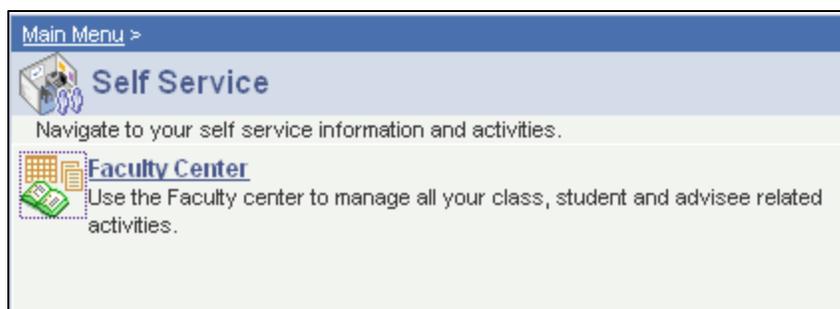


Virtual Bryn Mawr Virtual Grading Basics

1. To log in go to <http://virtual.brynmawr.edu>, this will bring up the login page, type in your User ID and your College Password.
2. From the Main Menu, under **Self-Service** click on **Faculty Center**. The current term classes should appear. However, if needed click **Change Term**.

Click the button next to the proper term, and then **Continue**.



3. Under the **My Schedule** tab you will see a grid with the courses you are teaching this semester.

For each course you will see the following:

My Teaching Schedule > Fall 2011 > Bryn Mawr College							
		Class	Class Title	Enrolled	Days & Times	Room	Class Dates
★		CITY B204-001 (2738)	Econ of Local Environ Progs (Lecture)	1	TuTh 12:45PM - 2:15PM	Dalton Hall 1	Aug 29, 2011- Dec 16, 2011
★		ECON B200-001 (1313)	Intermediate Microeconomics (Lecture)	29	TuTh 9:45AM - 11:15AM	Dalton Hall 300	Aug 29, 2011- Dec 16, 2011

The icons: lottery roster ★, the class roster , and the grade roster (not available until the end of the semester).

4. Select the grade roster . (This will bring up a table with the student grade roster)
 - Select the grade for each student from the pull down menu. Undergraduate students should be assigned a numeric grade based on the table below.
 - Click the **SAVE** button.

Student Grade		Requirement Designation	Transcript Note					
	ID	Blount,Pauline Acker	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level	
<input type="checkbox"/>	1 3471956	Blount,Pauline Acker	<input type="text" value=""/>		GRD	Undergraduate Majors (AB) - Growth & Structure of Cities/Environmental Studies	Senior	

View All | | [Download](#) | 1 of 1

[Select All](#) [Clear All](#) [Printer Friendly Version](#)

5. To keep a copy for your own records, click the **download** button or print a **Printer Friendly Version**.

Undergraduate Grading Scale:

4.0	Excellent
3.7	Excellent -
3.3	Very Good
3.0	Good
2.7	Good -
2.3	Above Average
2.0	Average
1.7	Below Average
1.3	Poor +
1.0	Poor
0.0	Failure

AUD	Audit
CIP	Course in Progress
CR	Credit (1.0 or above) Assigned only to classes with Credit/No Credit Grading
NC	No Credit (0.0) – Assigned only to classes with Credit/No Credit Grading
I	Incomplete (Requires permission from the Dean)
UI	Unauthorized Incomplete – Administratively assigned grade, reverts to 0.0 two weeks after the opening of the following term
WD	Withdrawal grades are administratively assigned