



BMCC -Steps to Online Grading

NOTES ABOUT ONLINE GRADING:

- ☞ Grades are due no later than **NOON** on the **FRIDAY** of finals week. (new as of Fall term 2011/12)
- ☞ You will find a link to BMCC's Grading Policies once you have accessed the Online Grading page.
- ☞ Unless the class is marked in the system as Pass/No Pass or the student has filed a Pass/No Pass option form with the Records Office, you must assign a regular letter grade.
- ☞ If you assign a grade of "INC", you must fill out an Incomplete Contract and turn it in to the Service Center or at any BMCC location for processing. There is a link to the Incomplete Contract form on the Online Grading page.
- ☞ If you are a part of the Core Competency project (AAOT Assessment Pilot Project), you may assign the basis, description and competencies online now. See Dan Lange for additional details.
- ☞ Grades will be available for students to view online as of **Noon** on the Monday following finals week.

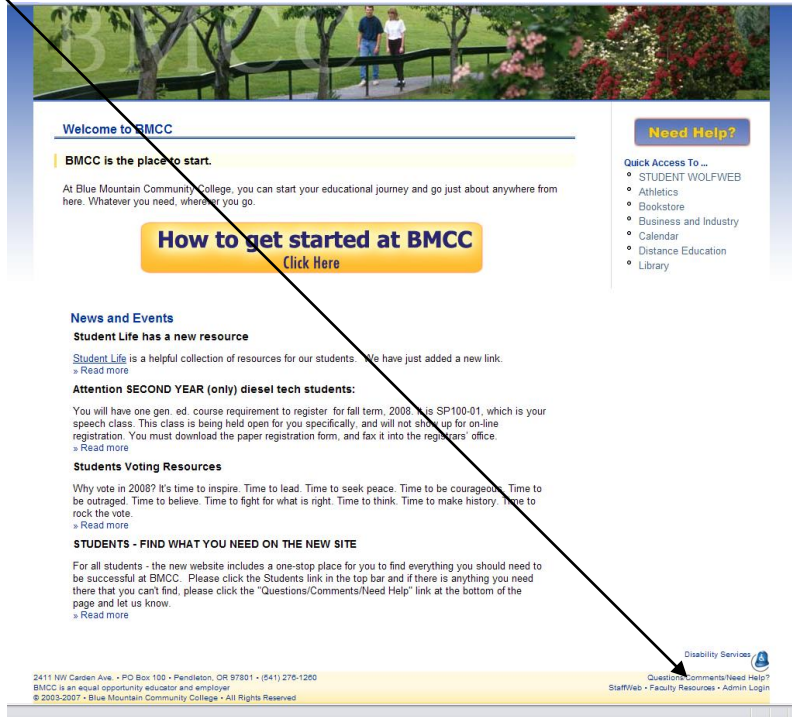
You will access the Online Grading system through the Faculty Resources from our website at <http://www.bluecc.edu/facresources>

If you have questions regarding the online grading system, please contact the Registrar's Office.

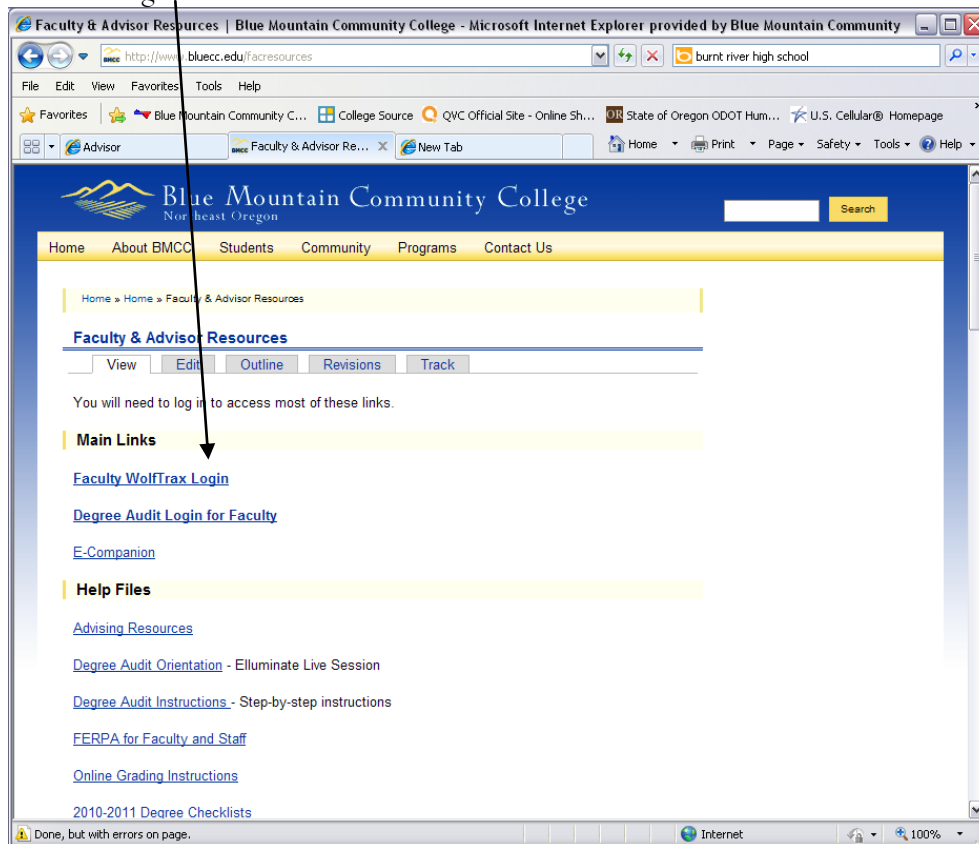
Theresa Bosworth/Registrar
Boone Winter/ Enrollment Specialist
Linnet Preston/Enrollment Specialist

