

## Grading: Midterm and Final

### IMPORTANT INFORMATION:

In the new system, you will not synchronize over percentage scores and grades from CANVAS to MUHUB. You can use your CANVAS gradebook for your course grades. At the midterm marking period and end of semester, you will follow the steps below to enter grades.

### Follow these steps for grading:

1. Calculate your final grade in whatever gradebook you use (CANVAS, Excel, Paper, post it notes, etc.).
2. Log into your MUHUB account using your MU credentials. Login link located at: <https://www.marian.edu/current-students/my-marian>
3. Click on the FACULTY tile to open up the list of assigned courses by term.



### Faculty

Here you can view your active classes and submit grades and waivers for students.

4. Click on the course you plan to submit final grades for and click on the "Grading" link.

Summer 2019		
Section	Times	Locations
<a href="#">PHL-130-MIM01: Human Nature and Person</a>	M/T/W/Th 9:00 AM - 10:45 AM 5/6/2019 - 8/24/2019	Clare Hall, 129 Classroom

5. Click on the "Grading" link:

Summer 2019  
Marian Main

Seats Available 53 of 100

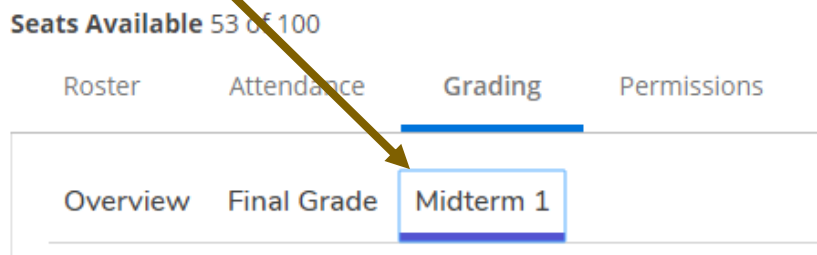
Roster Attendance **Grading** Permissions

Overview **Final Grade** Midterm 1

### Midterm Grading:

6. For midterm grading (if doing final grades, skip to step #7)

a. Click on the "Midterm 1" link.



b. Select the grade from the "select grade" drop down box under the Midterm Grade column for each student.

**There is no "submit" button for midterm grades. Once you enter the grade, it is automatically posted and available to students on their MUHUB accounts. If you realize you made an error, you can update the midterm grade without contacting the Registrar's Office!**

Midterm grades are progress report grades. CASE, Athletics, Advisors, and others use the midterm grades to help counsel students on whether to withdraw from a class or not.

For questions, contact the Registrar's Office at [regis@marian.edu](mailto:regis@marian.edu) or by phone at 317.955.6050.

# MARIAN UNIVERSITY

Indianapolis

Midterm Grade	Credits
Select Grade	6
Select Grade	6
A	6
A-	6
B+	6
B	6
B-	6
C+	6

## Final Grading:

### 7. For final grading:

a. Click in on the **“Final Grade”** link:

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Roster   Attendance   **Grading**   Permissions

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Overview   **Final Grade**   Midterm 1

b. Select the grade from the “select grade” drop down box under the Final Grade column for each student.

[Post Grades](#)

ded	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
	M/d/yyyy	Select Grade	M/d/yyyy	Sophomore	6
	M/d/yyyy	Select Grade	M/d/yyyy	Sophomore	6
	M/d/yyyy	Select Grade	M/d/yyyy	Sophomore	9
	M/d/yyyy	Select Grade	M/d/yyyy	Sophomore	6
	M/d/yyyy	Select Grade	M/d/yyyy	Junior	3

For questions, contact the Registrar’s Office at [regis@marian.edu](mailto:regis@marian.edu) or by phone at 317.955.6050.

- c. Once you have entered grades, click the POST GRADES blue button. **Grades are immediately available students on MUHUB via the final grade report and academic transcripts.** Make sure you are have double/triple checked your grades BEFORE hitting “Post Grades”.

Post Grades

IMPORTANT NOTES ABOUT FINAL GRADES

1. You must enter a grade for each student on the final grade roster
2. **If assigning an “F” grade** - you must enter the Last Date of Attendance (M/D/YYYY format) or selected the “Never Attended” box.

Never Attended	Last Date of Attendance	Final Grade	Expiration Date
<input type="checkbox"/>	M/d/yyyy	Select Grade	M/d/yyyy
<input type="checkbox"/>	M/d/yyyy	Select Grade	M/d/yyyy

3. **If assigning an “I” grade (Incomplete) THIS IS NO LONGER AN OPTION IN MUHUB!**

An Assignment and Removal of Incomplete form MUST be submitted to the Office of the Registrar for our office to assign the “I” grade. This form is available on the [Advisors and Faculty Resources](#) webpage. Once the student completes their remaining requirements, **you will assign the final grade on the original form submitted to the Office of the Registrar.** Contact the Registrar’s Office at [regis@marian.edu](mailto:regis@marian.edu) to receive an emailed copy of the original form to assign the final grade.

4. **If you make a grading error or need to adjust a final grade and have already POSTED the grades** – you must submit a Change of Grade form to correct the grading error. Change of grade forms are available on the [portal](#) under the “Forms for Faculty” folder or in the Registrar’s Office. This form is not available on the public MU website.

**The Registrar’s Office staff cannot “return” final grades back to you for editing purposes. Once you post the grades, they are live/active grades to students. The change of grade form is the only way the final grade can be corrected or changed after you post them.**