Final Grading Instructions

Final grading is typically available a week before the final exam period begins, which can be found on the <u>academic calendar</u>. There is a 30 minute time limit before the system times out. Clicking "Submit" will reset the timer and allow you to enter additional grades. You may click "Submit" multiple times.

Posting Final Grades:

- Login to Gibson Online and click the "Faculty" tab
- Your course(s) are listed under the "Course List" for the selected term
- Choose the course to be graded and click on "View" located on the far right

Cou	irse List		1	Choose term to grade					
2019 Fall 🗸				choose term to Brude.					
	CRN \$	Course 🖨	Title 🗢	Days & Times	Enrolled	Waitlisted	Class List	Wait List	Grades
	36075	ANTH 3300-01	History of Writing	TR 09:30am - 10:45am	24	0	View Download	View	View
					Clic	Click here to begin grading process.			

- A new page will open. Select the tab labeled "Final Grades"
- In the Final Grades column, select a grade from the drop-down menu
- For any student that never attended the course, select "Never attended." For any student who has stopped attending the course, please enter the last date of academic participation.
- "Confidential" means you cannot disclose this student's <u>directory information</u> to anyone outside of the University. You **must** still enter a grade.
- Once grades have been entered, select "Submit"
- The following confirmation message will appear in green: "All records have been submitted successfully"

2019 Fall Watch ANTH 3300-01 (36 Return Print Midterm Grades Fin	of Writing Enter grades he	00:25:54 re.	If a student never attended or stopped attending, select the appropriate response under "Attendance." If you select "Discontinued Attendance," enter the "Last Date of Academic Participation."			Reset Submit	
Student Name	ID	Classification	Level	Credita	Final Grade	Attendance	
			Undergraduate	3.00	~		\sim
			Undergraduate	3.00	~		\sim
			Undergraduate	3.00	~		~
			Undergraduate	3.00	~		\sim
			Undergraduate	3.00	~		\sim
			Undergraduate	3.00	\sim		~
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			Undergraduate	3.00	~		~
			Undergraduate	3.00	~		\sim
"Confidential" means directory information	s you cannot disc n to anyone outs	close this student's ide of the University.	Undergraduate	3.00	~		~
You MUST still enter	a grade.		Undergraduate	3.00	~		\sim
Confidential							
			Undergraduate	3.00	\sim		\checkmark

HELPFUL TIPS

- 1. If you do not see your course list for a selected term, clear your cache by going to your internet browser settings. This will require you to reenter your Tulane credentials.
- 2. If you cannot see the "View" button to the far right, it is likely your screen resolution is set too high. Go to your computer settings and decrease the resolution.

Please contact Traci Rees at trees@tulane.edu with any questions or concerns.