

# **THE NEW ON-LINE FINAL TERM GRADING**

## **QUICK INSTRUCTIONS**

- Go the Bloomsburg University website ([www.bloomu.edu](http://www.bloomu.edu)).
- Under Faculty and Staff ~ Click on Registrar's Office.
- Click on the Faculty tab at the top.
- You will then be taken to Grading Applications.
- You can access Instructions, Forms and the **Final Online Grading Application**.
- Type in your Instructor ID and Password.  
(**This is the same information you use when logging onto your computer to get email**).
- Click the radio button of the course you want to start with and hit submit.
- Click the radio button on the grade to be issued
- After all Grades are entered click on the **review box** and then **commit grades**.
  
- To change a grade ~ Start from the beginning and click on the appropriate course
- Then click on the incorrect grade. You can only change one students grade at a time.
- Change the grade in the grade box and click update grade.
- Once you changed the grade you should see “**successful update**” ~ if not ~ try again! Once you receive the “successful update” message click on the [go back](#) button.
- To make multiple grade changes at one time click on [Semester Grade Sheets](#) and follow the above procedures.
- If you have additional courses that need grades entered, click on [Semester Grade Sheets](#) and start the process over again. If you are finished click **log off**.
  
- **If a grade change is necessary after the grading application is closed, you must submit a completed Grade Change Form to our office.**

**If you have any questions or need help call our office. 389-4263**