Phone: 541.278.5757 Email: tbosworth@bluecc.edu
Phone: 541.278.5758 Email: bwinter@bluecc.edu
Phone: 541.278.5167 Email: lpreston@bluecc.edu

1. Click Faculty Resources at the bottom of the website page.



2. Click Faculty Wolftrax Login



3. When you get the Login screen below, type in either your Staff/Student ID or Social Security number (without dashes). Your Staff PIN/Password will be the month and day of your birthday, totaling four digits. Example: January 1st would be entered as 0101. NOTE: If you have logged into the system before you most likely will have changed your password at that time. If so, use the password that you set up.

Address: <https://aisweb.bluecc.edu/FacultyResources/login.aspx?sid=x&jumpto=/FacultyResources/Default.aspx>

BLUE MOUNTAIN COMMUNITY COLLEGE

Enter your Staff ID Number (7 digits) or Social Security Number:

AND Enter your Staff PIN/Password:

Before customization, this is your birthday (month and day) totaling four digits.
Example: If you were born on March 1st, your default PIN/Password would be 0301.

[Faculty Resources Menu](#) | [Log Out](#)

Contact the Service Center (541-278-5759 or getinfo@bluecc.edu) if you have trouble logging in.

4. Once you've successfully logged in, you'll see the Faculty Resources screen. From this menu, you can access grading-related forms, class rosters, BMCC grading policy, and online grading.

Faculty Resources Menu - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: <https://aisweb.bluecc.edu/FacultyResources/default.aspx>

BLUE MOUNTAIN COMMUNITY COLLEGE

Grading Online

- [Input Grades](#)
- [Grading Policies](#)

Rosters

- [Class](#)

Forms and Information

- [Grade Change Form](#)
- [Incomplete contract](#)
- [Information about the Incomplete Grade](#)

[Log Out](#)

5. After clicking on the Input Grades link, you should see a list of the courses for which you are the instructor of record. If there is a course that you expect to see but don't, contact the Office of Instruction or your local branch office to ensure you are listed as the instructor. You may only grade courses for which you are the instructor of record.

6. You will also see whether or not a course is completely graded. If it says No, then there are still students who need to be graded in that course. You may enter or change grades for any course listed (even if it says Yes) by clicking on the Course ID of the course you want to input.

Final Grades for Fall - 2006
 Choose a class from the list to input final grades.

| Course ID | Title | Graded? |
|-----------------------------|------------------------------------|---------|
| CS080-01 | INTRODUCTION TO PERSONAL COMPUTERS | No |
| CS120-02 | CONCEPTS OF COMPUTING | No |
| 009_704B-01 | ONLINE GRADING | Yes |
| N.R0700-01 | WHATS NEW AT BLUE? | Yes |
| N.R0700D-01 | FERPA TRAINING | Yes |
| N.R0800-01 | AVIS REPORTS | Yes |
| N.R0800-02 | AVIS REPORTS | Yes |
| N.R0700E-01 | UNDERSTANDING FTE | Yes |

[Faculty Resources Menu](#) | [Log Out](#)

7. Once you click on the Course ID, a list of students registered for that course will come up. You may only grade students who are actually registered for the course. Note that students who are Auditing or have withdrawn from the course will already be marked with the appropriate grade.

Final Grade Roster for CS080-01 (Fall - 2006)
 INSTRUCTIONS: Please assign a grade for each student. Submit the form to save the grade information.

