LOGOS
EVANGELICAL SEMINARY
正道福音神學院

Populi Student Information System

Faculty User Manual

V1

August 30, 2018

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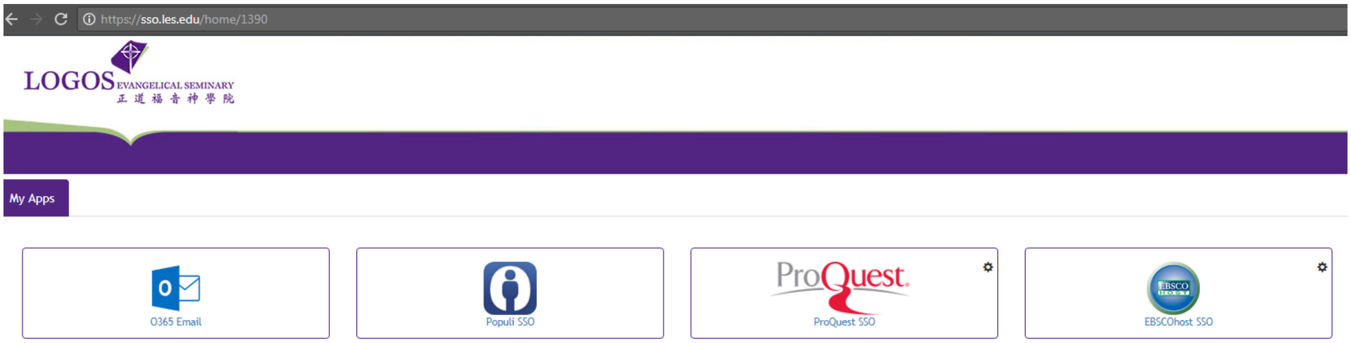
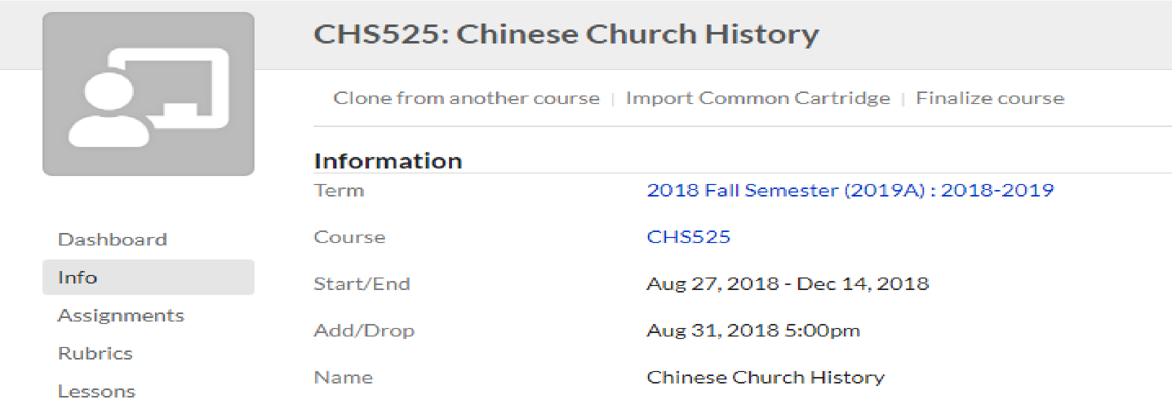
I. LOGGING IN FOR THE FIRST TIME



1. In order to access Populi and setup your course page, you need to first login to the SSO portal at https://sso.les.edu, a single sign-on (SSO) portal for the seminary community members to access multiple online application via single access credential which also can be managed by themselves, using your username (LES email address without the @les.edu extension or assigned by the seminary) and the account password (adjunct instructor's default password is "logoslogos123$") to setup your profile then you can change the password afterward. Please check the seminary website under 資訊科技 for more info and details. If you forgot the password of your LES account or had trouble logging with your LES credential, please contact the helpdesk support at (626)571-5110 Ext 173 or 145 or logosithelp@les.edu.
2. After logging into the SSO portal, you can then access the Populi by clicking on the Populi SSO icon Populi SSO.
3. It also contains a unique link that lets you set a password and log in to Populi for the first time. This link will expire **seven** days from when the email is sent. Even if you don't need to use Populi right away, we recommend logging in as soon as you see the email just so it doesn't expire on you!

1.1 Review settings on the course info view



CHS525: Chinese Church History

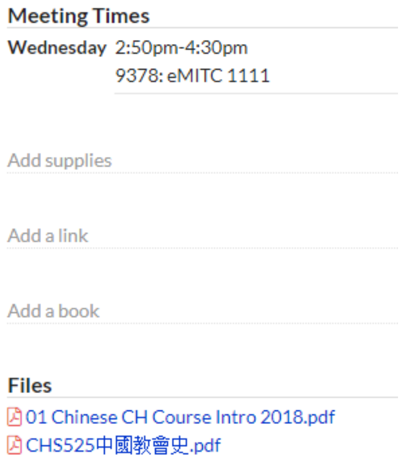
Clone from another course | Import Common Cartridge | Finalize course

Dashboard
Info
Assignments
Rubrics
Lessons

Information

Term	2018 Fall Semester (2019A) : 2018-2019
Course	CHS525
Start/End	Aug 27, 2018 - Dec 14, 2018
Add/Drop	Aug 31, 2018 5:00pm
Name	Chinese Church History

The Course > Info view displays general catalog information and settings for your course. Most of the course settings are inherited from the course catalog and so can only be changed by the registrar. But you have free rein over certain settings and items like supplies, links, reading list, and so on. Your course has other areas where you can add content—for example, you can add links to lessons—so use these items to supplement what you make available to your students in other parts of the course.


Meeting Times
Wednesday 2:50pm-4:30pm
9378: eMITC 1111

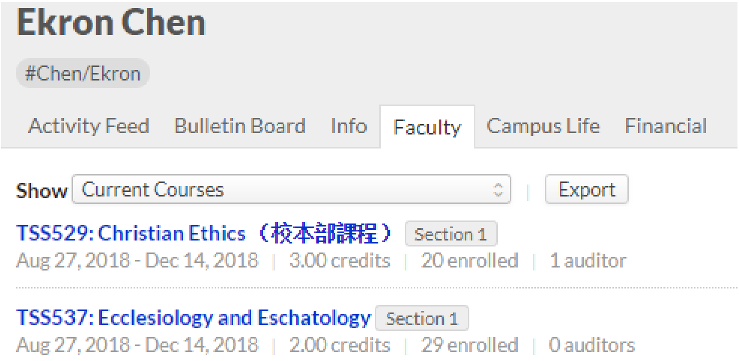
Add supplies

Add a link

Add a book

Files
01 Chinese CH Course Intro 2018.pdf
CHS525中國教會史.pdf

To get started, find your course and click Info. You can get to your courses a few different ways:


Ekron Chen
#Chen/Ekron

TSS529: Christian Ethics（校本部課程） Section 1
Aug 27, 2018 - Dec 14, 2018 | 3.00 credits | 20 enrolled | 1 auditor

TSS537: Ecclesiology and Eschatology Section 1
Aug 27, 2018 - Dec 14, 2018 | 2.00 credits | 29 enrolled | 0 auditors

- Type the course name or abbreviation in Search and click the result shown under *Courses*.
- On your Populi Home page, look at the *My Courses* panel. *Current Courses* shows you courses currently in session; use the drop-down to find courses from different academic terms.
- On My Profile > Faculty, you'll find a more detailed version of My Courses. Again, use the drop-down to select *Current Courses* or courses from a specific term.

Once on the Info view, you can make the following changes by clicking the field name:

- Write or edit the course description.
- Change the *Progress* and *Student Access* settings.
- Add/edit supplies, links, reading list, and files.
- Clone or sync course content (see below).

Cloning and syncing

There are a couple other ways to add content to your course, both of which are controlled using options on the Info view.

