Kalamazoo Valley Community College
How to Enter Grades

Manually enter grades

Note: Instructions for importing grades using a spreadsheet begin on page 3.

1. Login to My Valley
2. Select Final Grade Submission in the Faculty Resources section

You will be presented with a list of courses available to grade. You can ignore the Midterm Grade and Gradebook tabs. Kalamazoo Valey does not collect midterm grades, and although we do collect gradebooks, another system is used. Please use the Gradebook Submission link in My Valley.

3. Select the course you wish to grade. The list of students appears when you click on the class.

The following screen shots will show you how to navigate the system and enter grades.

Navigation

The first column shows the grading status: Not Started, In Progress, Completed. This indicator will tell you when all students have been graded.

Click this arrow to display the course information for the active grade roster. Information about the student appears when you click on the student's name. There is also a tab providing access to these instructions and the Incomplete Contract form.

These are page navigation buttons and display settings. It is recommended you use these navigation buttons so you will be reminded to save before moving to the next page. These reminders will not appear if you use the browser back button or other navigation methods and your data will not be saved.

When selecting how many students to display per page, keep in mind that the column headings are stationary at the top and will not be visible when you scroll down a long list of students. Also, be aware of your system capabilities as large numbers per page may slow things down.

If a student is listed as "Not Gradable", their registration status indicates if they are auditing or have withdrawn.

This area will also tell you if the student has requested confidentiality. You cannot share any information about this student without their written consent. If asked about them, you can only say "I have no information for an individual by that name."

Note: The e-mail option in this area will not work with our system. You will need to use other available e-mail tools.

Data entry

When last date of attendance is entered, a warning message may appear stating "*The student has not withdrawn from the class.*" It is an information message that does not prevent the grade from saving.

Select a course.

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Faculty Grade Entry • Final Grades

The student has not withdrawn from the class.

Faculty Grade Entry

Midterm Grades **Final Grades** Gradebook

My Courses

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
In Progress	Not Started	BUS - Business	105	0	Principles of Marketing	202010 - Fall 2019	10230
In Progress	Not Started	ENG - English	110	0	College Writing I	202010 - Fall 2019	10577

Records Found: 5

Use the menu of grades to make selections for each student.

Enter Grades

Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date	Hours Attended
			0.0	September 2019	09/18/2019	0.0
			4.0			

Records Found: 5

Save Reset

You must enter a Last Date of Attendance for each I, 0.0, NC or NS grade assigned. If the student never attended, select the start date of the course then enter a 0.0 in the Hours Attended field.

Note: Last date of attendance is required to be in compliance with federal regulations governing Title IV financial aid recipients.

Click save to submit grades.

(Reset clears all entries since the last save.)

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Faculty Grade Entry • Final Grades

Faculty Grade Entry

Midterm Grades **Final Grades** Gradebook

My Courses

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
Completed	Completed	WPE - Wellness & Physical Education	253	0	Independent Physical Training	202010 - Fall 2019	11017

Records Found: 5

Enter Grades

Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date	Hours Attended
		Not Gradable	Not Gradable	✔		
		Not Gradable	Not Gradable	✔		
			0.0	✔	09/03/2019	0.0
			4.0	✔		

Records Found: 4

Save Reset

Once grades are rolled, the Rolled status changes to complete and a check mark appears in the Rolled column. Typically a grade roster will disappear after the marking period.

Once the grade is rolled and the roster is no longer available, you will need to submit a grade change form to alter a student's grade.

8/24/2020

Incomplete Contracts

When you are issuing an incomplete contract, you will be required to enter the date to which you are extending the class. This is the date we will expire the contract if it is not completed. You must also provide the incomplete final grade that should be assigned if the contract expires. In addition, a last date of attendance must be entered.

After submitting this data into the grade roster, you must finish the contract by opening the link found in the menu on the right side of the page. This is where you will identify the remaining coursework to be completed. This is a separate software system, so you will be asked to identify the course and student on this form. It is important that this information is accurate as we will upload the data into the system and match it to the grade roster.

Once the Dean has provided final approval of the contract, both you and the student will be sent copies of the contract information.

As soon as you select the "I" grade for a student, the Incomplete Grades window will open. The Incomplete Final Grade and Extension Date fields will be available with default values. The default grade is 0.0 and the extension date defaults to the last possible date you can assign, which is one year maximum. You may change these values if you wish.

Click Roster to return to the list of students and continue entering grades.

Click here to open the menu and select the Incomplete Contract link.

Open the Incomplete Contract link to enter the remaining coursework to be completed. You will need the student's name, Valley Number and the CRN for the course.

