one.bellarmine.edu
Entering Your Midterm Grades

There are two ways you can enter midterm 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 Mid-Term 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. Expand the ILP INTEGRATION submenu by clicking the plus symbol next to it.

3. Select Midterm Grades. Enter your midterm grades in the Midterm 1 column. If any students have a midterm 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.

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 Mid-Term Grades Via Self-Service:

1. On the left side of your Dashboard page, click the Self-Service button to the 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.

4. On the gray bar near the center click "Grading."

5. Click "Midterm 1."

6. Enter the midterm grades for each student using the Select grade pull-downs. Once the grade appears on the screen, it has been recorded in the system **- there is no submit grades button**. *Note: last date of attendance and never attended are not options using this method so don't worry about not seeing them here.*

Important Notes About Mid-Term Grading:

1. Grade entry can be done from any computer with internet (on-campus, home, wherever!).
2. Students are able to see midterm grades **immediately** after you've entered them.
3. In order for midterm grading to be available, final grading must also be active so be careful not to enter your midterms as final grades!
4. You don't need to contact the Registrar's Office to correct midterm grade entry errors; you may do so yourself by following the steps above.