- Cloning copies content from past courses into your course. You can then edit any of the items you import using the clone feature.
- Syncing shares content among different sections of the same course in the same term.

If your course is already synced with another course section, then you cannot use the clone feature. You can, however, clone first and *then* sync course sections.

1.2 Populi Support

Support hours are 6 AM to 5 PM Pacific Time, Monday through Friday (excluding major holidays).

If you need help using Populi or would like to report a problem, get a hold of Populi Support. Here's how we can help you:

Knowledge Base

The Populi Knowledge Base includes tutorials, how-to's, reference articles, and getting-started guides for every area of Populi for every kind of user—students, faculty, and staff.

Phone support: Call **877-476-7854**.

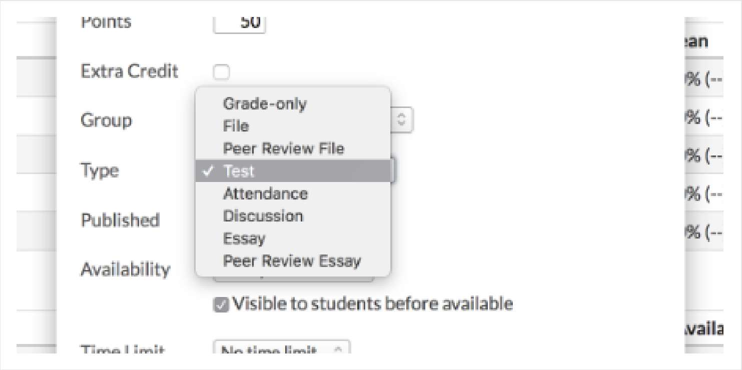
Or support@populiweb.com

II. ASSIGNMENTS

The distinction between **assignment groups** and **assignments** gives you two options for how you grade your course.

- If you base your course grade on the weight you give to types of assignments—i.e., Readings = 25%, Papers = 50%, Lab Work = 25%—then use assignment groups.
- If you base your course grade on an average of all assignments without respect to their type, then skip assignment groups and just use assignments.

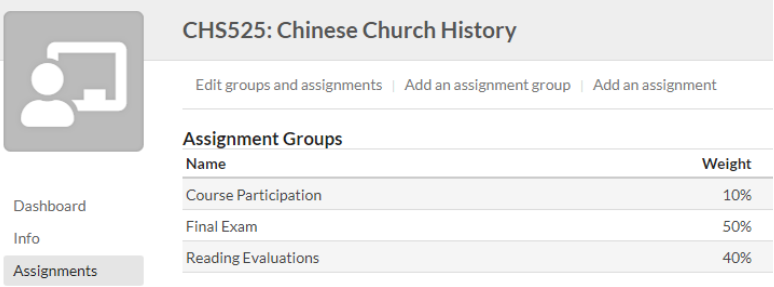
2.1 Assignment types:


Points 50
Extra Credit ☐
Type: Test
☑ Visible to students before available
Time Limit: No time limit
Group
Published
Availability
Grade-only
File
Peer Review File
✓ Test
Attendance
Discussion
Essay
Peer Review Essay

Each assignment type lets you and the student comment back and forth (and even attach files to the comments).

- **Grade-only:** Just give the student a grade. It's good for things like readings and other simple assignments that don't require a lot of interaction.
- **File:** *Requires* the student to submit a file to you for evaluation; good for essays, papers, etc. that benefit from feedback, revisions, and other interaction.
- **Test:** Creates a corresponding online test.
- **Attendance:** Calculates an assignment grade based on the student's attendance of course meeting times.
- **Discussion:** Creates a corresponding discussion.
- **Essay:** These provide students with a WYSIWYG editor that they can use to compose and format an essay-length composition right in Populi.
- **Peer Review:** Peer-review files and essays let other students in the course section view, comment on, and even grade the student's work. Read more about peer-review assignments.

2.2 How do I set up assignments?


CHS525: Chinese Church History

Assignment Groups

Name	Weight
Course Participation	10%
Final Exam	50%
Reading Evaluations	40%

Edit groups and assignments | Add an assignment group | Add an assignment
Dashboard
Info
Assignments

Go to the Assignments tab in your course. Start by clicking **Add an assignment group** or **Add an assignment**.

2.2.1 Assignment groups

1. Click **add assignment group**.
2. Give the group a name (“Quizzes”, “Tests,” “Labwork,” etc.).
3. Enter the weight—this is a percentage of the final grade that assignments in this group will contribute to the final grade. So if quizzes are worth 25% of the final course grade, enter *25* here.
    a. When you start, the *Other* assignment group carries 100% of your grade weight. As you create your own assignment groups, that will be allocated to your groups. You can distribute the full 100% throughout your own assignment groups or leave a remainder in *Other* to cover miscellaneous assignments or grading factors.
    b. If you use all 100%, *Other* will disappear.
    c. The weight assigned to extra credit assignment groups (see below) is not counted towards the 100%.
4. Check if *every* assignment in this group should be extra credit.
5. If you wish to drop the lowest-graded assignments from a student's final grade calculation, enter the number of assignments to drop. So, if there are ten quizzes and you elect to drop two, the grade will be calculated from a student's eight highest-grades quizzes.
6. Click **Save** to finish.

2.2.2 Assignments

1. Give the assignment a name and description.
2. Enter a number of points—whatever number you like (no decimals, though!). Percentage grades will be calculated from how many points the student earns on an assignment; that percentage, in turn, is fed into the final grade calculation (for published assignments).
3. Check if this is an extra credit assignment.
4. Select an assignment group.
5. Select the assignment type.
    - For tests, you'll be asked to fill in the additional test fields, which are described here).
    - Essay- and file-type assignments will present you with options for plagiarism-checking (if your school has enabled it).
    - For discussions, choose whether to create a *New discussion* or select from any existing discussions. A new discussion will have the same name as the assignment; an existing discussion will change the name of the assignment.
    - For peer-review files and essays, you'll be given a number of additional options, which are described here.
    - You can select a global or course rubric for the following assignment types: grade-only, file, discussion, and essay.
6. Check if the assignment is to be *Published*.
    - Published assignments are used to calculate the final course grade and are visible to students (depending on the *Availability* setting).
    - If not published, an assignment will be excluded from the final course grade and will not be visible to students.

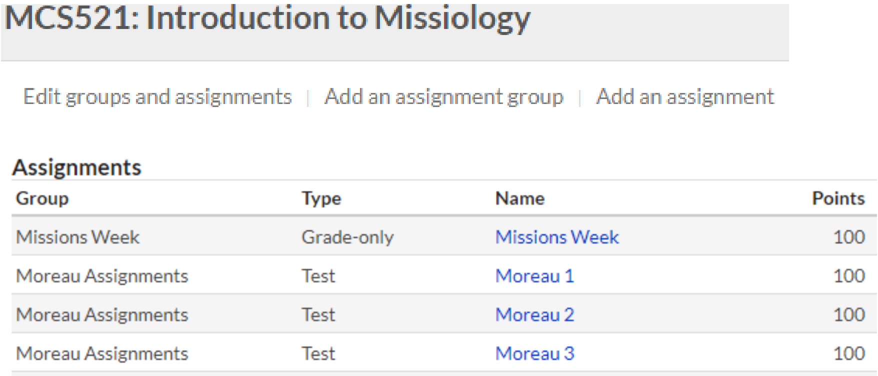
  - Unpublished assignments display in the main Assignments view with a *Draft* indicator.

7. Select a rubric if the assignment type permits it.
8. Enter a due date/time.
9. Select the *Availability*; this determines when students are able to submit work to the assignment.
   - *Available from* lets you pick a date range.
   - *Available after/until* asks you for a date to begin or end the availability period.
   - You can add availability exceptions for individual students on the assignment page.
10. Check *Visible...* to let students see the assignment before it's available. Uncheck if you wish to surprise them with it (great for pop quizzes!).
11. Click **Save** to finish.

