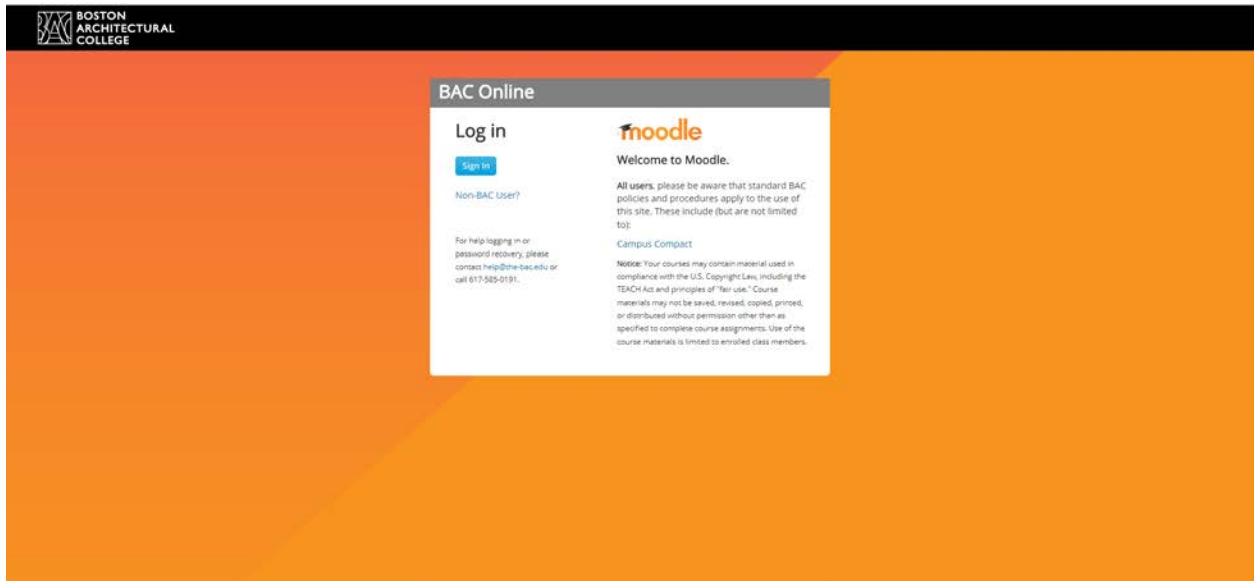

How to Submit Final Grades through Moodle

1. Log into your Moodle account at <https://online.the-bac.edu> (your login is your BAC username and password)



2. Navigate to the course you are entering grades for.
3. On the top right hand side of the page, you will see a grey box labeled 'REGISTRAR ACTIONS' and a link to submit final grades to Registrar. Click this link.



4. The top of the page will display when the grading window is open. You may only submit grades during the timeframe indicated. If there are any issues with the grading window, please contact the Registrar's Office.

Grades may only be submitted from **Sat Feb 17 2018** to **Fri May 25 2018**.

Grade submission window is currently **OPEN**.

[Help with PowerCAMPUS Grades](#)

5. Enter final grades for each student by choosing the grade from the drop down box in the Final Grade Column.

Notes:

You do not need to submit all the grades at the same time, however, you can only submit a grade for each student once. If you need to change a grade after you have submitted it, you will need to submit a [Grade Change Request](#) to the Registrar' Office.

Grade definitions can be found [here](#)

NF Grades: If you are submitting a grade of NF, (failure due to non-attendance,) you will also need to input the last day the student attended the class. Once you select NF from the drop down, a date box will appear to the right. Please input the date the student last attended, or if they never attended please check the Never box.

Final Grade	Last Attended (NF only, i.e. 2017-12-25)
NF	2018-02-26 <input type="checkbox"/> Never

6. Once you have entered grades, click the Submit Final Grades button. This will submit them to the Registrar.

Grades may only be submitted from **Sat Feb 17 2018** to **Fri May 25 2018**.

Grade submission window is currently **OPEN**.

[Help with PowerCAMPUS Grades](#)

Course Total	Final Grade	Last Attended (NF only, i.e. 2017-12-25)
100.00	B+	
100.00	B-	
100.00	A	

Submit Final Grades



Note: Information on BAC Grading Policies including Course Incompletes, & Grade Changes, can be found in the [BAC Catalog](#). Any questions can be directed to the Ed Director of the course or the Registrar's Office.