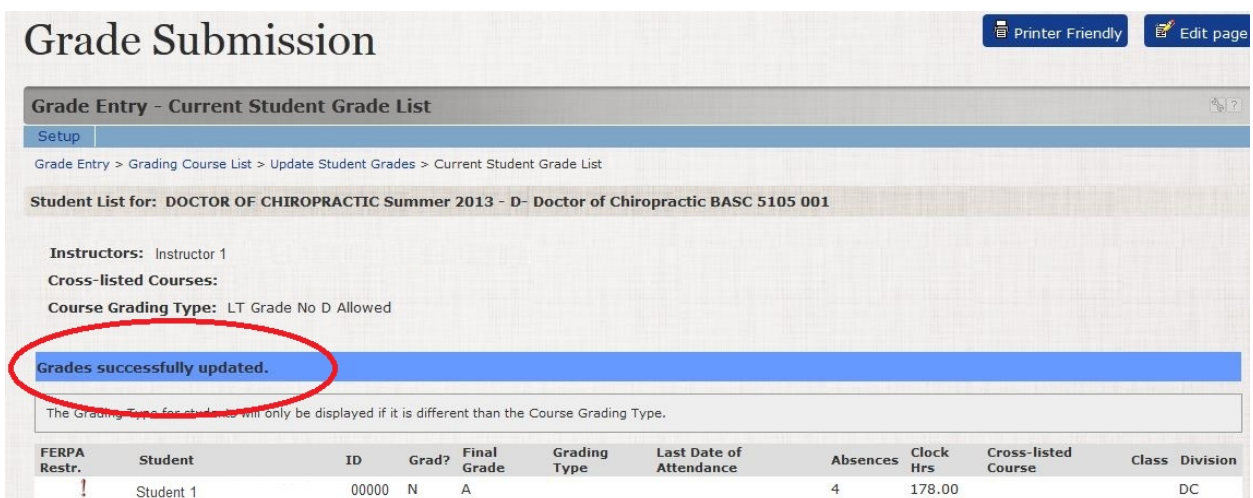
To enter the Absences and Clock Hours simply click in the field and type in the correct data using your keyboard. To enter the Last Date of Attendance click the calendar icon located to the right of the field and click on the appropriate date.



- When all grades have been tendered, submit the final grade by clicking the Save button on the bottom of the screen. Once grades have been submitted, you are no longer able to edit them.



- After saving the final grades you'll be shown a summary screen with the message that you have successfully updated grades



Frequently Asked Questions

Q: Can I enter final grades at any time?

A: Final grades are open for submission for a limited time at the end of the term. Here is the official grade schedule:

15 Week Courses - Sunday prior to Finals Week. The deadline for submission is the day after Final Exams at 10 a.m.

8 Week Courses (sub terms) - Sunday prior to last day of class. The deadline for submission is 10 am the day after their last class day.

4 Week Course – Sunday prior to the last day of class. The deadline for submission is 12 noon the day after their last class day.

Q: What if I submit and incorrect grade?

A: If you enter an incorrect grade you will need to complete a Grade Change form and submit it to the Registrar's Office either in person, via interoffice mail, or by scanning the completed form and emailing it to askregistrar@parker.edu.

There are two forms, one for individual student grade corrections and one for multiple students. These forms are located in the Grade Change Forms section of the Grade Submission page.

The screenshot shows the MyParker Grade Submission page. The main content area is titled "Grade Submission" and includes a "Grade Entry" section with a "Setup" button and a "View Course List" link. Below this is the "Grade Change Forms" section, which contains a red circle around the "Forms" subsection. The "Forms" subsection lists "Individual Student (.docx, 28K)" and "Multiple Students (.docx, 28K)", with a "Go to Main Screen" button below them. The left sidebar includes "Quick Links" for My Courses, My Pages, My Groups, Copy Courses, and Early Alert Messages. The top navigation bar includes Home, FinishLine, Future Students, Student Services, Advisors, Academics - Clinics, Campus Life, and Library - Research.