Description: All Faculty Members will be able to access their Grading Form online (in the Hofstra Portal) that they will use to enter in their final grades, and to ensure that their grades fall into any applicable grading curve for their course. Please follow the instructions below, and use them as a guide to help you access and understand the Hofstra Portal’s Electronic Grade Book.
Step 1: Go to My.Hofstra.edu and click on “Hofstra Online Information Systems. You should get a screen that looks like this:

![Image of the Hofstra University portal]

Step 2: Once you do that click on “FACULTY SERVICES I MORE I” It looks like this:

![Image of the Hofstra University faculty services]

- View or update your address and telephone number
- View information about social security number changes.
- Attend Ceremony and Order Academic Attire
- CANN - Campus Alert Notification Network
- Schedules
  - Detail Schedule
  - Schedule by Day and Time
  - Final Exams Schedule
- Rosters
  - View Full Class Roster
  - View Brief Class Roster
  - View Custom or Photo Roster
Step 3: The next screen will look like this:

faculty services

- Term Selection
- Course Reference Number (CRN) Selection
- Faculty Detail Schedule
- Faculty Schedule by Day and Time
- Faculty Final Exams Schedule
- Full Class Roster
- Brief Class Roster
- Custom or Photo Roster
  Web page, Excel format or Photo Roster
- Final Grades
  Click here for 5 minute Final Grading Tutorial
- Look-up Classes
- Office Hours
- View active assignments
- View syllabus info
- Student Menu
  View student's information, schedule, alternate pin, FERPA Releases
- Advisor Menu
  View a student's transcript, View a student's alternate pin, View a student's report, Registration Overrides.
- Student Attendance Confirmation Worksheet
- LAW Electronic Gradebook

Click on LAW Electronic Gradebook.

(NOTE* The rest of this Documentation is based on a past course with invented data for the purposes of demonstrating the steps in grading. Your grade sheets will look similar but will reflect the specifics of your current course(s) instead of this past course).
Step 4: You will then be asked to select a term. Make sure you use the drop down menu to **pick the current term** – example “Fall Semester 2012” and click Submit.

Step 5: You will then be asked to select a CRN. All of your courses should be listed in the drop down menu next to the “CRN:” tag. **Click on the box and then click on the CRN you would like to grade and click Submit.**
Step 6: The next screen will give you default information about your class, including the class name, number of enrolled students, etc. You will use this page to set up the grading for your course.

To set up your course for grading, you first need to set up components. Components are the pieces that are calculated into the final grade (for example, 10% participation, 15% midterm, 75% final). If you completed all of your calculations in advance and just want to enter the final grade, you will set up only a single component: a final exam (if grading anonymously) or a final paper (if grading non-anonymously). Click “Add New Component” to start creating components.

(The number of students may be different as well as the Applicable GPA Requirements and the Percentage Grading Guidelines. These may be different because the Applicable GPA Requirements and the Percentage Grading Guidelines depend on how many students are registered for the class and if the class has a writing component.)

Please Note* If you would like to see the breakdown of the grading curve from the handbook you can click on this link at any point. This link is provided for professors who do not have a grading curve requirement for their class but who would like to see the breakdown so they can reference it while entering grades.

After looking over all the information on this screen, click “Add New Component” in order to start entering components.
Step 7: Adding Components: After clicking the ‘Add Component’ button, the next screen will look like this:

First choose which component you would like to create. You do not need to do these in any specific order. For instance, say there was a paper assigned, and you would like to enter the grades for that paper. You can click Component01 (or any others). For this example, let’s pick Component01. Click it, and then click Submit.

*Note: If you have only one component, it must be a final exam (if grading anonymously) or a final paper (if grading non-anonymously).
Step 8: You will now have to set up information for your component.

When you first get to the screen, it will be blank. I have entered in an example of what you could type:

- In my example, I have the name (or title) of the component as First Paper Assignment.
- I also have it weighted at 10%. So in this example, the paper will only count for 10% of their entire grade.

