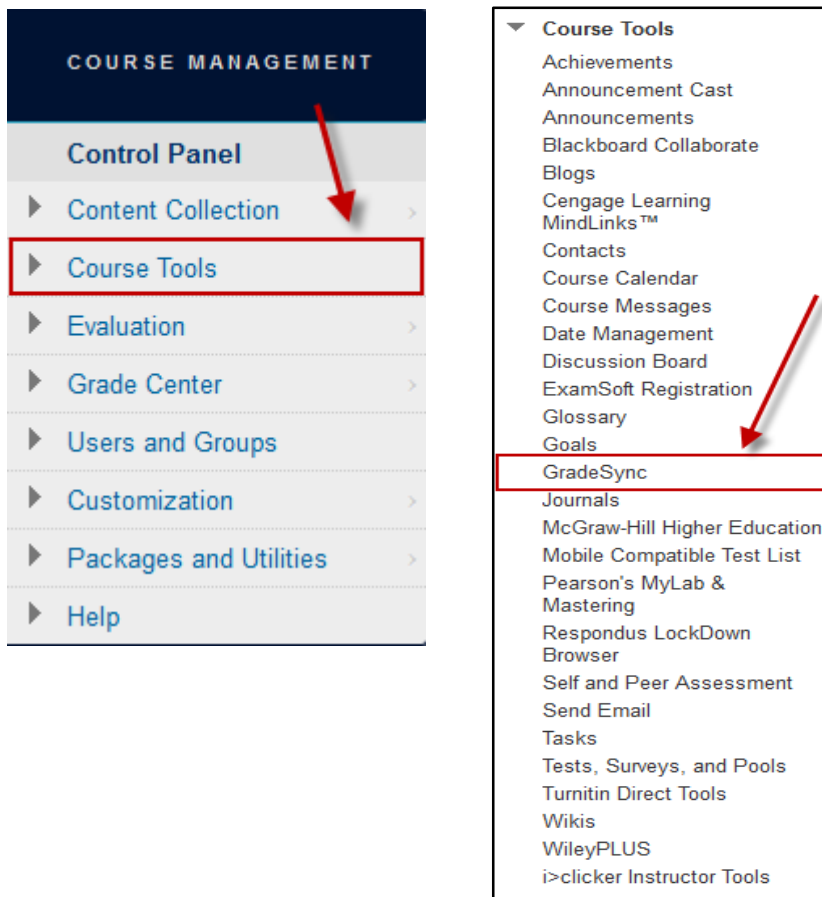


GradeSync is a tool that will allow instructors to submit grades from a Grade Center column to STAR, without having to enter grades in manually for each student. This tool will decrease the time required for entering Midterm and Final grades. Instructors who use this tool will no longer have to submit grades through STAR.

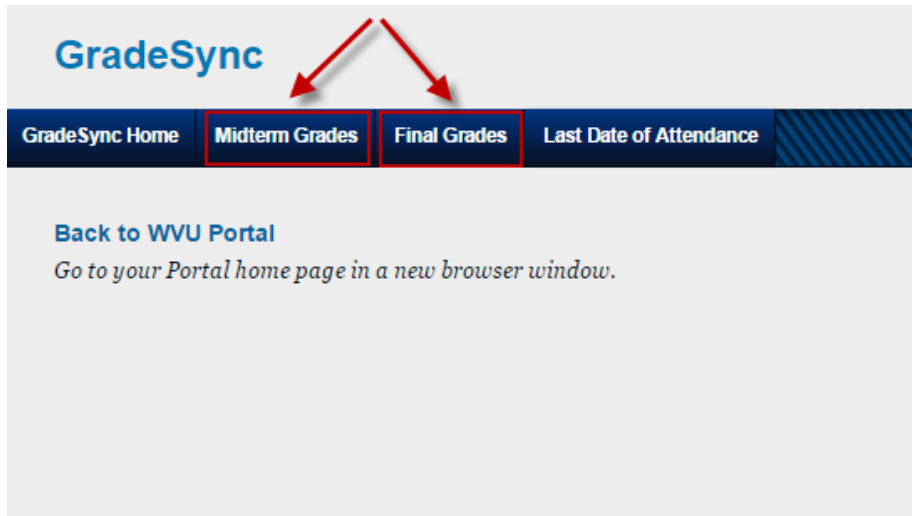
- **Instructors** can submit grades through GradeSync **only** for students who are registered for the course in STAR.
- Only the **Instructor** of the course can submit grades though GradeSync.
- It is recommended that if the Midterm Grades or Final Grades need to be changed after submitting through GradeSync, instructors update the grades in the Grade Center before resubmitting.
- Instructors **will not** be able to submit grades through GradeSync for a student making up an **incomplete**. A Grade Modification form will need to be submitted to the Office of the University Registrar to have the grade updated on the student’s record.

1. Before attempting to submit grades, please follow the steps in the [“Preparing the Grade Center for GradeSync”](#) guide if you are calculating your grades in eCampus **OR** the [“Using a Manual Column for GradeSync”](#) guide if you are uploading grades from Excel. Once completed, please return to this guide and follow the steps below starting with step 2.
2. Click **Course Tools** located in the Control Panel, then click **GradeSync**.



- There are four tabs available in the GradeSync course tool. Click **Midterm Grades** or **Final Grades**, depending on the grade type that needs to be submitted.

