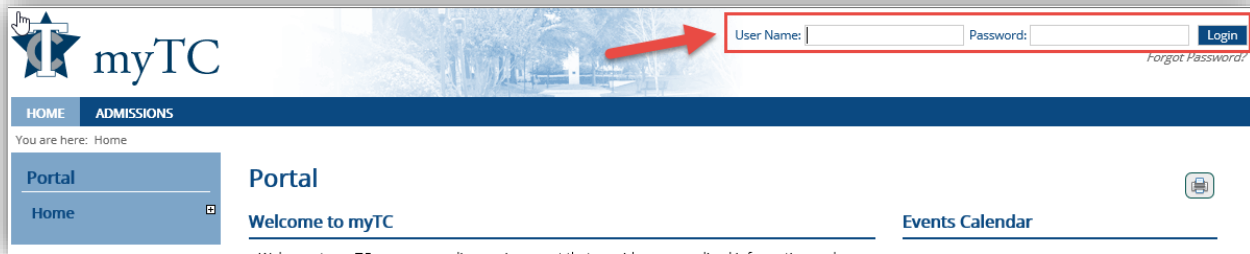
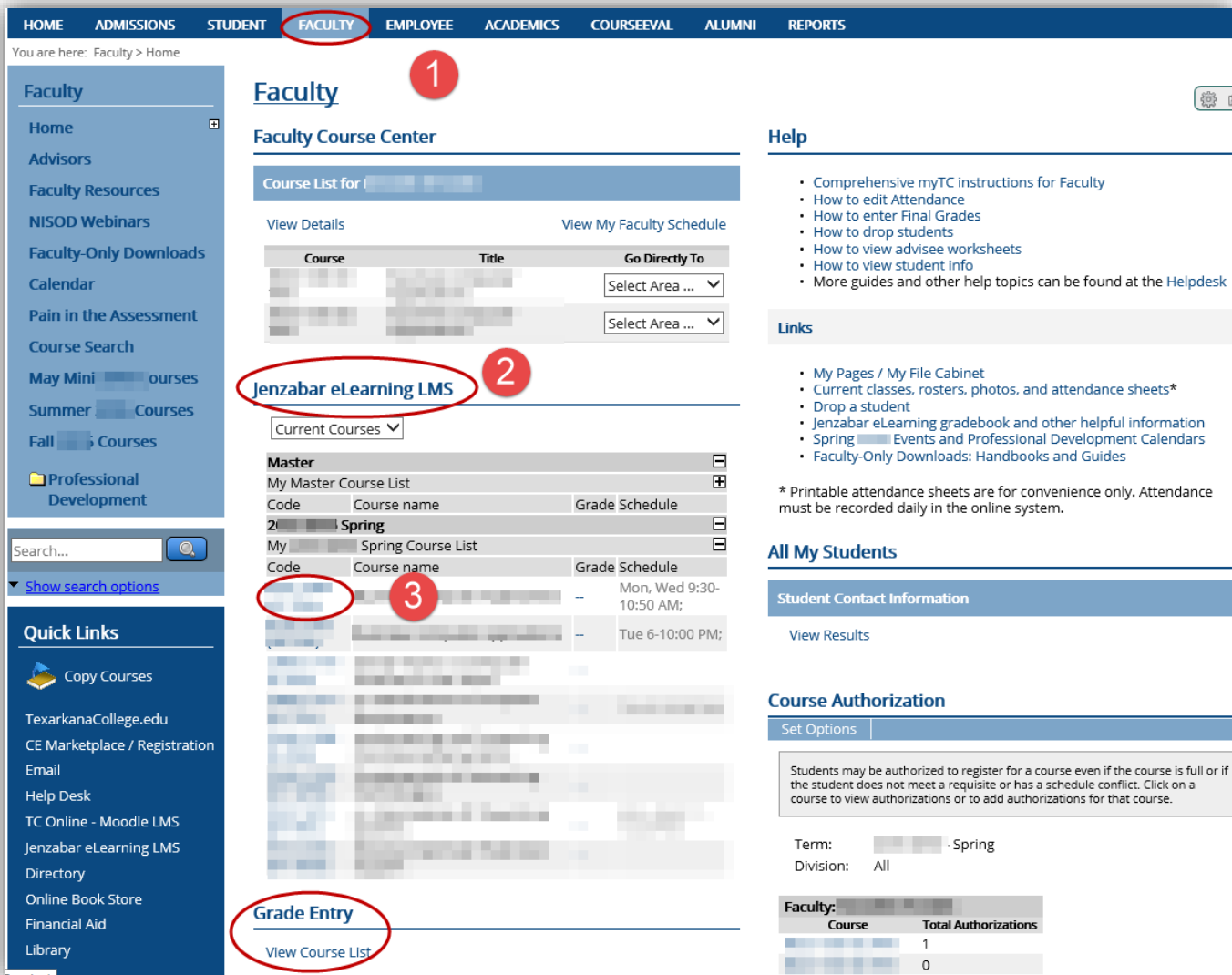