- I have selected to grade using “alpha” values, which means grading along the A+ to F scale. If you prefer to grade on a point system, you would select “numeric” values instead.
- Since I’m grading using “alpha” values, the highest grade that anyone can receive is a 4.0 (A+). If you grade using “numeric” values, you would set this number to the highest possible point score that a student could achieve on that given component.
- This component will NOT be graded anonymously. (The professor will see the students’ names while entering grades for the component).

Once you have completed this screen, click “Submit Updates”.

*NOTE: Once you have entered in any grades for this component you will no longer be able to edit it. (That is, you will not be able to change the name of it, weight of it, how it is graded, high score allowed, or if it will be graded anonymously.
Step 9: After you click Submit Updates it will take you back to the initial course page, and the page will reflect the component you created.

You can either add more components by clicking “Add New Component” and repeat steps 7-8, or you can go and grade the assignment you just created.
Step 10: If you create a component and decide you would no longer like to use it, or if you set it up incorrectly, you can also delete that component. *Please note that this is a new addition to the grading system.

To delete the component first click on “Setup: Component01” (or whichever one you would like to delete).

Then click “DELETE Component”.

Once you click on “DELETE Component” you will automatically be redirected to the initial course page and the page will reflect the deletion of the component you just deleted.
*Please note* that you CAN only delete a Component up UNTIL you enter ANY grades into it. Once you enter in a grade (even if it is only one) and you try to delete a component using the step just shown, you will see the following screen with this message:

Step 11: To Grade a component click the GRADE: COMPONENT01 (or whichever component you would like to grade) button on the right of the screen (under the label “Click to GRADE Students”):
Once you click GRADE COMPONENT01, your screen will look like the below screen:

In this example, I gave both of the students As. However if you click on the down arrow it will give you all of the grade choices (from A+ to F). Also, there is an option to have the student either be Exempt or Incomplete.

Exempt means that the student need not complete this component; you've decided that s/he should be exempt from the component and should only be graded on any other existing components. Incomplete means that the student will turn in the component at a later date, but has not yet done so.

You can enter both a Grade and have the Student be Exempt/Incomplete from the component. It DOES NOT have to be one or the other. For example, you would both enter a grade and make the grade exempt if you promised certain students that you would drop their lowest component score. You would still want a record of the lowest grade, but it wouldn’t count towards the final calculation.

Once you are done with entering your grades, click “Save Component Marks” on the bottom left.
Step 12: After you click SAVE COMPONENT MARKS, it may not look like your screen has really changed, yet you should see “YOU HAVE SUCCESSFULLY UPDATED YOUR COMPONENT MARKS” at the top left of the screen in green.

After you see that, scroll to the bottom of the screen where it says “Electronic Grade Book- Component List” on the bottom of the screen and click it.
Step 13: If you have already created a FINAL PAPER or FINAL EXAM and graded this component, please skip to step 17. If you have only entered non-FINAL PAPER and non-FINAL EXAM components, then you now must create your FINAL PAPER or FINAL EXAM component. Again, you must create one of these (not both) and grade it in order to be able proceed to the FINAL GRADES screen.

To enter in a FINAL PAPER or FINAL EXAM click on ADD NEW COMPONENT again.

<table>
<thead>
<tr>
<th>Course Attributes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course:</td>
</tr>
<tr>
<td>Title:</td>
</tr>
<tr>
<td>Grading Mode:</td>
</tr>
<tr>
<td>Students Registered:</td>
</tr>
<tr>
<td>LLM/EXCH:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Percent Guidelines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade Range</td>
</tr>
<tr>
<td>A+, A</td>
</tr>
<tr>
<td>A+, A, A−</td>
</tr>
<tr>
<td>A+, A, A−, B+</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>A+, A, A−, B+</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>B+, C+, C−, D+, D,F</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>C+, C−, D+, D,F</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>C−, D+, D,F</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>C−, D+, D,F</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>D+, D,F</td>
</tr>
<tr>
<td>F</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Components</th>
</tr>
</thead>
<tbody>
<tr>
<td>Click for Component SETUP Changes</td>
</tr>
<tr>
<td>SETUP; COMPONENT#1</td>
</tr>
</tbody>
</table>

**Total Weighted Components**

| Total Weight | 10 |
In this example I am going to choose Final Exam.

