

Faculty Grade Entry

0:01

To enter in final grades for the term for all of your students, you first must go to the BearCat login.page@nwmissouri.edu/login.

0:11

Click once on the Cat Pause button to be redirected to the various Cat Pause links.

0:19

Click once on the Cat Pause Login button to login to Cat Pause.

0:25

Once you've logged in, you will see various Cat Pause cards.

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These cards are based on your role at Northwest.

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You may see different cards from other faculty members as well as other students as well as other employees.

0:40

If you are a faculty member and you do not see the Faculty Services card, please try clicking on View All Cards.

0:47

If you still do not see it, please contact the Help Desk.

0:51

Please note, it may take a few moments for all the cards to appear.

0:56

Once you see the Faculty Services card, click on the Grade Entry link.

1:04

When the Grade Entry tab appears, the default will be on the Final Grades tab.

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If you'd like to look at your midterm grades, click on the Midterm Grades tab.

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When the Final Grades tab appears, you will see every single course that you've ever taught at Northwest.

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If you'd like to filter them in order of the most recent term, first double click on the word Term.

1:32

When you're ready to enter in grades, select the course that you'd like to enter grades in first.

1:39

You can see that that course is now highlighted in green and below are all the students that are enrolled in that course.

1:49

If there is a student that is enrolled in your course but is not listed below, please contact the Registrar's Office.

1:56

There are two ways to enter grades into the final grade section.

2:01

The first way is to manually enter in a grade for every student.

2:07

If you choose this message method, you would just from the drop down menu select the grade for each student.

2:14

If you select I for Incomplete, you'll be required to enter the specific word needed to be completed by the student in the narrative grade comment field.

2:27

The other fields do not need to be completed.

2:38

The other option for entering in grades is to download a spreadsheet and reload it once all the grades have been entered into that spreadsheet.

2:48

To do this, you'll first click on the system wheel in the upper right corner of your screen, Scroll down and click once on Export Template.

2:58

Click once on the XLSX option in order to see the most current version of Excel.

3:07

Click once on the Export button.

3:15

Once the save as pop up appears, you will want to save the document.

3:19

You can rename it to whatever name you would like to choose it.

3:22

Just remember where you save it because you will need to open it in the mailman.

3:29

Click save.

3:31

Now reopen that document.

3:56

The first thing you want to do in on this document is to format the fields.

4:06

If you do not format the date fields you will have errors when you try to import it.

4:13

If you click on the letter I hold down on the control key, click on the letter L, release the control key, Right click on one of the highlighted fields, select Format cells.

4:31

Make sure you're on the Number tab, select Date, select the first option, then click OK.

4:39

You will have formatted the date fields correctly.

4:42

Then select the Save button.

4:46

Scroll all the way over to the left to see the names of the students and their student IDs.

4:52

You will need to see the final grade section in order to enter in the grades.

4:56

That's where you'll enter in the grades for each student.

5:00

Remember, if you enter I for Incomplete, you will need to enter in the specific work to be completed by the student in the Narrative Grade Comments SEC field.

5:15

Once you've entered in the grades for all of the students, hit Save, close the spreadsheet and return back to cat.

5:23

Pause clicks once on the system wheel, Scroll down, click once on import.

5:31

When the import pops up, click once on Browse and then the pop up will appear for you.

5:40

To select the file that you just saved, double click that file, click once on the Upload button, and then click Continue.

5:54

In Step 2, the preview section, you can review all of the entries that are on the file that you've loaded.

6:01

If you've loaded the wrong file, click Cancel and Import again during any of these steps.

6:08

If you need to go back, click Cancel and Import again in the Preview section.

6:15

Once you've finished reviewing all of the grades, make sure that the check box is selected next to My Spreadsheet has Headers, Then click Continue.

6:27

In Step 3, the map section, you need to make sure that there is a green check box next to all of these fields.

6:36

What you're doing is you're mapping every column to a particular field.

6:42

To do this, you'll see the name of your field or column header.

6:49

You'll select the field from the drop down menu.

6:52

If you do not see the name of the field that matches your column header, select Other.

6:57

In this circumstance, our column header is called Term Code, so we want to select the Term Code field.

7:03

Keep doing that for all of your fields all the way across until all of them have a green check mark next to them.

7:10

If you have any questions and need any assistance with this, please contact the Registrar's Office.

7:16

Once there is a check box next to all of your field names above, you may click the Continue button in Step 4.

7:28

You need to validate the fields and the data that is being imported.

7:32

You want to make sure that all the records that were in your spreadsheet are going to be imported.

7:39

If any are missing, you need to cancel and reload your file.

7:45

You also want to make sure that there are 0 errors that will be imported.

7:51

If there are any errors, click the download the validation report and review it to know what type of errors there are.

7:59

If you need assistance with fixing these errors, please contact the Registrar's Office.

8:05

The unchanged records means there wasn't a grade that was changed for a particular student.

8:13

When the number of grades that you entered on the spreadsheet matches the number of records that will be imported and there are 0 records containing errors as well as the number of unchanged records that you intended, click the continue button once.

8:35

This line will tell you exactly how many records imported into the database.

8:41

Click the Finish button once.

8:47

When you return to the Final Grades tab, click again on the course that you just loaded grades for.

8:55

Now you can see that the grades that you just imported actually did load and all the narrative grade comments correspond to the incomplete grades that you entered.

9:07

Complete these steps for each of the courses that you want to enter grades for for the term.

9:13

If you have any questions or issues, please contact the Registrar's Office.