# Faculty Instructions for Final Grades Using the LMS

From the Texarkana College website, [www.texarkanacollege.edu](http://www.texarkanacollege.edu), click on the myTC icon in the upper part of the screen. Login to myTC using your Texarkana College user name and password.



1. After you log in, click on the **Faculty** tab.
2. Scroll down to the **Jenzabar eLearning LMS** section
3. Click on the course that you want to enter Final grades.



Note: **Grade Entry** is the manual way to enter grades. On the right side is a list of Help documents and links to other useful information.

## Faculty Instructions for Final Grades Using the LMS

- On the left side, click on **Gradebook**. Make sure you have **entered** all your students' **grades** for all assignments, tests, etc. and **attendance**.
- Your Gradebook will appear on the right side, then click **Submit your grades**.

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You are here: Academics > Business Computer Information - BCIS > Business Computer Applications > BCIS 1305 TRA - Business Computer Applications

BCIS 1305 TRA - Business Computer Applications

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### Gradebook

Access Options Settings

#### Your Students' Grades

Student	Final Grade
[blurred]	B (83.02%)
[blurred]	B (88.35%)
[blurred]	C (70.2%)
[blurred]	A (90%)
[blurred]	F (32.88%)

View the full Gradebook

Other screens

- Final grade weighting
- Evaluations
- Letter grade ranges
- Submit your grades**

- The grades will auto populate from your gradebook including the number of absences. If you have entered all your grades but still need to change a grade, click the **Select** arrow and choose **A, B, C, D, or F**.

- If you are not ready to submit all of your students' final grades, uncheck those students and submit later.

- Be sure to verify the **Last Date of Attendance** for all F grades. The system will populate with the last day that you saved as present. Tardy will not show as **Last Date of Attendance**. In this example the **Last Date of Attendance** needs to be changed.

- If necessary make changes, and click **Submit Selected Grades**. If no changes are needed, click **Submit Selected Grades**.

### Gradebook

Access Options Settings

#### Submit Grades

Course: BCIS 1305 TRA - Business Computer Applications ( [blurred] )  
Instructor(s) [blurred]  
Grading type: Standard Letter

##### Final Grades

Not yet submitted				
	Student Name	Final Grade	Absences	Last Date of Attendance
<input type="checkbox"/>	[blurred]	B	1	5/6/2016
<input type="checkbox"/>	[blurred]	B	0	5/6/2016
<input checked="" type="checkbox"/>	[blurred]	C	1	5/6/2016
<input checked="" type="checkbox"/>	[blurred]	A	1	5/6/2016
<input checked="" type="checkbox"/>	[blurred]	F	4	4/1/2016
<input checked="" type="checkbox"/>	[blurred]	C	1	5/6/2016
<input checked="" type="checkbox"/>	[blurred]	A	0	5/6/2016
<input checked="" type="checkbox"/>	[blurred]	B	3	4/29/2016
<input checked="" type="checkbox"/>	[blurred]	C	1	5/6/2016
<input checked="" type="checkbox"/>	[blurred]	C	1	5/6/2016
<input checked="" type="checkbox"/>	[blurred]	D	1	5/6/2016
<input checked="" type="checkbox"/>	[blurred]	A	1	5/6/2016
<input checked="" type="checkbox"/>	[blurred]	B	1	5/6/2016
<input checked="" type="checkbox"/>	[blurred]	A	0	5/6/2016
<input checked="" type="checkbox"/>	[blurred]	C	1	5/6/2016
<input checked="" type="checkbox"/>	[blurred]	C	0	5/6/2016

Submit Selected Grades

✔ **Ready to Submit**

❗ **Needs Input**  
Either the student's grade or attendance (or both) from the LMS could not be used. Please enter the missing data manually.