Electronic Gradebook Add Components

Select the new component to add from dropdown list.
- Use Component01-Component 09 for any assignment or exam aside from the final paper, final exam, or participation.
- For either a final paper or exam, please select FINALPAPER or FINALEXAM as appropriate.
- You MUST create a FINALPAPER or a FINALEXAM for each course:
  If you have only one component to grade, it must be a FINALEXAM or a FINALPAPER.
  Please select FINALEXAM (if it's graded anonymously) or FINALPAPER (if it's not graded anonymously). If you are teaching a course that requires a choice is not available for selection, please contact Brian Kessler at 3-8041.

Please also note that the participation component is very specific.
This only permits bumping up (e.g., A from B) and bumping down (e.g., B from C). If you calculate attendance as a particular percentage of the grade, you need to fill in the Weight Percent Field accordingly.

CRN:

Select Component Code to Add: *
FINALEXAM - Final Exam
Submit

My next screen looks like this (just like when we clicked Component01).

Components Set Up

Component Attributes

Title or Description of Component: Final Exam - Multiple Choice
Weight Percent: Enter up to 100
Weight 0 to exclude from Final grade
Please use whole numbers (e.g., 40%-80%)

How this component is graded:
Highest score allowed for component 4000
This component MUST be graded ANONYMOUSLY

(*Note that when doing Final Exam the component must be graded ANONYMOUSLY. It will not give you the option to not grade anonymously).

After you are done filling in the Component Attributes, click “Submit Updates”.
NOTE: A new addition to this grade book is the opportunity to add a Final Exam Part 2 component. This has been added so that you can grade an exam in two parts. For example, if you have a final exam which has both a multiple choice section and an essay section. For the multiple choice section of your Final Exam you can label it as your Final Exam Component (such as I did above), and for the essay section of your Final Exam, you can label it as your Final Exam 2 component. Please know that, you DO NOT NEED to use the Final Exam 2 Component. It has been added to give an additional way to grade Final Exams. You DO, however, need to have added and grade at least a Final Exam Component or a Final Paper Component in order to be able to calculate your overall final grades.
You would fill out the Final Exam 2 Component similar to how you did the Final Exam Component such as I did below:

*Note that I used the Final Exam 2 Component to split up the scoring of the Final Exam. I used the Final Exam 2 Component to grade the essay section of the exam and used the Final Exam Component to grade the multiple choice section of the exam (as seen above on page 14). I weighed each component as 25% so that the Final Exam as a whole will make up 50% of the overall grade.

Also- like the Final Exam Component, the Final Exam 2 Component also MUST be graded anonymously.

After you are done filling in the Component Attributes, click “Submit Updates”.
Step 14: Like before, once back at the main components screen click on “GRADE: FINALEXAM” on the right side of the screen under “Click to GRADE Students”.

Step 15: Your screen will then look similar to this:

Note that unlike before, the only thing you see now about the student is their random exam number. This is used to keep anonymous grading anonymous.

Enter in the students’ grades and then click SAVE COMPONENT MARKS.
Step 16: Once you see the green text which says “You have successfully updated your component marks” in the top right corner. Click on “Electronic Grade book - Component List” in the bottom middle of the screen.

**NOTE** If you have added a Final Exam 2 Component you will grade it exactly the same way that you graded your Final Exam Component following Steps 15 & 16.
Step 17: For faculty who bump up or bump down grades, you may add a preconfigured participation component that will handle this calculation for you. Bump up means bumping up by a single step (e.g., A- to A), and bump down means bumping down by a single step (e.g. A- to B+). If you calculate participation as a percentage (e.g. 25% of the grade), then you should add participation as a component instead of selecting the preconfigured Participation component. To use the preconfigured Participation component, simply select the component labeled “Participation”. After selecting this, you will grade this component like you would any other, except instead of grades or numbers, you’ll enter a “+” for any student you want to bump up and a “-” for any student you want to bump down.
Step 18: Once you have finished entering grades for any graded component, you will see a “CALCULATE PRELIMINARY GRADES” button in the bottom left corner.

