**YOU MUST HAVE AN ACTIVE ECNET EMAIL ACCOUNT IN ORDER TO USE WEB GRADING.** We strongly urge you to log on to the site now to make sure your account is working. This will give you time to resolve any email account problems that may arise. Please note that students are NOT to be left ungraded (NG).

1. Using your web browser, go to [http://interactive.emerson.edu/gradesubmission](http://interactive.emerson.edu/gradesubmission). This web page will be available for your use from 9:00 am (EST) on **Tuesday, August 11 2009 until 11:00 pm (EST) until Monday, August 17, 2009 at 11:00 pm** **NOTE: THE GRADE SUBMISSION PROCESS FOR THE REGISTRAR IS DIFFERENT FROM THAT USED ON GRADEBOOK FOR WEBCT. DO NOT USE WEBCT TO SUBMIT YOUR GRADES.**

   ECnet username: will be your firstname_lastname
   Password: is your Emerson e-mail password

   **If you do not have an ECnet username or have forgotten your ECmail information, contact the Information Technology Help Desk at 617-824-8080.**

2. You will get a "Welcome page" informing you of the last time you logged in. Click on an option from the list on the left side of the page:
   a) News and Notices – to view announcements from the Registrar
   b) Select Class to Grade – to specify which course for which you wish to enter grades.
   Courses ending with –YR are graded in Summer 2. Master's Projects and Theses will be graded by the Registrar's office upon receipt of the signed cover sheet.
   c) Grading Policy – to view the College’s grading policy (displayed in a separate window)
   d) Grade Submission Instructions (PDF) – to view these instructions online (displayed in a separate window) and requires Adobe Reader
   e) Comments and Questions – to send an EMail to the Registrar. This is your opportunity to make note of any student who has stopped attending or is attending, but not registered.
   f) Exit Grade Submission – to end session (requires E-Campus "logout" to complete logout.)

3. If you click “Select Class to Grade”, you will get a page with a drop down menu of classes. These are the classes for which you are assigned as the Instructor 1. (note: You will not get a grade listing if you are listed as Instructor 2 or 3.)
   a) Select the course you want to grade from the drop down menu and click the "Enter Grades" button.
   b) The list of registered students will appear. Select a grade from the drop down menu after each student's name. You will only be able to enter A, A-, B+, B, B-, C+, C, C-, D, F, I, P (Pass for designated Pass/Fail courses only), and S (Satisfactory) or U (Unsatisfactory) for non-credit courses only. Students who have NEVER attended a course are to be assigned the “NF” (No Show F).
   c) When you have finished entering the grades, click the "Submit" button. Your grades have been submitted.
   d) You will get a confirmation page that lists the students and their grades. You should print the page out for your records. You may also have this page emailed to yourself by clicking the email button.

4. To go back and select another course or to change or add a grade to a previously graded course, click the “Select Class to Grade” option to return to the class selection page. Do not hit the BACK button.

5. Please click the "Exit Grade Submission" option upon completion. You will be returned to the E-Campus page. Click the “Log Out” option and then click “Logout” on the confirmation page. To the question “do you want to close this window?” click on the “yes” button. This will ensure the security of the system.

6. Please keep a copy of your grade confirmation page for your records.

You may return to the web-grading site at anytime during the grading period and change the grades if you need to make any adjustments.

Please contact William DeWolf, Registrar at 617-824-3077 or William_DeWolf@emerson.edu with any questions.