# Faculty Instructions for Final Grades Using the LMS

10. The screen to the right will appear for a few seconds.
11. After it goes away, the grades that still need to be submitted will be in the top list. This is also how it will look the next time you click **Submit your grades** from the gradebook. Grades and **Last Date of Attendance** can still be changed.
12. The bottom list show the grades posted. If the Last Date of Attendance was not changed in the previous screen, at this point it cannot be changed.
13. The button at the bottom, **You don't have permission to update existing grades**, will not let you change grades or dates for the grades already submitted.



**Gradebook**

Access Options Settings

**The selected items have been successfully updated** 10

**Submit Grades**

Course: BCIS 1305 TRA - Business Computer Applications ( )

Instructor(s): ( )

Grading type: Standard Letter

**Final Grades**

**Not yet submitted**

<input type="checkbox"/>	Student Name	Final Grade	Absences	Last Date of Attendance
<input checked="" type="checkbox"/>	( )	B	1	5/6/2016
<input checked="" type="checkbox"/>	( )	B	0	5/6/2016

Submit Selected Grades 11

**Submitted**

<input type="checkbox"/>	Student Name	Final Grade	Absences	Last Date of Attendance
<input type="checkbox"/>	( )	C	1	5/6/2016
<input type="checkbox"/>	( )	A	1	5/6/2016
<input type="checkbox"/>	( )	F	4	4/1/2016
<input type="checkbox"/>	( )	C	1	5/6/2016
<input type="checkbox"/>	( )	A	0	5/6/2016
<input type="checkbox"/>	( )	B	3	4/29/2016
<input type="checkbox"/>	( )	C	1	5/6/2016
<input type="checkbox"/>	( )	C	1	5/6/2016
<input type="checkbox"/>	( )	D	1	5/6/2016
<input type="checkbox"/>	( )	A	1	5/6/2016
<input type="checkbox"/>	( )	B	1	5/6/2016
<input type="checkbox"/>	( )	A	0	5/6/2016
<input type="checkbox"/>	( )	C	1	5/6/2016
<input type="checkbox"/>	( )	C	0	5/6/2016

You don't have permission to update existing grades. 13

**Ready to Submit**

**Needs Input**  
Either the student's grade or attendance (or both) from the LMS could not be used. Please enter the missing data manually.

## Faculty Instructions for Final Grades Using the LMS

14. If you forgot or need to update the **Last Date of Attendance** for the F grade, click on the **Faculty** tab, then **Grade Entry**. Select the course and update only the F date. You may click on the **Calendar** icon to choose a date or key it in the box. Click Save at the bottom of the list to save your changes.

The Grading Type for students will only be displayed if it is different than the Course Grading Type.

FERPA Restr.	Student	ID	Grad?	Final Grade	Grading Type	Last Date of Attendance	Absences	Clock Hrs	Cross-listed Course	Class	Division
			N	Select...		<input type="text"/>	0	96.0 0		Freshman	UG
			N	Select...		<input type="text"/>	0	96.0 0		Sophomore	UG
			N	W		4/8/2016	0	96.0 0		Sophomore	UG
			N	C		5/6/2016	1	96.0 0		Sophomore	UG
			N	A		5/6/2016	1	96.0 0		Freshman	UG
			N	F		4/22/2016	4	96.0 0		Freshman	UG
			N	C		5/6/2016	1	96.0 0		Sophomore	UG
			N	A		5/6/2016	0	96.0 0		Sophomore	UG
			N	B		4/29/2016	3	96.0 0		Sophomore	UG
			N	W		2/12/2016	0	96.0 0		Freshman	UG

It is not recommended but at this point, you can also select grades for the ones that were not submitted. It would be easier to do it from the LMS because it will fill in the Final Grade, Last Date of Attendance, and Absences.