You will be taken to this Google Drive Form to submit the rest of the incomplete contract information.

Incomplete Contract Student Requirements

1. Submit this form to provide the remaining coursework to be completed by the student.
2. Accuracy is important as this data will be matched with the student data on your grade roster to provide reports and reminders for you, your dean and the student.
3. Submitting multiple students with the same requirements? You may copy the coursework list to paste on the next form.
4. At the bottom of this form, you will have the option to send yourself a copy of what you submitted.

Your email address (▇▇▇@kvcc.edu) will be recorded when you submit this form. Not you? Switch account

* Required

Fill in the required information on this form to finish the data entry for the incomplete contract.

Term *

☐ Winter 2020

☐ Summer 2020

☐ Fall 2020

CRN *

Please check for accuracy as this will be matched to the course information in the database.

Your answer

It is imperative that these two numbers are correct so they can be matched to the student's record in the database.

Student Name *

Your answer

Valley ID Number *

Please check for accuracy as this will be matched to the student's record in the database.

Your answer

Remaining Course Work *

Please provide a list of the coursework to be completed. Be specific enough the student will understand what is required of them. This will also be helpful in the event you are not available and someone must administer the contract for you. (This is a free form text box. Windows: CTRL-C to copy, CTRL-V to paste MAC: Command-C to copy, CTRL-V to paste)

Your answer

⬤ Send me a copy of my responses.

Submit

Turn this button on if you would like this information mailed to you for your records until you receive the complete contract information after it is approved.

Please review the information submitted as you will not be able to return to edit the form. Then click Submit to save the information.

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How to Import Grades

You have the option to use your own spreadsheet (.xls, .xlsx) or download a template. It is recommended that you download a template to ensure all required values and formats are present. The template will automatically map your fields when you import the spreadsheet data. Grade rosters will be turned on at the start of a semester so you can export a spreadsheet template to use during the semester if you wish. Should you choose to use your own spreadsheet, be sure you have all required values and use the right grade and date formats. You will need to map your fields during the import process.

Required fields (spreadsheet columns) and formats:
- Eight total fields: Term, CRN, Valley Number (Student ID), Grade, Last Attend Date, Hours Attended, Incomplete Final Grade, Extension Date
- Valid numeric grades: 4.0, 3.5, 3.0, 2.5, 2.0, 1.5, 1.0, 0.0 and I for Incomplete.
- Valid Credit/No Credit grades: CR, NC, and I for Incomplete. (Course must be assigned this grade mode.)
- Last Attend Date format: MM/DD/YYYY
- Hours Attended: 0.0 should be entered along with the first date of the course module as the last attend date if the student never attended.

<u>Export a grade template</u>

1. Login to My Valley
2. Select Final Grade Submission in the Faculty Resources section

You will be presented with a list of courses available to grade. You can ignore the Midterm Grade and Gradebook tabs. Kalamazoo Valey does not collect midterm grades, and although we do collect gradebooks, another system is used. Please use the Gradebook Submission link in My Valley.

3. Select the course for which you are exporting a template

The following print screens will show you how to navigate the system to create a spreadsheet template.

1. Select the course
2. Click Tools menu on the top right
3. Choose Export Grade Template
4. Select your preferred spreadsheet format and click Export

You can then save and use the spreadsheet. You must retain the six required columns to import the grades at the end of the class. You may delete or add any other columns. You can also change the student's names if it helps to record their preferred name. This will not be a problem when you import the grades as the name column is ignored. The student is identified by their Valley or ID number.

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Import grades

Depending on how many records you are importing the process may take awhile to complete. Wait for the process to complete, do not click on buttons and interrupt the process. It will review and validate every row in the spreadsheet, not just those that must be updated. This means it takes time to review unnecessary rows. If you find your spreadsheets take a long time to load, you might consider first making a copy for the import process and delete any unnecessary rows and data. For example, if you already imported grades once and are submitting a second spreadsheet with error corrections, delete the rows that were correct and already successfully imported.

1. Login to My Valley
2. Select Final Grade Submission in the Faculty Resources section
3. Select the course for which you are importing grades

The following print screens will show you how to navigate the system to import grades.

1. Select the course
2. Click Tools menu on the top right
3. Choose Import

4. Click in the Browse field and identify the spreadsheet containing the grades
5. Click Upload
6. Click Continue

Follow the wizard to complete the import. Make sure you identify if the spreadsheet contains headers and click continue. From this point the next steps depend on whether you are using a spreadsheet you exported at the start of the semester or one of your own.

