

Submitting Course Grades | Never Attending | Incompletes

The final task you'll complete at the end of the term is submitting Course Grades. That process has recently been revised and is much simpler than it used to be. Previously we had to essentially transcribe grades from Moodle to another system that houses student's official academic records, but recently a bridge has been developed in Moodle that makes this process much easier.

To submit grades at the end of the term, first make sure that your gradebook is complete – that there are no missing assignments, and that you've graded everything that's been turned in. Once you're sure your gradebook is complete you can submit the course grades right from within the course Moodle shell.

In the right-hand column of your course you will see the "myCOTC" box. In that box are links to two important functions for you (and the forbidden fruit that is "Do Not Use" – not sure what that's about).

my cotc
[Back to myCOTC](#)
[Do Not Use](#)
[Final Grades](#)
[Roster Verification](#)

You'll want to select the link for "Final Grades". Once you do you will be directed to this page. Make sure that you're in the "Final Grades" tab at the top, and then from the "Populate final grade from current grade" dropdown menu, you can select "Final Grade". This pulls the information for the Final or Course Grade you've set up in the Moodle gradebook for that course and automatically fills that in for each student.

Two things to note here are the "Last Date Attended". Assuming that you were keeping up with your Roster Verification, that date will be the last date of record you have for each student.

The screenshot shows the 'my cotc' interface for 'Final Grades'. At the top, there are three tabs: 'Do Not Use', 'Final Grades' (selected), and 'Roster Verification'. Below the tabs is a dropdown menu labeled 'Populate final grade from current grade' with the text '--Select the column to populate--'. A 'Clear grades on form' button is also present. Below this is a table with columns: 'First name / Last name', 'Current Grade', 'Final Grade', 'Expire Date', 'Last Date Attended MM/DD/YYYY', and 'Never Attended'. Red arrows point to the 'Final Grades' tab, the dropdown menu, the 'Clear grades on form' button, and the 'Never Attended' checkboxes in the table.

First name / Last name	Current Grade	Final Grade	Expire Date	Last Date Attended MM/DD/YYYY	Never Attended
11.74 (F)	F			05/17/2020	<input type="checkbox"/>
81.61 (B)	B			05/17/2020	<input type="checkbox"/>
76.30 (B-)	B-			05/17/2020	<input type="checkbox"/>
87.37 (A-)	A-			05/17/2020	<input type="checkbox"/>
89.27 (A-)	A-			05/17/2020	<input type="checkbox"/>
62.20 (C-)	C-			05/17/2020	<input type="checkbox"/>
76.77 (B-)	B-			05/17/2020	<input type="checkbox"/>
76.50 (B-)	B-			05/17/2020	<input type="checkbox"/>
89.77 (A-)	A-			05/17/2020	<input type="checkbox"/>
62.52 (C-)	C-			05/17/2020	<input type="checkbox"/>
49.72 (F)	F			05/17/2020	<input type="checkbox"/>
72.78 (C+)	C+			05/17/2020	<input type="checkbox"/>

In the event you have a student who has never attended you will not have a last date attended – that box will be empty. In that case, you'll need to select the "Never Attended" box and make sure you manually assign the student the appropriate grade.

Students who otherwise would receive a grade of F or U but did not attend a class session during the entire term must receive a grade of FN (for a class graded A-F) or UN (for a class graded S or U) and the "never attended" flag will need to be checked.

When entering an incomplete grade, you will need to enter the "I" grade in addition to the grade the student earned if they did not complete the course (ex. IF, ID, etc.) and the expiration date for the incomplete grade. For information about the expiration date for incomplete grades, look for an email from Veronica Rine, usually titled "Final Grading Instructions".