

# On-Line Grade Submission

**Important Notes:** 2012 Spring Semester – grades for graduating Seniors are due no later than 9am on May 17. All other grades are due no later than 1pm on May 23.

## How-to:

**Step #1:** Open a web browser and go to the CLEo web page (<https://cleo.whitman.edu/>). Log in using your Marcus username and password (this is usually your e-mail username and password). Click the 'Login' button.

user id:  password:

Welcome

Whitman Students, Faculty and Staff

Enter your email username (without the @whitman.edu) and password to log in.

**Guests**

If you are a guest user (non-Whitman account), please use your full email address as your user id.

**Need Help?**

If you need assistance, please email [cleo\\_help@whitman.edu](mailto:cleo_help@whitman.edu).

**Looking for Quack?**

You'll find a Quack link in your *My Workspace* site once you've logged in:

- Home
- Quack
- Membership
- Schedule
- Resources
- Announcements
- Employee Prof
- Time Entry/Approval
- Budget
- Majors

**Questions or comments?**

If you have any questions or comments, please contact [ais@whitman.edu](mailto:ais@whitman.edu).

**Step #2:** Once you are logged in, click the 'Quack' link in the far left menu. Next, click on 'Faculty Information' and then 'Final Grade Entry' at the bottom of the list.

Home

Quack

Something not working properly or need help? Contact: [ais@whitman.edu](mailto:ais@whitman.edu)

Print

Faculty Information

- Class Roster
- My Class Schedule
- Search for Sections
- Advisee Unofficial Transcript
- My Class Rosters
- Historic Grades
- Advisees List
- Final Grade Entry

**Step #3:** All the courses taught in the current term, which have students enrolled and that are for credit, will be displayed. Select the course you wish to grade by clicking in the 'Choose One' column and then click 'Submit' at the bottom of the screen.

Membership

Schedule

Resources

Announcements

Works to Setup

Preferences

Account

Home

Faculty Information

Faculty Profile

Add Course Consent

Advisee's Acad Eval

Advisee's Schedule

Choose One	Class Name and Title	Grading Status	Includes Seniors
<input type="radio"/>	GENS-145-P Encounters	Not Graded	
<input type="radio"/>	REL-180-A Church & State in Amer History	Not Graded	
<input type="radio"/>	REL-401-A Independent Study	Not Graded	


**Step #4:** Select a grade for each student using the drop down list next to each student.

Student	ID	Grade	Comment	Ant. Grad. Date
Aujla, Navkiran		<input type="text" value=""/> ▼		05/13

**Step #5:** Review the grades before submitting them. After you have reviewed all the grades and made any changes if necessary, click the 'Submit' button at the bottom of the screen.

A screen will be displayed showing all the grades you just submitted. If you would like to save this to Excel, click on the 'Save to Excel' link. A dialogue box will appear, select either 'Open' or 'Save File' and then click 'OK'. If you choose 'Save File', you will be asked to select the desired location to save the file. You can also use the 'Print' icon at the top right to print a copy. Once you are finished, click 'OK' at the bottom of the screen to grade another course or to log out.

**\*\* The recently submitted grades have been saved \*\***

 **Save to Excel** (beta) 12 records.

Student	ID	Final Grade	Comments	Ant. Grad. Date
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**Step #6:** To submit grades for another class, click 'Final Grade Entry' at the bottom of the list in 'Faculty Information' or log out using the link at the top right of the page.

## NOTES:

Revisiting the selected course will display the grades that have been previously entered – so you can go in any time and review grades that were submitted, but you cannot alter submitted grades without contacting the Registrar's Office at x5983.

Once the grades are submitted, and prior to their release to students, ONLY the Registrar's Office will be able to correct typographical errors. After grades have been released to students, all grade changes must be approved by the Board of Review.

## Special Cases:

### Case #1: Blank Grades:

Blank grades are not allowed. If a student's grade is left blank, the grades for the course will not be submitted. The grades will be saved and you will be informed on the main screen that the course is 'Partially Graded'.

Choose One	Class Name and Title	Grading Status	Includes Seniors
<input type="radio"/>	GENS-145-P Encounters	Not Graded	
<input type="radio"/>	REL-180-A Church & State in Amer History	Partially Graded	←
<input type="radio"/>	REL-401-A Independent Study	Not Graded	

You can go back into the course to enter the remaining grades. Once all grades are entered and you click 'Submit', they will be submitted to the Registrar's Office.

If a faculty member has petitioned the Board of Review for an X (deferred grade) for a student, or the Dean of Students has authorized an I (incomplete grade) for a student, and if the deferred or incomplete grade does not already appear in the grade field, then the instructor should assign an NA grade to that student in order to avoid leaving the grade blank.

### Case #2: F Grades:

**NOTE: The following grading examples are fictitious!**

If an F grade is assigned to a student, a dialogue box appears for you to explain the circumstances of the grade.

You entered "F." Please add comments:

Haaheim, Katherine M. F 05/13

If an explanation is not provided, a warning will be displayed at the top of the screen when you click 'Submit'.

**There are some issues with your request:**

- A comment is required for an F grade

PRINT

Add an explanation to ensure that all grades will be submitted when you click 'Submit' at the bottom of the screen.

### **Case #3: Incompletes and Provisional Grades:**

A student with an authorized Incomplete grade (I) must be assigned a Provisional Grade for that course. That is, at the time grades are submitted for the course, the instructor must assign a "temporary" (Provisional) grade for the Incomplete based on an assessment of the completed and remaining requirements for the entire course (see p. 15 of the catalog). The 'I' grade remains on the student's record until the established deadline, after which it is either i) replaced by the Provisional Grade if the remaining course requirements have not been completed or ii) replaced by a new final grade submitted by the instructor based upon the completion of the remaining course requirements.

Similar to reporting F grades, when an authorized Incomplete for a student appears on the grade roster, you will be prompted to provide a Provisional Grade for that student before submitting grades for that class.