After adding an assignment:

- It will show up in the assignments list arranged either alphabetically or by due date.
- It will show up in the gradebook in the same order as in the assignments list.
- As students submit work, you can start grading and interacting with them.

2.3 Edit groups and assignments



MCS521: Introduction to Missiology

Edit groups and assignments | Add an assignment group | Add an assignment

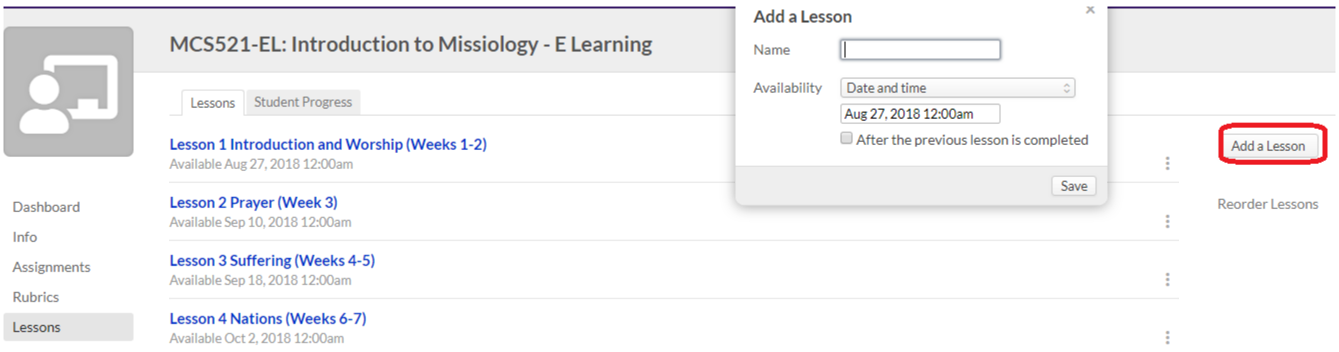
Assignments

Group	Type	Name	Points
Missions Week	Grade-only	Missions Week	100
Moreau Assignments	Test	Moreau 1	100
Moreau Assignments	Test	Moreau 2	100
Moreau Assignments	Test	Moreau 3	100

You can edit individual assignments on their pages, or you can make changes to all of your assignments and groups at the same time—this helps you keep an eye on how a change made *here* affects an assignment *there*.

- Click **Edit groups and assignments**, which opens up all the fields for editing.
- You can change any field except for assignment *type* (you can change the type on an assignment on its page provided students haven't submitted any work to it yet).
- Click to delete an assignment. This also deletes any grades, files, tests, discussions, or student submissions for this assignment!
- If you delete an assignment group, the group's assignments will be transferred to *Other*.
- Click **Save** to finish.
-

III. CREATE LESSONS AND DISCUSSIONS


Add a Lesson
Name
Save
Lessons
Student Progress
Dashboard
Info
Assignments
Rubrics
Lessons
Add a Lesson
Reorder Lessons

MCS521-EL: Introduction to Missiology - E Learning

Availability: Date and time

Aug 27, 2018 12:00am

☐ After the previous lesson is completed

Lesson 1 Introduction and Worship (Weeks 1-2)
Available Aug 27, 2018 12:00am

Lesson 2 Prayer (Week 3)
Available Sep 10, 2018 12:00am

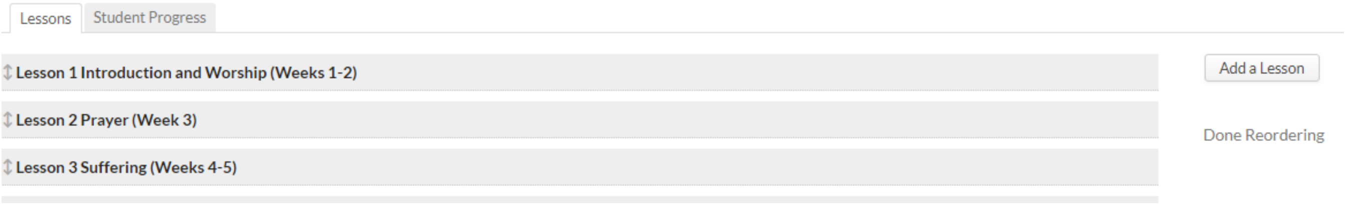
Lesson 3 Suffering (Weeks 4-5)
Available Sep 18, 2018 12:00am

Lesson 4 Nations (Weeks 6-7)
Available Oct 2, 2018 12:00am

1. Click **Add a Lesson**.
2. Give the lesson a name.
3. Select how you wish to make the lesson available to your students:
    - Select whether to make it available on the course start date or on a specific date in the term.
    - Check to require students to complete the previous lesson before accessing this one.
4. Click **Save**.

You can also add lessons by cloning them from another course.

Ordering lessons


Lessons
Student Progress
Add a Lesson
Done Reordering

↕ Lesson 1 Introduction and Worship (Weeks 1-2)

↕ Lesson 2 Prayer (Week 3)

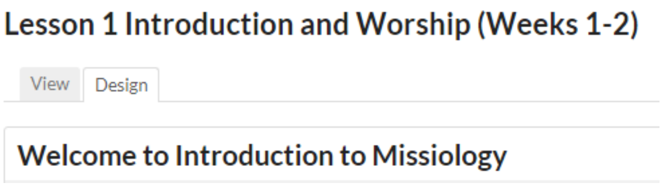
↕ Lesson 3 Suffering (Weeks 4-5)

The order in which lessons appear is the one that students must follow—especially if you require students to complete one lesson in order to access the next one.

1. Click **Reorder lessons**.
2. Drag and drop the lessons into the desired order.
3. When you're done, click **Done Reordering**.

3.1 Designing your lesson

To start designing your lesson, click its name in the lessons list. Then, click the Design view.

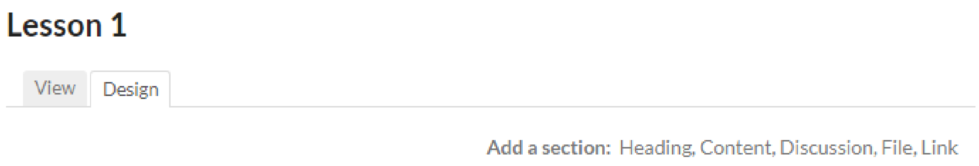

View
Design

Lesson 1 Introduction and Worship (Weeks 1-2)

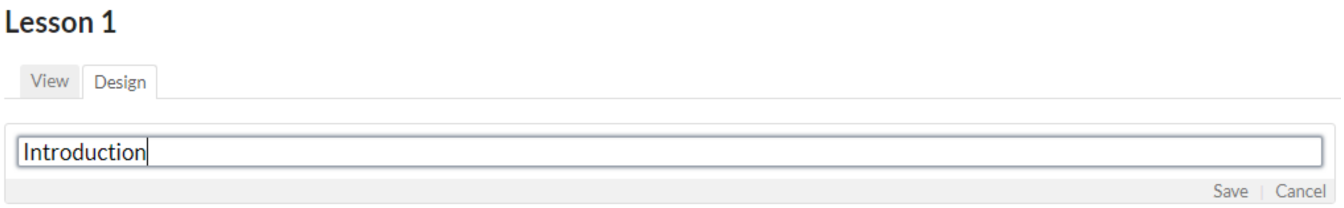
Welcome to Introduction to Missiology

3.1.1 Adding materials to your lesson

Start by clicking the Add link for the material you wish to put in the lesson.



