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Entering Final Course Grades in Moodle

Starting Fall 2017, instructors are *required* to enter final course grades for regularly-scheduled courses into Moodle. If you already use Moodle's gradebook feature, the final grade is calculated automatically. If you do not use the gradebook feature, you can enter the final grade manually using these instructions. *If you have changed the total points possible for your course, the numerical grades will not work correctly.* Final grades for Special Readings Courses (SRCs) are to be e-mailed to your school's registrar.

1. Log in to Moodle and access your course.
2. In the upper-left-hand corner of the course page, click on "Grades."
3. In the column entitled "Course total," click on the hyphen to the right of your student's name.
4. Enter a numerical grade (0 to 100) in the field and press "Enter" on your keyboard.
5. Moodle will convert the numerical grade into a letter grade, which is what the registrar will export when certifying the grades in the student information system (see the chart on the next page).
6. Repeat steps 3 and 4 for subsequent students.
7. When complete, log off Moodle.

Please note the special grade categories at the end of the scale:
- 5 = Auditor
- 4 = P (Pass)
- 3 = A+
- 2 = W (Withdrawn)
- 1 = I (Incomplete)
- 0 = Never Attended

Highest	Lowest	Letter
100.00 %	93.00 %	A
92.99 %	90.00 %	A-
89.99 %	87.00 %	B+
86.99 %	83.00 %	B
82.99 %	80.00 %	B-
79.99 %	77.00 %	C+
76.99 %	73.00 %	C
72.99 %	70.00 %	C-
69.99 %	67.00 %	D+
66.99 %	60.00 %	D
59.99 %	6.00 %	F
5.99 %	5.00 %	Auditor
4.99 %	4.00 %	P
3.99 %	3.00 %	A+
2.99 %	2.00 %	Withdrawn
1.99 %	1.00 %	Incomplete
0.99 %	0.00 %	Never Attended