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If your spreadsheet was originally exported from the grade roster, your columns are already mapped.

If you are using your own spreadsheet, you must use the drop down menus above each column to map your data. A green checkmark appears beside the six required fields when they are identified.

Click Continue

When the review is complete you are shown the data that will be imported. Because audit and withdrawn grades have already been rolled to student transcripts, these records will be ignored and identified as unchanged records that will not be imported. It will also identify if there are records with errors that will not be imported.

(If it identifies zero grades will be imported, this may be an indication the CRN in the spreadsheet does not match the CRN of the course you selected for the import. It could also be an improper format in one of the columns. Simply cancel and begin again with a corrected spreadsheet.)

At this point, if you have errors you have two choices. You can proceed and manually correct errors within the grade roster or you can download a validation report. Clicking download will export a spreadsheet that identifies the errors so you can fix them (sample shown below.) You will need to Save As and rename the file to import it once again after making corrections.

Then click Continue.
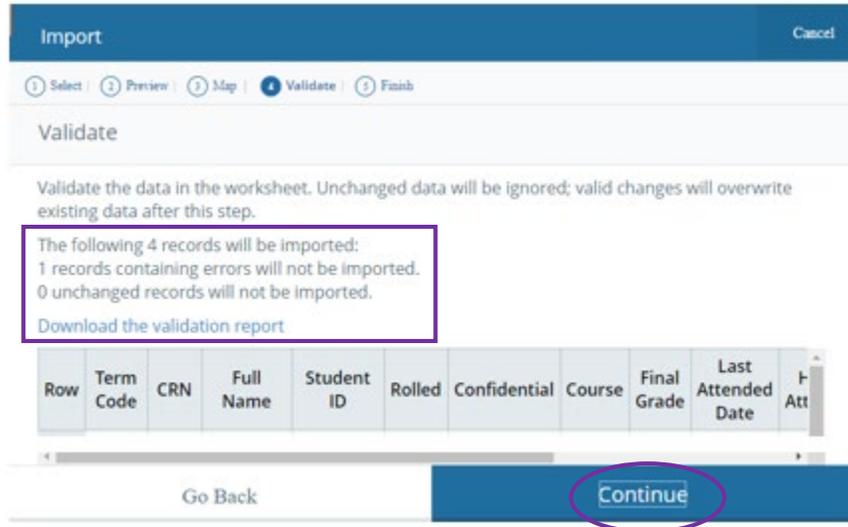
Sample downloaded validation report with errors:

The import is now complete. The computer will confirm how many records were saved successfully, were unchanged or contained errors. Click Finish to return to the grade roster and view the grades that were imported.
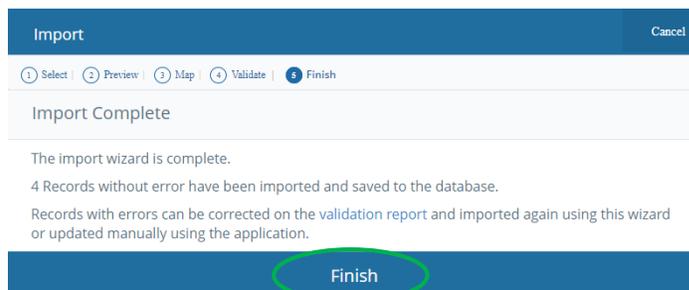
It is important that you take a moment to review the grade roster to be sure your data fields mapped correctly and all grades have been imported. Manually fix and save any errors, or import another spreadsheet with corrections, then review once again.

Incomplete Contracts

When you are issuing an incomplete contract, you will be required to enter the date to which you are extending the class. This is the date we will expire the contract if it is not completed. You must also provide the incomplete final grade that should be assigned if the contract expires. In addition, a last date of attendance must be entered.

After submitting this data into the grade roster, you must finish the contract by opening the link found in the menu on the right side of the page. This is where you will identify the remaining coursework to be completed. This is a separate software system, so you will be asked to identify the course and student on this form. It is important that this information is accurate as we will upload the data into the system and match it to the grade roster.

Once the Dean has provided final approval of the contract, both you and the student will be sent copies of the contract information.

Below is a sample entry of what your spreadsheet will need to look like for a student receiving an I grade. The columns for assigning the grade and providing the associated data are highlighted in yellow.

1. Enter the "I" grade in the Final Grade column
2. Entre the last date of attendance in the Last Attend Date column.
3. Add a column titled Incomplete Final Grade.
    This will be the grade assigned if the incomplete contract expires without being finished.
4. Add the grade the student should receive if they do not complete the required coursework.
5. Add a column titled Extension Date.
    This is the date to which you are extending the final course date. If the student does not complete the work by this date the contract will be expired.
6. Enter a date no more than one year from the date the contract is issued. The last eligible date is the end date of this semester next year. For example, if you are assigning the grade for Winter 2020, the year would end on 5/3/2021 for the 2021 semester.