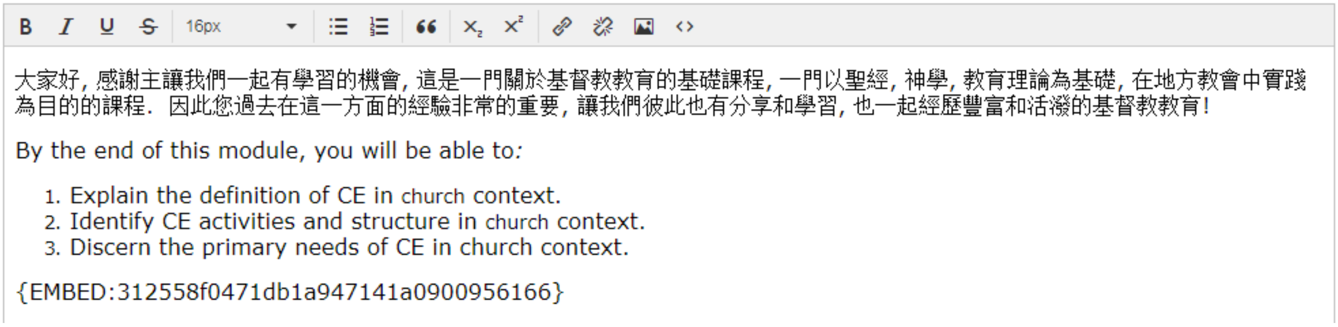
Headings



Introduction

Headings are simply a line of text introducing a section of the lesson.

Content



大家好，感謝主讓我們一起有學習的機會，這是一門關於基督教教育的基礎課程，一門以聖經，神學，教育理論為基礎，在地方教會中實踐為目的的課程．因此您過去在這一方面的經驗非常的重要，讓我們彼此也有分享和學習，也一起經歷豐富和活潑的基督教教育！

By the end of this module, you will be able to:

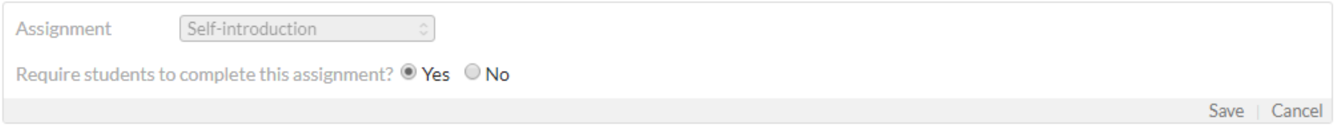
1. Explain the definition of CE in church context.
2. Identify CE activities and structure in church context.
3. Discern the primary needs of CE in church context.

{EMBED:312558f0471db1a947141a0900956166}

Content is the meat of the lesson—the text and media by which you wish to convey the lesson. Content blocks include a text editor that lets you do the following:

- In the text editor window, enter your notes by typing or copy-pasting from another document or website (copy-pasting will probably alter the original formatting).
- Within the text editor, you can change the text size, add headings, some light formatting, create numbered or bulleted lists, and link to other sites.
- Embed media hosted by Populi by copying the EMBED code from one of your media files (see "Files", below). You can also click the *Upload image* symbol to include a picture.
- Check out the different ways you can embed audio, video, images, et. al. in your lesson.

3.1.2 Assignments



Assignment: Self-introduction

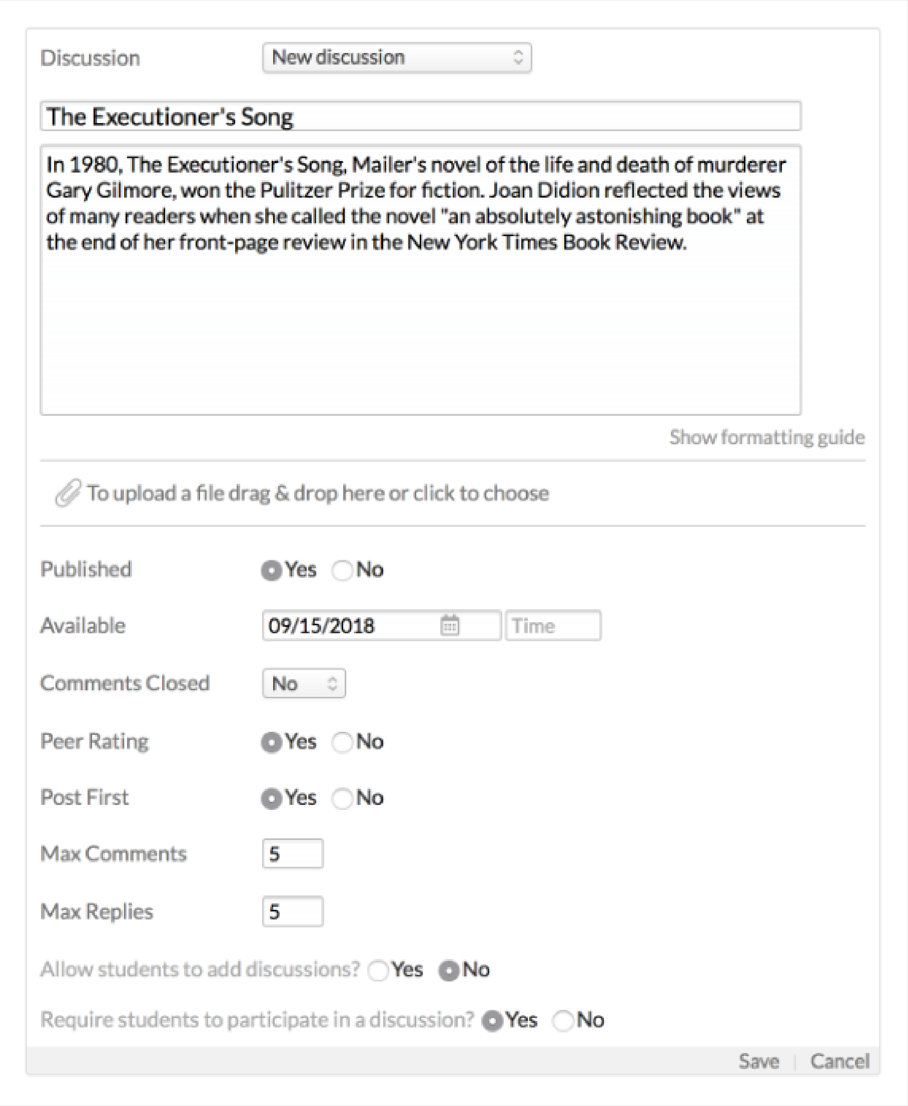
Require students to complete this assignment? ● Yes ○ No

After you've created assignments, you can add them to your lesson. When students come across an assignment in the lesson, they'll be taken to the assignment's page, where they can submit their work and interact with you in the assignment feed.

1. Select the assignment from the drop-down.
2. Check if you wish to *require* that students complete the assignment in order to access the next lesson.
    - "Completing" the assignment depends on the assignment type. The student must have submitted a test, participated in a discussion, uploaded a file, or submitted an essay.
    - If you add a grade-only assignment, the student will not be considered *complete* until you enter a grade for him!

You can also use a link to send students to an assignment hosted in another LMS by using an LTI tool. See the section on Links below.

3.1.3 Discussions



Discussion: New discussion

The Executioner's Song

In 1980, The Executioner's Song, Mailer's novel of the life and death of murderer Gary Gilmore, won the Pulitzer Prize for fiction. Joan Didion reflected the views of many readers when she called the novel "an absolutely astonishing book" at the end of her front-page review in the New York Times Book Review.

