How to Enter Grades

You may enter grades by using either Self-Service or Moodle. The Moodle method may be used even if you do not use Moodle for anything else. Regardless of your chosen method, you should start from the [Bellarmine Experience page](#) and select either Self-Service or Moodle from the Core Tools card on the left-hand side.

Mid-Term Grades

A few important notes:

- Grade entry can be done using *any* computer able to access Bellarmine Experience.
- Students can see mid-term grades *immediately* after you enter them.
- **Caution**: For mid-term grading to be available, final grading must also be available. Please ensure you make entries in the correct location.
- Correct any errors using the steps below. You do *not* need to contact the Registrar's office.

Using Self-Service

1. Visit **Bellarmine Experience** and choose **Self-Service.**
2. On the Self-Service page, click **Faculty** to see a list of your available course section(s).
3. Click on the **course** for which you wish to enter grades.
4. Click on **Grading** from the list of options that appear.
5. Click on **Midterm 1.**
6. Enter the mid-term grade for each student using the **Select grade** pull-downs.
7. Review your entries and check for accuracy.

Important: Once the grade appears on the screen, it is automatically recorded in the system – there is no "submit grades" or "save" button. Also, note that *Last date of attendance* and *Never attended* are not options using the self-service method, so you will not see them here.

Using Moodle

1. Visit **Bellarmine Experience** and choose **Moodle.**
2. On the Moodle home, click on the **course** for which you wish to enter grades (under *My courses*).
3. On the course home, find **ILP Integration** at the bottom of the block drawer (click "<" from the upper-right to open the drawer if needed).
4. Click on **Midterm Grades** from the list.
5. Enter grades in the **Midterm 1** column.
    - When recording a grade of F, you should also enter a *Last date of attendance*.
    - If a student appears on the roster but has never attended class, click the box in the *Never attended* column.
6. Review your entries. If an error has been made, simply enter a new grade to clear out the old one.
7. Click **Submit grades**.

Final Grades

Five important notes:

- Grade entry can be done using any computer able to access Bellarmine Experience.
- Students can see final grades after the Registrar's office runs a verification process, shortly after the grading deadline.
- The Moodle and Self-Service grade entry deadlines differ for technical reasons. The Moodle deadline is always *12 hours before* the Self-Service deadline. (The Moodle deadline is midnight the day before the Self-Service noon deadline.)
- To award a "grade" of *Incomplete*, an [Incomplete Grade Contract](#) must be submitted to the Registrar's office by the published grading deadline.
- Final grading remains open until the published deadline. Prior to the deadline, you may correct errors yourself directly on the grading roster. Once the grading deadline has passed and the Registrar's office has run the verification process, grades become locked, and changes can only be made with submission of an official grade change form. Information on how to submit a final grade change may be found [here](#).

Using Self-Service

1. Visit **Bellarmine Experience** and choose **Self-Service.**
2. On the Self-Service page, click **Faculty** to see a list of your available course section(s).
3. Click on the **course** for which you wish to enter grades.
4. On the grey bar near the center, click **Grading**, then **Final Grade.**
5. Enter the final grade for each student using the **Select grade** pull-downs.
   - If a student has a final letter grade of F, then enter a *Last date of attendance.*
   - If a student has never attended class but still appears on the roster, click the box in the *Never attended* column.
   - Ignore the *Expiration date* column.
6. Review your entries and check for accuracy by clicking on **Overview** next to **Final grading**.

Important: Once the grade appears on the screen, it is automatically recorded in the system – there is no "submit grades" or "save" button.

Using Moodle

1. Visit **Bellarmine Experience** and choose **Moodle.**
2. On the Moodle home, click on the **course** for which you wish to enter grades (under *My courses*).
3. On the course home, find **ILP Integration** at the bottom of the block drawer (click "<" from the upper-right to open the drawer if needed).
4. Click on **Final Grades** from the list.
5. Enter grades in the **Final Grade** column.
   - When recording a grade of F, you should also enter a *Last date of attendance*.
   - If a student appears on the roster but has never attended class, click the box in the *Never attended* column.
   - Ignore the *Expiration date* column.
6. Review your entries. If an error has been made, simply enter a new grade to clear out the old one.
7. Click **Submit grades** to complete the process.