*Only click on this if you have successfully entered in all your grades for all your components correctly, because once you calculate your final grades, you CANNOT change any of the individual component grades. You will still be able to change the final grades in future screens.*
Step 19: If you are ready to proceed, click on the Calculate Final Grades button. It will take you to a screen that looks like this:

Click “Calculate Final Grades” and click “Submit”.

Step 20: Your screen will then look like this.

You may change any of the final grades of your students on this page, and click Submit to save such changes.

*NOTE- YOU MUST CLICK SUBMIT FIRST. IF YOU ENTER IN ALL OF YOUR GRADES AND CLICK “COMPLETE FINAL GRADES” NONE OF YOUR INFORMATION WILL BE SAVED!*
After you click "Save Grade Changes", you can then click COMPLETE FINAL GRADES.

You may also view the calculated grades of your students in an Excel worksheet before adjusting the final grades.

You must be within range for every Min/Max Restriction before completing the final grades.
Step 21: After you click COMPLETE FINAL GRADES, it will take you to a screen that looks like this:

If you are satisfied with the grades you have entered click on “DO COMPLETE FINAL GRADES”. Once you do this, you may not change the final grades further. Any change of a final grade after this point would need to be approved by the Vice Dean of Academic Affairs.

(If you are not satisfied and would still like to review the grades, click the second button- “NOT READY TO COMPLETE- GO BACK”.)
Step 22: If you click “DO COMPLETE FINAL GRADES” and click “Submit Choice” your screen will then look like this:

Welcome to Hofstra's Electronic Gradebook.

Your Final Grades have been completed and submitted to the School of Law, Office of Academic Records. You now have view access to your Final Grades.

Course Attributes

Course: 50 LAW 1705 - A - 94860
Title: CONTRACTS I
Grading Mode: Standard Letter
Students Registered: 10

LLM/EXCH: 0

Percent Guidelines

<table>
<thead>
<tr>
<th>Grade Range</th>
<th>Min/Max Restrictions</th>
<th>Mandatory Curve Frequency</th>
<th>Recommended Target Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+, A</td>
<td>MAXIMUM</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>A+, A, A-</td>
<td>MAXIMUM</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>A-, A, A-, A+</td>
<td>MINIMUM</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>.</td>
<td>MAXIMUM</td>
<td>7</td>
<td>5</td>
</tr>
<tr>
<td>A+, A-, A-, B+D</td>
<td>MINIMUM</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>.</td>
<td>MAXIMUM</td>
<td>8</td>
<td>7</td>
</tr>
<tr>
<td>B+, C+, C-, D+D, D, F</td>
<td>MINIMUM</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>.</td>
<td>MAXIMUM</td>
<td>5</td>
<td>3</td>
</tr>
<tr>
<td>C+, C-, D+D, D, F</td>
<td>MINIMUM</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>.</td>
<td>MAXIMUM</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>C-, D+D, D, F</td>
<td>MINIMUM</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>.</td>
<td>MAXIMUM</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>C-, D+D, D, F</td>
<td>MINIMUM</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>.</td>
<td>MAXIMUM</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Components

<table>
<thead>
<tr>
<th>Click for Component SETUP Changes</th>
<th>Component Title</th>
<th>Weight</th>
<th>Must Pass</th>
<th>Anonymous</th>
<th>N=Numeric A=Alpha(Letter) P=Participation</th>
</tr>
</thead>
<tbody>
<tr>
<td>SETUP - FINALEXAM</td>
<td>Final Exam</td>
<td>100</td>
<td>N</td>
<td>Y</td>
<td>A</td>
</tr>
<tr>
<td>Total Weighted Components</td>
<td>01 Total Weight</td>
<td>100</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Component matrix has been completed and rolled to final grades. You can no longer add a new component.

At this point you are done making any changes to your grades. All you can do now is review what you have entered. You can no longer make any changes and are done grading this CRN.
Step 23: If you would then like to go and grade other CRNs, scroll to the bottom of the screen where it says “Select Term- Select CRN” and click “Select CRN”

Step 23: It will then bring you to this screen, where you select a different CRN and repeat the above process *ad infinitum*.