Published: ● Yes ○ No

Available: 09/15/2018 Time

Comments Closed: No

Peer Rating: ● Yes ○ No

Post First: ● Yes ○ No

Max Comments: 5

Max Replies: 5

Allow students to add discussions? ○ Yes ● No

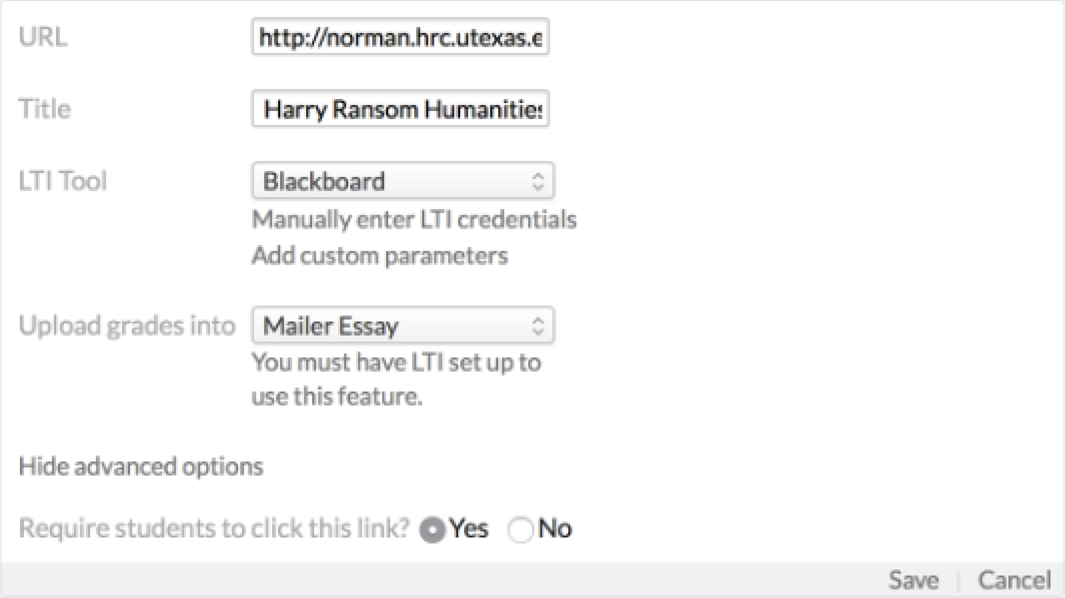
Require students to participate in a discussion? ● Yes ○ No

This creates a *new* discussion linked to the lesson. To link an existing graded discussion, you can also use the *add an assignment* feature.

1. Click **Add a discussion**.
2. Enter the discussion details.
3. Check to allow students to start discussions in this lesson; if you check *Yes*, you'll also have the option to *require* each student to start a discussion.
4. Check to *require* students to participate in the discussion to complete the lesson.

In the lesson's settings, you can set a date to close all discussions (after which no one can contribute to them). This does not over-ride any Comments Closed dates/times entered for individual discussions.

3.1.4 Links


URL: http://norman.hrc.utexas.e

Title: Harry Ransom Humanitie:

LTI Tool: Blackboard

Manually enter LTI credentials

Add custom parameters

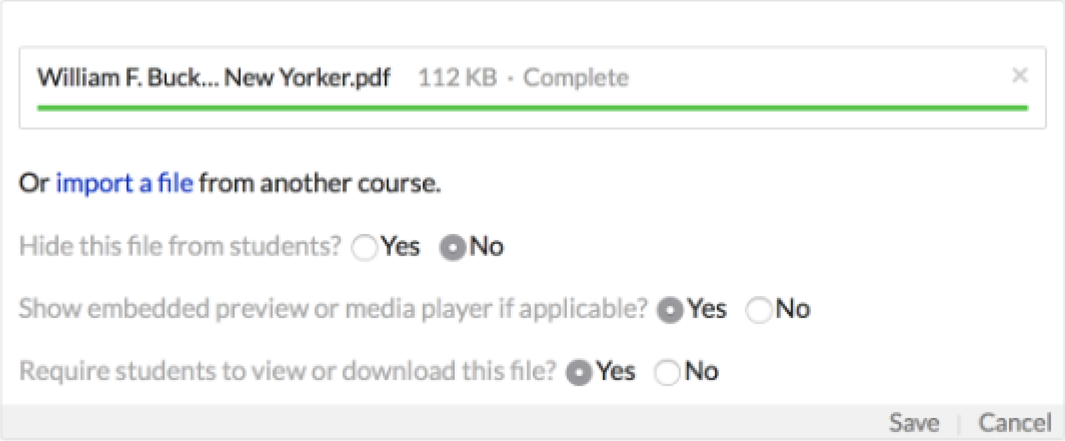
Upload grades into: Mailer Essay

You must have LTI set up to use this feature.

Hide advanced options

Require students to click this link? ● Yes ○ No

3.1.5 Files


William F. Buck... New Yorker.pdf 112 KB · Complete

Or import a file from another course.

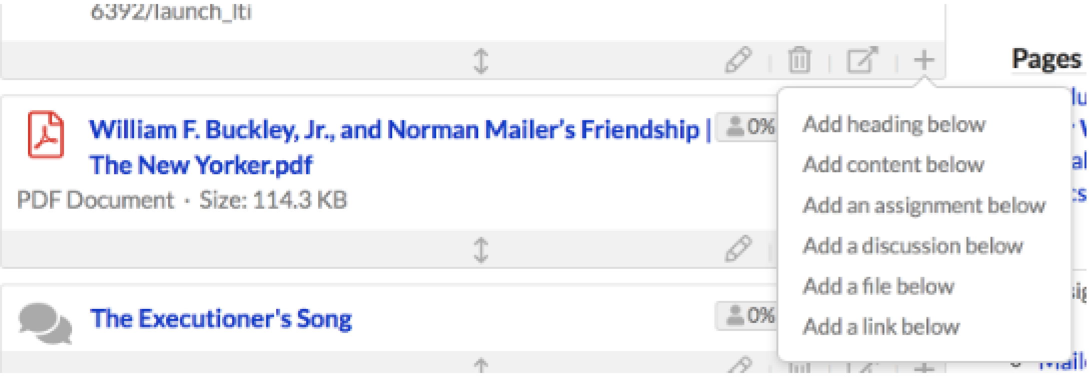
Hide this file from students? ○ Yes ● No

Show embedded preview or media player if applicable? ● Yes ○ No

Require students to view or download this file? ● Yes ○ No

1. Search for the file or drag-and-drop it into the upload area. You can also import a file from another course.
2. Check if you wish to hide this file from your students. Do this if you wish to embed a media file elsewhere in the lesson (or course).
3. Check to *require* students to view or download the file to complete the lesson.
4. If you upload a media file, after you save, click   to retrieve the EMBED code for it.

Changing materials


6392/launch_lti
Pages
William F. Buckley, Jr., and Norman Mailer's Friendship | The New Yorker.pdf
PDF Document · Size: 114.3 KB
0%
The Executioner's Song
0%
Add heading below
Add content below
Add an assignment below
Add a discussion below
Add a file below
Add a link below

After adding materials to your lesson, here's what you can do to change them:

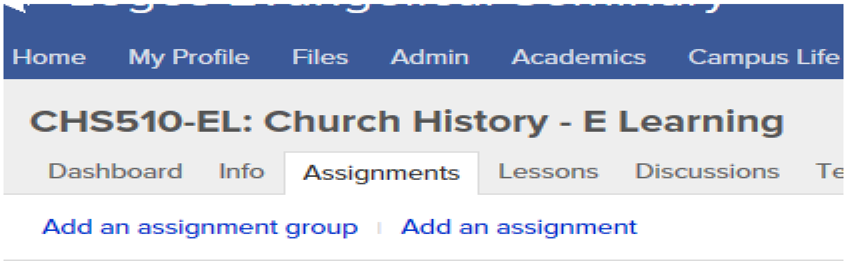
- Click ✎ to edit the material.
- Click 🗑 to delete it.
- Click ↗ to move the element to another page in the lesson.
- Click + to insert new material below this element.
- Click ✥ to drag-and-drop the element to another part of the lesson.

