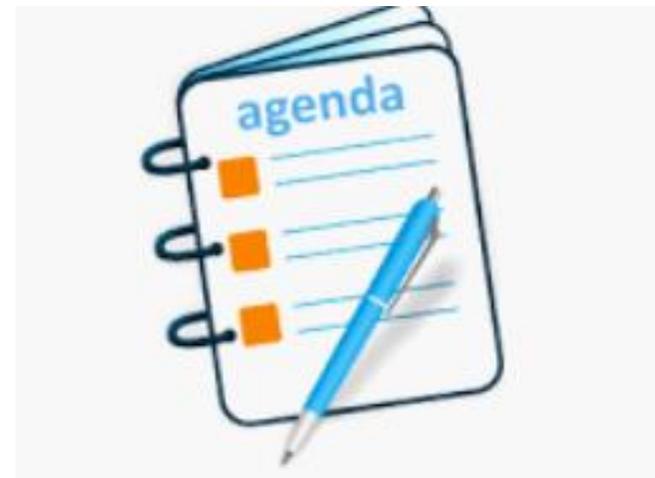# Faculty Grading

## Registrar's Office

1 July 2023

# Agenda

- Regulations
- Procedures
- Mid-Term/3$^{rd}$ 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



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

# Authentication page



Virginia Military Institute

Sign in

| testingjm@vmi.edu |
| ················· |

**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 UsersID (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.

© 2018 Microsoft    Home    Help

- 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.)

# 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<br>6/27/2022 - 7/28/2022 | Mallory Hall, 314<br>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.

# 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.

# 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

# 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:


✓ Midterm grading marked complete

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.


⊘ ▉ Grade information cannot be updated because the record is locked by another user.

# 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.

# 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](mailto:Registrar@vmi.edu)