

Faculty Grading



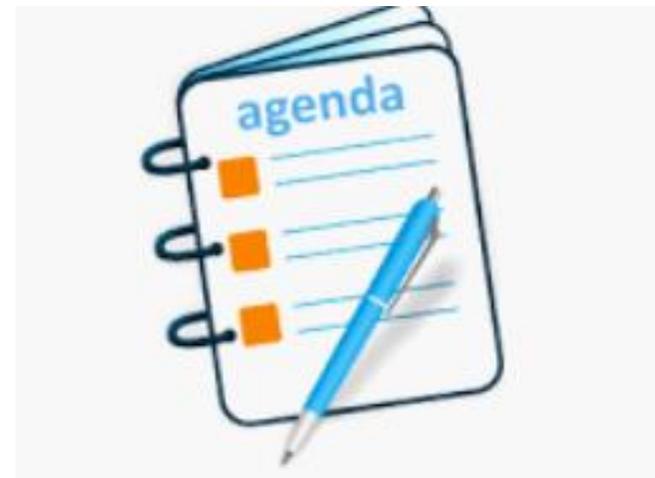
Registrar's Office

1 July 2023



Agenda

- Regulations
- Procedures
- Mid-Term/3rd Grading Period
- Final Grades





All grades must be submitted via the Postview Self-Service Portal

- Each semester, courses instructors are required to submit to the Registrar's Office two interim grades at **seven** **eleven** weeks for all cadets. (NOTE: HPW/PE classes are excluded from mid-term grade submissions.)
- All grades submitted are to be cumulative.
- The grade deadline for each grading period will be published by the Registrar's Office for each semester at the start of the academic year in August. For more information and deadlines, please see the VMI website at: <https://www.vmi.edu/academics/support/registrar/institutional-information/>
- **NOTE:** Grading will not be available until the Registrar's Office notifies faculty that the interface is open and faculty are authorized to begin submission of grades for the period.



Post View Home Page

[Back to VMI.edu](#)

VMI Post View

Post View is Virginia Military Institute's internal system used to process admissions applications, manage cadet billing, register for classes, and employee benefits information.



To start the log in process, you will need to choose “Login Using your VMI Network Account” under the Employee, Faculty block

Applicant	Cadet	Employee, Faculty	Proxy
<p>To begin the VMI application, you will first need an applicant account. Visit the VMI Apply page for full instructions on starting and completing the application process.</p> <p>If you have received your VMI applicant account UserID and password via email, you are able to access to the VMI application portal.</p> <p>To login, your UserID must be followed by @mail.vmi.edu on the authentication page .</p> <p>Login Using your VMI Applicant Account</p>	<p>You must use your VMI Network UserID and your NETWORK password to login. This is NOT necessarily your email password.</p> <p>Your VMI Network UserID must be followed by @mail.vmi.edu on the authentication page.</p> <p>Login Using your VMI Network Account</p>	<p>You must use your VMI Network UserID and the same password as your email to login</p> <p>Your VMI Network UserID must be followed by @vmi.edu on the authentication page.</p> <p>Login Using your VMI Network Account</p>	<p>You must have the UserID created when your Cadet set up your Proxy access</p> <p>Your password was sent in a separate email when the UserID was created.</p> <p>Login Using your VMI Proxy Account</p>





Authentication page



Virginia Military Institute

Sign in

Sign in

Applicant: Log in using the UserID and password provided in the VMI account confirmation email from VMI Admissions. Be sure to include @mail.vmi.edu after your provided UserID (i.e. smithjd27@mail.vmi.edu)

Current Cadet: Log in with your VMI email address (i.e. smithjd26@mail.vmi.edu) as the user name, and your Post View/Canvas password. **Class of 2027 log in using your VMI email address (i.e. smithjd27@vmi.edu) and password.**

Employee: Log in using your VMI email address (i.e. smithjd@vmi.edu) and password.

- Employee:
Enter your VMI email address and password
- Need Password Changed:
If needed, you can go to [Self Service Password](#) and reset your password.
- Need more Assistance with Account or Password:
Contact the VMI Help desk at 540-464-7643 or send email to help@vmi.edu





Access the Faculty Link

After logging in, click the “Faculty” link. (NOTE: If you are a new user and do not see the faculty link, please check to make sure your department head has submitted a work order for faculty access to Self-Service.)



Faculty

Here you can view your active classes and submit grades and waivers for students.



Locate the Term and Course Desired for Grading

Locate the term desired for grading and select the course section desired for grade entry. Users may detail into the course detail through the course name and blue link.

Summer II, 2022		
Section	Times	Locations
CIS-112-01: Programming II	M/T/W/Th/F 12:30 PM - 2:30 PM 6/27/2022 - 7/28/2022	Mallory Hall, 314 Lecture



Course Detail

The course detail will then appear with the Course Title, Course, Name, Term, Days, Times, Dates, Location and Enrollment information. Also included will be a list of the cadets current enrolled in the course, with their ID, Class, Repeat status and email.