Settings, pages, and materials

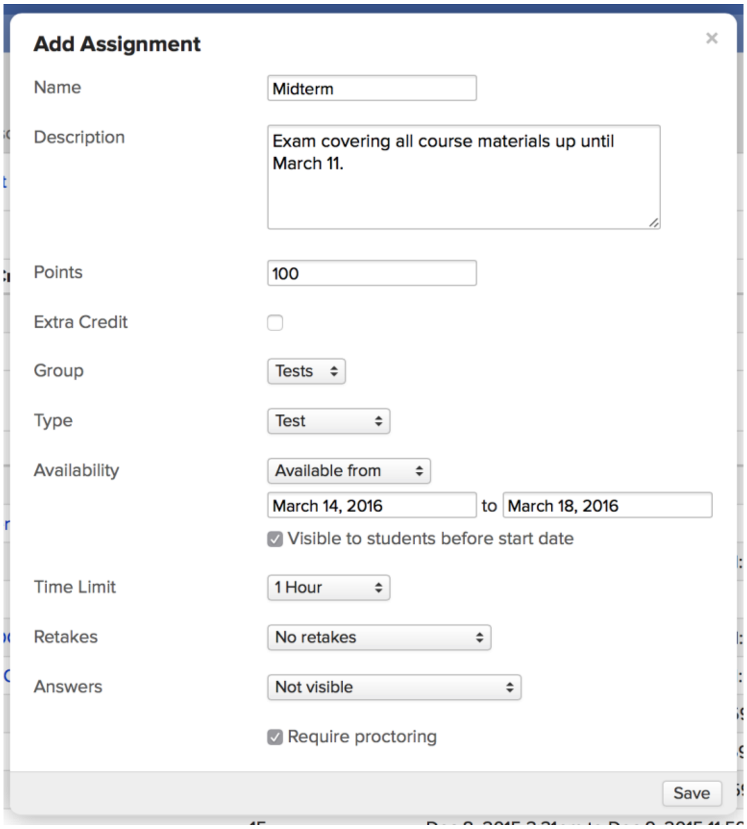
The right column of the page shows you the settings for this lesson, the pages in it, and any additional materials (discussions, assignments, files, and links) that you've added anywhere in this lesson.

- Change any of the settings by clicking the setting name.
- Add a page to the lesson to divide and structure the flow of the lesson.
  - Click ✎ to change the page name.
  - Click **Reorder Pages** and drag/drop the pages into the order you'd like.

IV. SET UP YOUR ONLINE TESTS


Home
My Profile
Files
Admin
Academics
Campus Life
CHS510-EL: Church History - E Learning
Dashboard
Info
Assignments
Lessons
Discussions
Te
Add an assignment group
Add an assignment

To create a new test, you must create the corresponding assignment.



Add Assignment

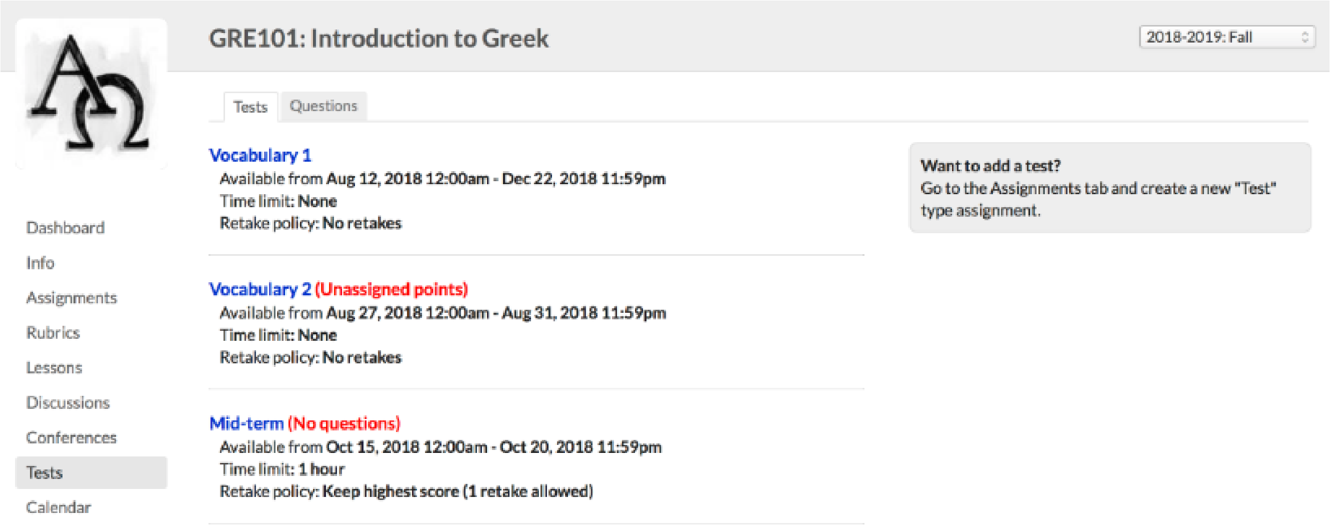
Name	Midterm
Description	Exam covering all course materials up until March 11.
Points	100
Extra Credit	☐
Group	Tests
Type	Test
Availability	Available from March 14, 2016 to March 18, 2016 ☑ Visible to students before start date
Time Limit	1 Hour
Retakes	No retakes
Answers	Not visible
	☑ Require proctoring

1. Go to your course and click the *Assignments* view.
2. Click **add an assignment**.
3. Enter the name, description, and other assignment details.
4. For the assignment **type**, choose *Test*. New fields will open up when you do this.
5. *Availability* is the timeframe during which students may take the test. Enter dates and times in the appropriate fields. Read about the four different availability options here.
6. *Time limit* is the total amount of time the student has to take the test within the availability window. A few notes on the time limit:
   - Availability trumps the time limit! If a student begins a test with no time limit ten minutes before the availability ends, that student has only ten minutes to take the test.

   - When students take the test, they can see how much time they have remaining. If they time out, unanswered questions will be marked *incorrect*.
   - If students are logged out in the middle of taking the test, they can resume where they left off with any unused time remaining (unless the availability window closes).
   - If need be, you can add an availability exception on a by-student basis.
7. *Retakes* give your students multiple chances to take the test.
   - The three options—highest score, most recent score, and average score—refer to which *test score* will be used as the grade.
   - The number of retakes is not the same as the number of times students can take the test. If you want to let your students take the test a total of **3** times, enter **2** in the retakes field.
8. *Answers* lets your students see the correct answers to the test after they've taken it. Select from not visible, available after completion, or available after window.
9. Check *Proctoring* to require that every student take the test with a proctor.
10. Finally, click **Save**.

Now that you've created the test, it appears in the assignment list and in the list under the *Tests* view.

4.1 Next steps



GRE101: Introduction to Greek

Vocabulary 1
Available from Aug 12, 2018 12:00am - Dec 22, 2018 11:59pm
Time limit: None
Retake policy: No retakes

Vocabulary 2 (Unassigned points)
Available from Aug 27, 2018 12:00am - Aug 31, 2018 11:59pm
Time limit: None
Retake policy: No retakes

Mid-term (No questions)
Available from Oct 15, 2018 12:00am - Oct 20, 2018 11:59pm
Time limit: 1 hour
Retake policy: Keep highest score (1 retake allowed)

Want to add a test?
Go to the Assignments tab and create a new "Test" type assignment.

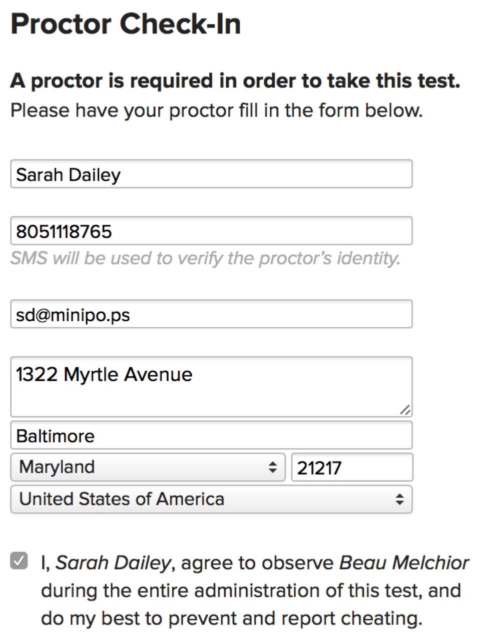
In the *Tests* view, you'll find a list of all of the tests contained in this course. Click the test name to go to its page, where you can adjust its settings, add availability, time limit, and proctoring exceptions, and start designing it.

