

# one.bellarmine.edu

## Entering Your Final Grades

There are two ways you can enter final grades: 1) via Moodle (even if you don't use Moodle for anything else), or 2) via Self-Service grade entry.

Either way requires you to login to One Bellarmine:

Go to **one.bellarmine.edu**, click the “**One Login**” button in the upper right corner of the page and log in using your Bellarmine email (ex. jdoe@bellarmine.edu) and password. You will land on your **One Bellarmine Dashboard page**. From here you will choose which grade entry method you wish to use:

### Entering Final Grades Via Moodle:

1. On the lower left side of your One Bellarmine Dashboard page there is a box entitled “Moodle Classes”. Under it is a listing of your courses in Moodle. Click the course you'd like to grade.
2. Once you've selected the course, you will be presented with a series of Moodle menu boxes on the left side of the page. If it's not already, expand the ILP INTEGRATION submenu by clicking on or hovering your cursor over the submenu. Select Final Grades.
3. Enter your final grades in the Final Grade column. If any students have a final grade of F, enter a Last Date of Attendance. If a student has never attended your class but still appears on the roster, click the box under the “Never Attended” column. (Note: ignore the Expire Date column).
4. If you make a mistake, you can clear out the grade or simply enter a new grade. When finished, click the Submit Grades button at the bottom.

### Entering Final Grades Via Self-Service:

1. On the left side of your Dashboard page, click the Self-Service button to get to the Self-Service main menu page.
2. From the Self-Service page, click “Faculty” to see a list of available sections.
3. Select the course you want to grade by clicking it. On the gray bar near the center click Grading, then Final Grade.
4. Enter the final grades for each student using the Select grade pull-downs. If any students have a final grade of F, enter a Last Date of Attendance. If a student has never attended your class but still appears on the roster, click the box under the “Never Attended” column. (Note: ignore the Expiration Date column).
5. Once the grade appears on the screen, it has been recorded in the system - **there is no submit grades button. Additionally, there is no confirmation email** – to verify what you entered, click on “Overview”, located next to Final Grading.

## Important Notes About Final Grading:

1. Grade entry can be done from any computer with internet (on-campus, home, wherever!).
2. Moodle's 24-hour clock ends at midnight and cannot be set to receive grades through a noon deadline. Therefore, any grades entered via the Moodle final grading method must be entered prior to midnight the day before the actual final grading deadline. Grades may still be entered via Faculty Self-Service through noon on the deadline date.
3. To award an incomplete, an [Incomplete Grade Contract](#) must be submitted to the Registrar's Office by the published grading deadline.
4. Final grading remains open until the published grading deadline. Prior to the deadline you don't need to contact the Registrar's Office to correct final grade entry errors; you may do so yourself directly on the grading roster. Once the grading deadline has passed, the Registrar's Office runs a verification process and grades are locked. After this, you will need to submit a grade change form to correct any errors. Information on how to submit a grade change can be found [here](#).
5. Final grades are available for students to view as soon as the Registrar's Office runs the grades verification process, shortly after the grading deadline has passed.