CIS-112-01: Programming II

Summer II, 2022
Main Campus

M/T/WTh/F 12:30 PM - 2:30 PM
6/27/2022 - 7/28/2022
Mallory Hall, 314 Lecture

Seats Available ⓘ 9 / 11 / 20 / 0

[Deadline Dates](#)

Waitlisted 0

Roster Attendance Grading Permissions Waitlist

Print Email All Export

Student Name	Student ID	Class Level	Repeated	Preferred Email
 [Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
 [Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
 [Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
 [Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]



Grading Selection

On the section details page for the course, click on options bar and select “Grading” in the options below the course details.

And then select the Grading Period desired:

- Mid-term (Week Seven)
- Grading Period (Week Eleven)
- Final Grade (Final Grade Submission)

The list of cadets enrolled in the course will appear. Click on the Select Grade link for a pull down menu of available grades to be selected for posting.

The screenshot shows the 'Post View' interface for a course section. The course is 'CIS-112-01: Programming II', Summer II, 2022, at the Main Campus. The schedule is M/T/W/Th/F 12:30 PM - 2:30 PM, from 6/27/2022 to 7/28/2022, in Mallory Hall, 314 Lecture. There are 9 seats available. The 'Grading' tab is selected, and a 'Select Grading' callout points to the 'Grading' tab. Below the tabs, the 'Grading Period 3' option is selected, with a 'Select Grading Period' callout pointing to it. The student list below shows two cadets, each with a 'Select Grade' dropdown menu.

Post View

[Daily Work](#) · [Faculty](#) · [Faculty Overview](#)

Section Details

[Back to Courses](#)

CIS-112-01: Programming II

Summer II, 2022
Main Campus

M/T/W/Th/F 12:30 PM - 2:30 PM
6/27/2022 - 7/28/2022
Mallory Hall, 314 Lecture

Seats Available ⓘ 9 / 11 / 20 / 0

[Deadline Dates](#)

Waitlisted 0

Roster Attendance **Grading** Permissions Waitlist

Overview **Midterm** Grading Period 3 Final Grade

Student Name	Student ID	Midterm	Class Level	Credits
	[REDACTED]	Select Grade	Freshman/Fourth	3
	[REDACTED]	Select Grade	Freshman/Fourth	3



Mid-Term Options

Options: Mid-Term Grading (Seven Weeks)
3rd Grading Period (Eleven Weeks)

Enter grades for the students in the appropriate grading period section.

Individual grades can be saved immediately after selecting the grade from the drop down menu.

When Complete Click

Midterm Grading Complete

ERH-206WX-01: American Literary Traditions
Summer I, 2022
Main Campus
M/TWTH/F 12:30 PM - 2:30 PM
5/23/2022 - 6/24/2022
Scott Shipp Hall, 367 Lecture
Seats Available 10 / 4 / 14 / 0
Deadline Dates
Waitlisted 0

Roster Attendance **Grading** Books Permissions Waitlist

Overview Final Grade **Midterm** Grading Period 3

Midterm Grading Complete

Last midterm grading completed on 6/27/2022 1:54:34 PM by Battaglia, Janet M.

Student Name	Student ID	Midterm Grade	Class Level	Credits
[REDACTED]	[REDACTED]	A	Junior/Second	3
[REDACTED]	[REDACTED]	B	Junior/Second	3
[REDACTED]	[REDACTED]	C	Junior/Second	3
[REDACTED]	[REDACTED]	C	Freshman/Fourth	3



Process Notes

NOTE: For Mid-Term and 3rd Grading Period Only – updates to the grades submitted may now be made online by re-accessing the class list and updating the grade. Once entered, a confirmation will be returned whether the grade was submitted:



The administrative database allows cadet records to be updated individually. If users receive a message such as below, it means that this cadet is currently being graded by another faculty member. Please try back later when the record access has been cleared to update.





Final Grades

The final grade submission works similar to the mid-term grading options, with the following notes:

- Not all grades have to be submitted at once. The system will confirm the number of grades submitted, and faculty can go back and submit at different times for different cadets.
- However, once a final grade (or grades) have been submitted, the grades post directly to the cadet's transcript and cannot be changed. Final grade changes must then be completed by submitting a Grade Change Form via the Etrieve system at: <https://etcentral.vmi.edu/>

Forms

Registrar

Grade Change Form (REG17)



To Exit - Back to Courses

To return to grading selection screen, click on [Back to Courses](#) link on the top left corner to return to the term and grading selection screen to submit the next set of grades.





Or to Return to the HOME Screen

Or select the HOME button to return to the main page.



A screenshot of a web application interface titled 'Post View'. The interface includes a dark header with a hamburger menu, the title 'Post View', and user information 'battagliajm', 'Sign out', and 'Help'. Below the header, a light gray banner says 'Hello, Welcome to Colleague Self-Service!' and 'Choose a category to get started.' The main content area is a grid of service tiles: 'Student Finance', 'Banking Information', 'Course Catalog', 'Faculty', 'Tax Information', 'Employee', and 'Advising'. Each tile has an icon and a brief description of the service. A dark sidebar on the left contains various navigation icons, including a home icon at the top.



GRADING COMPLETE

Thank you for the submission of your grades. If you have any questions or problems, please feel free to contact the Registrar's Office at extension 7213, or via email at Registrar@vmi.edu