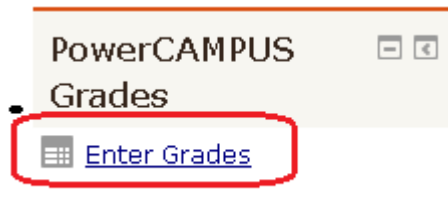


## Submitting Final Grades

There are two methods faculty can use to submit final grades, through Moodle or SelfService. Moodle grading will show all sections from combined classes which will

### Submitting Grade through Moodle

1. Logon to Moodle <http://online.the-bac.edu>.  
You will use your Windows username and password
2. Navigate to your course
3. On the left side of the page you will see the block below, click on "Enter Grades"



4. The top of the **Enter Grades** page displays when the grading window is open. You may only submit grades during the timeframe indicated. If there are any issues with the grading window, you must contact the registrar's office at [registrar@the-bac.edu](mailto:registrar@the-bac.edu) or by calling 617-585-0135.
5. Enter final grades for each student
6. Click on the **Submit Final Grades** button located at the bottom of the page.
7. Note: You do not need to submit all students grades at the same time, you can return to the **Enter Grades** page but you can only submit a grade once for each student.
8. After a grade has been submitted, if you need to make any changes to it, you must contact the registrar's office at [registrar@the-bac.edu](mailto:registrar@the-bac.edu) or by calling 617-585-0135.

#### 1. Verify grading is open

Grades may only be submitted from **Sat Dec 6 2014 to Thu Jan 15 2015**.

Grade submission window is currently **OPEN**.

[Help with PowerCAMPUS Grades](#)

#### 2. Enter final grades for each student

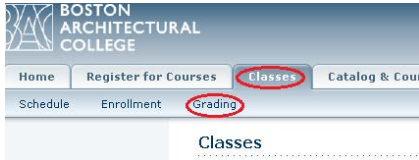
Name	Course Total	Final Grade
Student One	71.42	A
Student Two	66.58	B
Student Three	3.54	UnGraded
Student Four	46.25	UnGraded
Student Five	24.67	UnGraded
Student Six	89.35	UnGraded

Submit Final Grades

3. Click **Submit final grades** when desired grades are entered.

## Submitting Final Grades through SelfService

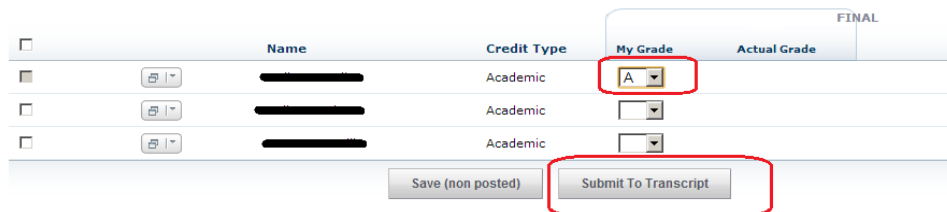
1. Logon to <http://selfservice.the-bac.edu>  
You will need your selfservice username and password *which is not linked to your Windows username and password*
2. Click on the "Classes" Tab
3. Click on "Grading"



4. In the Grade Book, choose the year and the event ID/section of the course you want to grade



5. In the resulting box
  - Check the box to the left of the student you want to grade
  - You can **Save** grades by clicking "Save (non posted)". This will only save grades for your viewing, but *are not officially submitted*.
  - You can **Submit** grades by checking the boxes of students, entering a grade, then clicking "Submit To Transcript"
  - *You can only submit a grade once for each student.* If you need to change a grade, you must contact the registrar.



Grades will not be officially posted until clicking "Submit to Transcript"

6. After grade are submitted it will show a posted it will show as below



Note, you can only submit grades one time. If you made a mistake or need to change a grade, please contact the registrar's office at [registrar@the-bac.edu](mailto:registrar@the-bac.edu) or by calling 617-585-0135