Title: INTRODUCTION TO PERSONAL COMPUTERS
Credits: 3.00 **Times:** 6:00PM-9:00PM
Enrolled: 10 **Days:** T
Waitlisted: 0 **Location:** M-20

Competency Area:

Assessment Method:

| Student ID | Student Name | Grade | LDA Date | Comp. |
|------------|----------------------|----------------|----------------------|----------------------|
| 123-4567 | BOOP, BETTY | Choose a grade | <input type="text"/> | <input type="text"/> |
| 159-7895 | BUNNY, BUGS | Choose a grade | <input type="text"/> | <input type="text"/> |
| 258-5698 | DUCK, DAISY | Choose a grade | <input type="text"/> | <input type="text"/> |
| 258-4569 | DUCK, DONALD | Choose a grade | <input type="text"/> | <input type="text"/> |
| 753-5412 | HULK, THE INCREDIBLE | Choose a grade | <input type="text"/> | <input type="text"/> |
| 758-5695 | MOUSE, MICKEY | W | <input type="text"/> | <input type="text"/> |
| 542-9587 | MOUSE, MINNIE | Choose a grade | <input type="text"/> | <input type="text"/> |
| 425-5684 | MOUSE, MORTIMER | Choose a grade | <input type="text"/> | <input type="text"/> |
| 125-8523 | SNOWMAN, ABOMINABLE | AU | <input type="text"/> | <input type="text"/> |
| 142-8547 | SPADE, SAM | AU | <input type="text"/> | <input type="text"/> |

8. To grade a student, pull down the dropdown box and select which grade you want to assign.

Final Grade Roster for CS080-01 (Fall - 2006)

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Assessment Method:

| Student ID | Student Name | Grade | LDA Date | Comp. |
|------------|----------------------|----------------|----------|-------|
| 123-4567 | BOOP, BETTY | Choose a grade | | |
| 159-7895 | BUNNY, BUGS | Choose a grade | | |
| 258-5698 | DUCK, DAISY | A | | |
| 258-4569 | DUCK, DONALD | B | | |
| 753-5412 | HULK, THE INCREDIBLE | C | | |
| 758-5695 | MOUSE, MICKEY | D | | |
| 542-9587 | MOUSE, MINNIE | F | | |
| 425-5684 | MOUSE, MORTIMER | INC | | |
| 125-8523 | SNOWMAN, ABOMINABLE | MSG | | |
| 142-8547 | SPADE, SAM | CIP | | |
| | | P | | |
| | | NP | | |
| | | H | | |
| | | AU | | |

9. Once all the students are graded, click the Save/Submit Grades button at the bottom of the page.

Final Grade Roster for CS080-01 (Fall - 2006)

INSTRUCTIONS: Please assign a grade for each student. Submit the form to save the grade information.

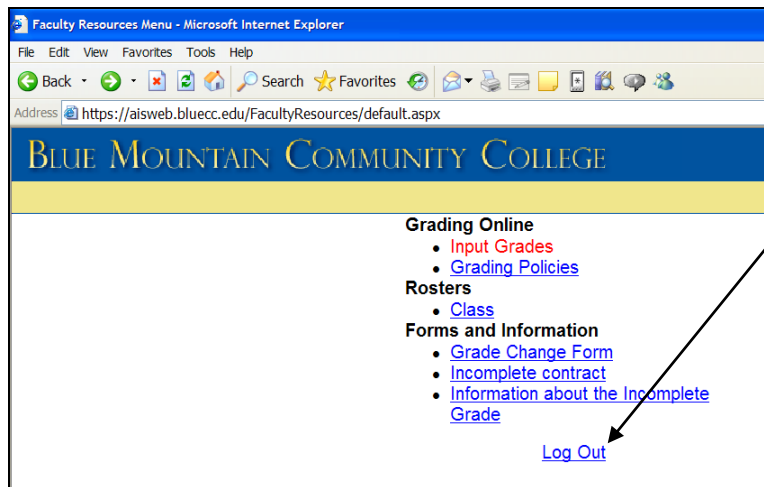
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| 125-8523 | SNOWMAN, ABOMINABLE | AU | | |
| 142-8547 | SPADE, SAM | AU | | |

10. If you have additional courses to grade, repeat steps 4-7 for each course. Once you are done grading, log out of the Faculty & Advisor Resources menu.



11. You may return to the Faculty Resources menu as often as needed to enter/change grades while the grading window is open. Once the grading window closes at NOON on the FRIDAY of finals week. All late grades must be submitted using a printed GRADE ROSTER. If a paper grade roster is needed please contact the Office of Instruction or your assigned Academic Secretary. Once completed, please fax or mail them to the Pendleton Service Center for processing.