If a test has not been set up yet, you'll see one of two notices next to the test's name:

- *No questions* indicates that you have not yet added or imported any questions to that test
- *Unassigned points* indicates that, while the test has questions, not all of the test's points have been distributed among those questions.

In either case, students will not be able to take the test until you finish designing it.

4.2 Proctoring



Proctor Check-In

A proctor is required in order to take this test.
Please have your proctor fill in the form below.

Sarah Dailey

8051118765
SMS will be used to verify the proctor's identity.

sd@minipo.ps

1322 Myrtle Avenue
Baltimore
Maryland 21217
United States of America

☑ I, *Sarah Dailey*, agree to observe *Beau Melchior* during the entire administration of this test, and do my best to prevent and report cheating.

Test proctoring lets you require your students to take tests with an observer present as a guard against cheating. Here's how it works:

1. You set up your test to require proctoring, or you add an exception to an unproctored test to require proctoring for specific students (see below). Students may also be required by the registrar to be proctored for all online tests.
2. When the student takes the test, Populi asks the proctor for contact information, including a mobile phone number.
3. Populi sends the proctor a check-in code via SMS. After the proctor enters it, the student can take the test.
4. After the student submits the test, Populi sends the proctor a check-out code via SMS. The proctor must enter the code and check to verify that he did not observe any cheating.
5. If the proctor doesn't check out, the test is flagged for your review in the test history.
6. Proctored tests show you the contact info for the proctor and links it, if possible, to people already entered in Populi. This helps you contact the proctor to verify his identity.

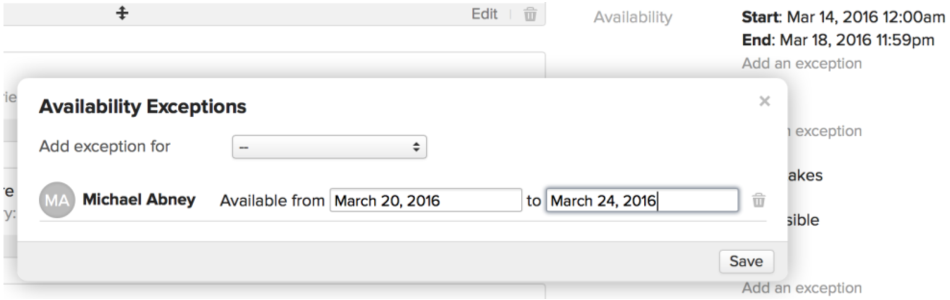
All you need to do is to require proctoring for the test or individual students.

- You can require proctoring for all students by checking the box when setting up the test assignment or by setting *Proctored* on the test's page to *Yes*.
- To require proctoring for individual students, add a proctoring exception.

4.3 Exceptions

You can add exceptions for individual students for test availability, time limit, and proctoring by changing the settings on the right column of the test's page.

4.3.1 Availability exceptions



Availability Exceptions

Add exception for: –

Michael Abney Available from March 20, 2016 to March 24, 2016

Availability

Start: Mar 14, 2016 12:00am

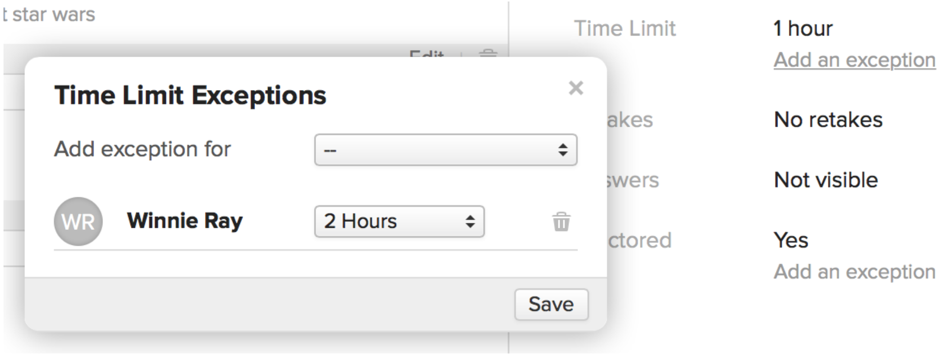
End: Mar 18, 2016 11:59pm

If a student needs to take a test outside the availability window—say, he missed it due to illness—you can open up a time for just him to take the test.

1. Under *Availability*, click **Add an exception**.
2. Select the student from the drop-down.
3. Enter the new availability dates/times.
4. Repeat the above steps as often as you need.
5. Click 🗑to remove a student's exception.
6. Click **Save**.
7. To edit these exceptions, click **manage exceptions**.

Once you save, Populi will email the student about the new test window; he'll also see an alert on his dashboard about it when the time comes.

4.3.2 Time limit exceptions



Time Limit Exceptions

Add exception for: --

Winnie Ray: 2 Hours

Time Limit: 1 hour

akes: No retakes

swers: Not visible

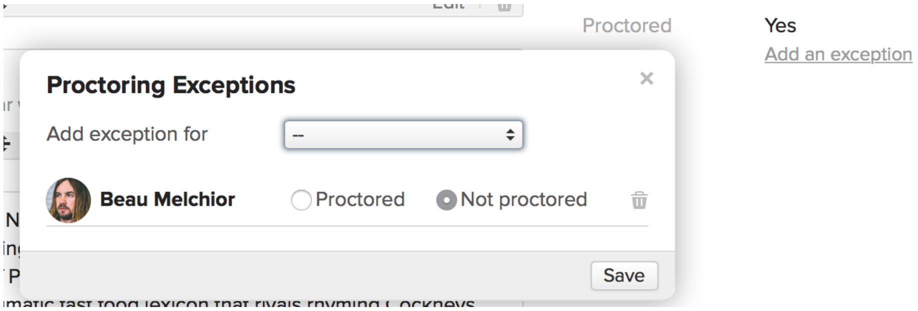
ctored: Yes

If a student needs a different time limit than what you've set up for the test, you can add a time limit exception. You can add exceptions whether or not you've set up a time limit for this test.

1. Under *Time limit*, click **Add an exception**.
2. Select the student from the drop-down.
3. Select the new time limit setting from the drop-down.
4. Repeat the above steps as often as you need.
5. Click 🗑to remove a student's exception.
6. Click **Save**.
7. To edit these exceptions, click **manage exceptions**.

Once you save, Populi will email the student about the new time limit.

4.3.3 Proctoring exceptions



Proctored Yes
Add an exception

Proctoring Exceptions

Add exception for: --

Beau Melchior ○ Proctored ● Not proctored

If you wish to require proctoring for certain students or would like to excuse other students from being proctored, add a proctoring exception. You can add exceptions whether or not you've required proctoring for this test.

1. Under *Proctored*, click **Add an exception**.
2. Select the student from the drop-down.
3. Check *Yes* to require proctoring for that student or *No* to excuse him from being proctored.
4. Repeat the above steps as often as you need.
5. Click 🗑to remove a student's exception.
6. Click **Save**.
7. To edit these exceptions, click **manage exceptions**.

V. ROSTER NOTES

Roster notes are general comments and notes about individual students. They are visible to Academic Admins, Registrars, and course Faculty and Teaching Assistants. They are not visible to students. These notes will be available to faculty when determining the student's final grade.

To leave a note, click 🗋, enter your note, and **Save**.

5.1 Email & export students

Use the Actions button to email your students or export them to spreadsheet or PDF.

5.1.1 Everyone

Click **Actions** and select what you'd like to do:

- **Email this section** or—for courses with multiple sections—**Email my/all sections**.
- **Export this section** or—for courses with multiple sections—**Export my/all sections**; this creates a spreadsheet of the students you're exporting.
- **Export roster PDF**: This creates a PDF of the entire roster for this section; check if you want to include photos.