Both of the grade forms are nearly identical, with the exception of each one submitting the respective grade type (Midterm or Final). This guide will use the Final Grades form in the example screenshots. *(Note: The Last Date of Attendance tab, (LDA), is **not** utilized by WVU. The LDA for non-attendance can be entered on the Midterm Grades and Final Grades forms.)*



- On the grades form, the **Current Grade** column contains the student grades from the **External Grade** column that was set in Step 1.

FINAL GRADES

Visible Groups:

Populate final grade from current grade:

Click "Clear Grades on form" to start over.

Once the values are cleared you can repopulate final grades from Current Grade.

| First Name | Last Name | Current Grade | Final Grade | (DO NOT USE) | Last Date of Attendance (MM/DD/YYYY) |
|------------|-----------|---------------|----------------------|----------------------|--------------------------------------|
| Test | Student3 | 300.00 (A+) | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Test | Student | 220.00 (C-) | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Test | Student4 | 180.00 (D-) | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Test | Student2 | 250.00 (B-) | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Test | Student5 | 140.00 (F) | <input type="text"/> | <input type="text"/> | <input type="text"/> |

[Full Grade Center](#)

Click Submit Grades to save changes.

- By default, all students enrolled in the course will be shown. If groups are set up in the course, a group can be chosen under the **Visible Groups** drop-down menu. After verifying that the **Current Grade** column has the correct grade for each student, click on the **column name** that needs to be populated located under the “—Select the column to populate” drop-down menu. Since this example is for the Final Grades form, the “Final Grades” column is selected.

FINAL GRADES

Visible Groups: All Participants

Populate final grade from current grade: --Select the column to populate--
 --Select the column to populate--
Final Grade (highlighted with a red box and arrow)
 Clear Grades on form

Click "Clear Grades on form" to start over.

Once the values are cleared you can repopulate final grades from Current Grade.

| First Name | Last Name | Current Grade |
|------------|-----------|---------------|
| Test | Student3 | 300.00 (A+) |
| Test | Student | 220.00 (C-) |

- The Final Grades column has now been populated with the Current Grades from the External Grade column in the Grade Center. At this point, please **clear** any grade cells for users in the course making up an incomplete, enrolled for auditing, and also the Instructor_PreviewUser. If these users' grades are not cleared, you will receive an error message stating “User or course not found for student ID”.

If there are grades of “F” due to non-attendance, enter the **LDA** in the Last Date of Attendance column. *(Note: The LDA date **cannot** be greater than the course end date or current date for which grades are being submitted.)*

FINAL GRADES

Visible Groups: All Participants

Populate final grade from current grade: Final Grade

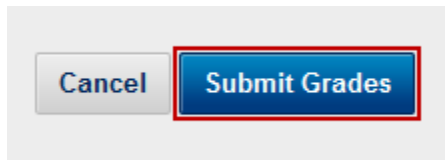
Click "Clear Grades on form" to start over.

Once the values are cleared you can repopulate final grades from Current Grade.

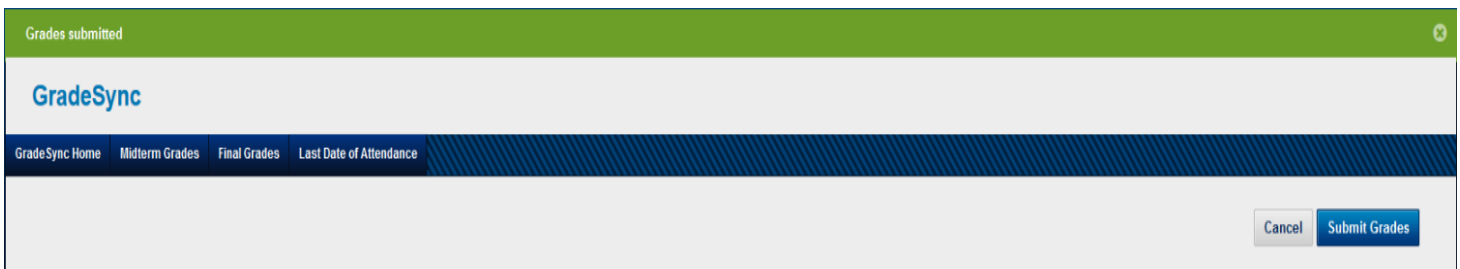
| First Name | Last Name | Current Grade | Final Grade | (DO NOT USE) | Last Date of Attendance (MM/DD/YYYY) |
|------------|-----------|---------------|-------------|----------------------|--------------------------------------|
| Test | Student3 | 300.00 (A+) | A+ | <input type="text"/> | <input type="text"/> |
| Test | Student | 220.00 (C-) | C- | <input type="text"/> | <input type="text"/> |
| Test | Student4 | 180.00 (D-) | D- | <input type="text"/> | <input type="text"/> |
| Test | Student2 | 250.00 (B-) | B- | <input type="text"/> | <input type="text"/> |
| Test | Student5 | 140.00 (F) | F | <input type="text"/> | <input type="text"/> |

(This field is only needed for a grade of "F" due to non-attendance.)

- Click **Submit Grades**. The grades will now be saved in STAR.



- Once the grades have been submitted successfully, the “Grades Submitted” message will appear at the top of the screen. It is a good practice to login to [STAR](#) to verify that all the submitted grades have been recorded successfully.



- It is recommended that if the Midterm Grades or Final Grades need to be changed after submitting through GradeSync, instructors should update the grades in the Grade Center. After the grades have been updated, navigate to the **Midterm Grades** or **Final Grades** grade form and click the “**Clear Grades on form**” button. This will enable an instructor to re-populate the respective grade column from Step 5 and re-submit.