Your spreadsheet is now ready to import. However, you are not done with the incomplete contract process. There is more for you to do once you have your grades imported. See the next page for more instructions.

Additional Data Entry for Incomplete Contracts:

IMPORTANT: Once you have imported your grades, the grade roster will be marked complete. If you did not specify values in your spreadsheet, there are default values provided for the incomplete contract fields. You may keep or change the default values. In addition, there is a step you must complete to report the remaining coursework the student will need to finish. That process is described below.

1. Click on a student with an incomplete grade.
2. Click on the Incomplete Grades tab to access the two incomplete contract fields.
3. The Incomplete Final Grade and Extension Date fields will be available with default values. The default grade is 0.0 and the extension date defaults to the last possible date you can assign, which is one-year maximum. You may change these values if you wish.

Click Roster to return to the list of students and continue entering grades.

Now you need to report the remaining work to be completed.

Click here to open the menu and select the Incomplete Contract link.

Open the Incomplete Contract link to enter the remaining coursework to be completed. You will need the student's name, Valley Number and the CRN for the course.

You will be taken to this Google Drive Form to submit the rest of the incomplete contract information.

Incomplete Contract Student Requirements

1. Submit this form to provide the remaining coursework to be completed by the student.
2. Accuracy is important as this data will be matched with the student data on your grade roster to provide reports and reminders for you, your dean and the student.
3. Submitting multiple students with the same requirements? You may copy the coursework list to paste on the next form.
4. At the bottom of this form, you will have the option to send yourself a copy of what you submitted.

Your email address (██████@kvcc.edu) will be recorded when you submit this form. Not you? Switch account

* Required

Fill in the required information on this form to finish the data entry for the incomplete contract.

Term *

☐ Winter 2020

☐ Summer 2020

☐ Fall 2020

CRN *

Please check for accuracy as this will be matched to the course information in the database.

Your answer

It is imperative that these two numbers are correct so they can be matched to the student's record in the database.

Student Name *

Your answer

Valley ID Number *

Please check for accuracy as this will be matched to the student's record in the database.

Your answer

Remaining Course Work *

Please provide a list of the coursework to be completed. Be specific enough the student will understand what is required of them. This will also be helpful in the event you are not available and someone must administer the contract for you. (This is a free form text box. Windows: CTRL-C to copy, CTRL-V to paste MAC: Command-C to copy, CTRL-V to paste)

Your answer

◯ Send me a copy of my responses.

Submit

Turn this button on if you would like this information mailed to you for your records until you receive the complete contract information after it is approved.

Please review the information submitted as you will not be able to return to edit the form. Then click Submit to save the information.

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Grading Procedures

Circumstance	Action
Grade changes	You may access a grade roster and make changes on the web until the grade entry deadline. Once grade rosters are no longer available or grades are rolled to student transcripts, you will need to submit a grade change form to make corrections. Forms are available on the Intranet.
Student is not on grade roster	If a student does not appear on your grade roster, you will need to complete a Post Semester Registration and Grade Submission form to give the student permission to register late for your class. Forms are available in the Faculty Office area, Admissions, Registration and Records office (9140-TTC), and the main office of AWH. Please list the grade the student earned on this form. The form requires both your signature and the Dean's signature. The student will be required to pay for the course before the grade will be posted.
Withdrawal exceptions	If you wish to allow a student to withdraw late, you will need to submit an instructor directed withdrawal by the end of the semester. Enter the grade earned on the roster in case the withdrawal should happen to be denied. The Admissions, Registration and Records office staff will post the withdrawal once it has been approved.
Grades available to students	Grades will be available to students on the web generally one business day after the due date. They are not immediately viewable when you post them, they must be rolled as a batch to their transcripts. The date grades will be rolled is published on the Semester Action Dates available on the Intranet.

Contacts for additional help

Grade entry assistance	Faculty Success Center Technology Lab (269) 488-4164 ACC - Computer Lab (269) 373-7925
Grade roster questions	Admissions, Registration and Records Office (269) 488-4281
Last date of attendance questions	Financial Aid Office (269) 488-4340
Internet access questions	Computer Center (269) 488-4451 ACC - Computer Lab (269) 373-7925
My Valley Access	Computer Help Desk (269) 488-4451 ACC - Computer Lab (269) 373-7925