5.1.2 Selected students

You can select students from the Roster and Email or Export those you've selected. Here are a couple ways to select different groups of students:

- Simply check the students you want to work with, one by one.
- Use some combination of the **Course Name** or **Status** selectors to show only particular students.
- Check individual students or click **Check all**.

Say you want to email the Auditors in one section of an English course:

1. Select *English 202: Creative Writing* and *Auditors* from the drop-downs.
2. Click *Check all*.
3. Click Actions and select *Email selected students*

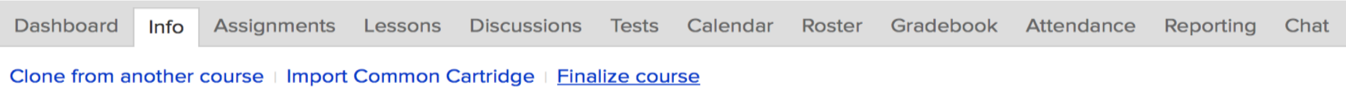
VI. FINALIZING STUDENTS AND COURSES

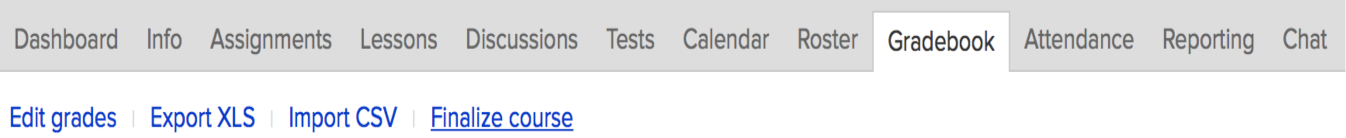
When you finalize your course or individual students:

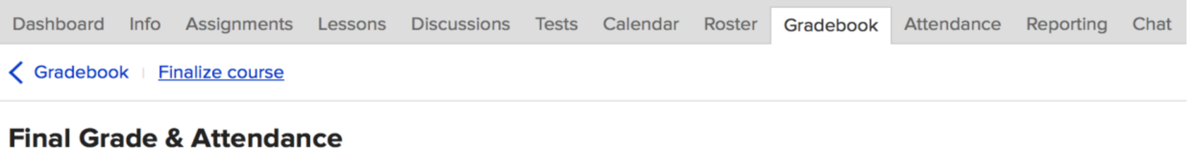
- You submit your students' grades as part of their permanent academic records.
- You lock the course to any further changes—both to course content and to student coursework.
- If you finalize a student (and not the course), you lock that student's coursework to any further changes.

Both you and the registrar can finalize the course. In case you need to make changes after that happens, the registrar will need to first unfinalize the course.

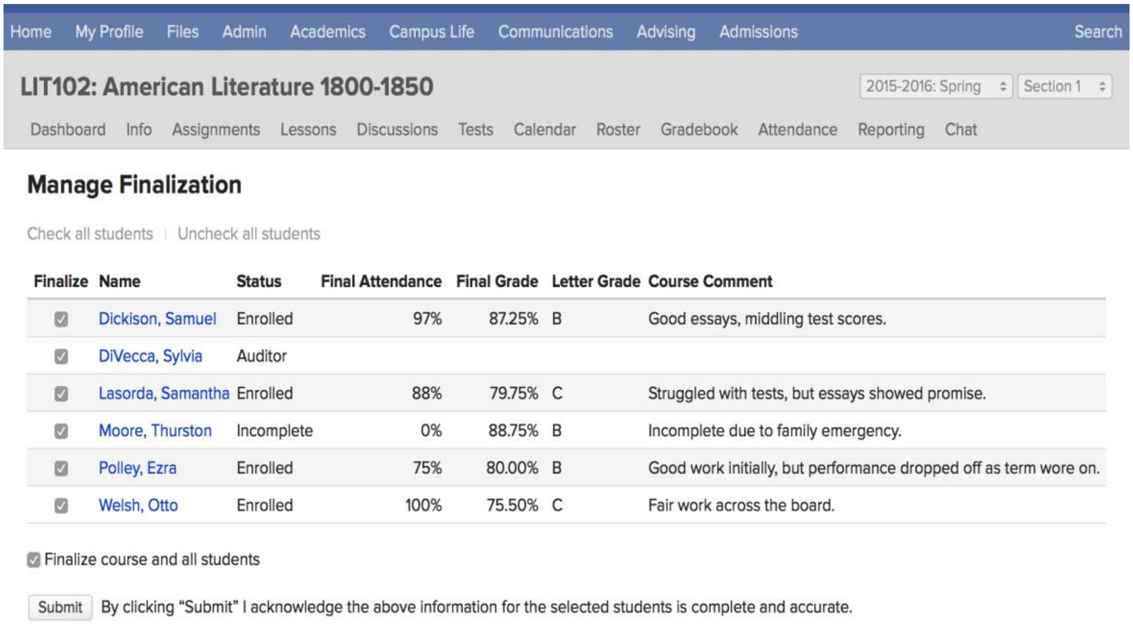
6.1 How to finalize


Dashboard
Info
Assignments
Lessons
Discussions
Tests
Calendar
Roster
Gradebook
Attendance
Reporting
Chat
Clone from another course
Import Common Cartridge
Finalize course


Dashboard
Info
Assignments
Lessons
Discussions
Tests
Calendar
Roster
Gradebook
Attendance
Reporting
Chat
Edit grades
Export XLS
Import CSV
Finalize course


Dashboard
Info
Assignments
Lessons
Discussions
Tests
Calendar
Roster
Gradebook
Attendance
Reporting
Chat
Gradebook
Finalize course
Final Grade & Attendance

1. Go to either your course Info view, the Gradebook, or the Final Grade page.
2. Click **Finalize course**; if any students have been finalized already, the link will say **Manage finalization**.


Home
My Profile
Files
Admin
Academics
Campus Life
Communications
Advising
Admissions
Search
2015-2016: Spring
Section 1
Dashboard
Info
Assignments
Lessons
Discussions
Tests
Calendar
Roster
Gradebook
Attendance
Reporting
Chat
Check all students
Uncheck all students
Submit

LIT102: American Literature 1800-1850

Manage Finalization

Finalize	Name	Status	Final Attendance	Final Grade	Letter Grade	Course Comment
☑	Dickison, Samuel	Enrolled	97%	87.25%	B	Good essays, middling test scores.
☑	DiVecca, Sylvia	Auditor				
☑	Lasorda, Samantha	Enrolled	88%	79.75%	C	Struggled with tests, but essays showed promise.
☑	Moore, Thurston	Incomplete	0%	88.75%	B	Incomplete due to family emergency.
☑	Polley, Ezra	Enrolled	75%	80.00%	B	Good work initially, but performance dropped off as term wore on.
☑	Welsh, Otto	Enrolled	100%	75.50%	C	Fair work across the board.

☑ Finalize course and all students

Submit By clicking "Submit" I acknowledge the above information for the selected students is complete and accurate.

1. You can finalize the entire course, or individual students:

- **Finalizing individual students:** The student's grades are submitted to his permanent academic record, updating his transcript, grade report, and statistics like earned credits and GPA. It also closes him out of the course, so he can no longer submit assignments, take tests, and so on.
- **Finalizing the course:** The course is closed down to all activity and updates. You can no longer add assignments, change settings, and so forth.
- **Finalizing all students, but not the course:** You can continue to update the course content, settings, and details.

2. Check the boxes next to individual students you wish to finalize, OR...
3. ...Check at the bottom to finalize both the course *and* any unfinalized students
4. **Check all students** lets you finalize all students without finalizing the course.
5. If you need to unfinalize a student, un-check his name.
6. When finished, click **Submit**.

Now that you've finalized the course or students...

- Finalized student grades are now part of their grade reports, transcripts, and other academic records.
- If you've only finalized students, you can come back to this screen at any time to finalize other students or the entire course.
- If you've finalized an incomplete student, you can come back at any time to enter grades for him.
- If you finalize the course, you'll need to have the registrar unfinalize it should you need to make further changes.