

How to Use Final Grades Web Grading through New LeopardWeb Faculty Self-Service

- Go to leopardweb.wit.edu and log in using your username and password.
 - Make sure to use just your username; do not include "@wit.edu"
- Click on 'Faculty Services.'
- Click on '**-Final Grade Entry**.'
- Sort by term from the list of courses for Spring 2023 and double-click on your course
- The course will appear at the bottom of your screen.

Posting Final Grade:

- You can now have two options on how to enter grades.
 - Option 1: Export your entire class list, enter grades on an excel spreadsheet, and import the list back for a more user-friendly option, or
 - Option 2: Enter your grades manually for each student using the drop-down menu.

Option 1: Exporting Final grade template(s)

Select **NEW-Final Grade Entry** Final Grade Entry will open in the new Faculty Self-Service.

The screenshot shows the top navigation bar with the WENTWORTH Institute of Technology logo and the LEOPARDWEB logo. Below the navigation bar are tabs for Personal Information, Faculty Services, WebTailor Administration, and Proxy Access. A search bar is located below the tabs. The main content area is titled "Faculty and Advisors" and contains a list of links: Student Information Menu, Term Selection, CRN Selection, Faculty Detail Schedule, Week at a Glance, Detail Class List, Summary Class List, **NEW - Midterm Grade Entry**, Midterm Grades, **NEW - Final Grade Entry**, Final Grades, and Course Section Search. A blue arrow points to the **NEW - Final Grade Entry** link.

A new window will open, click on the Final Grades, Sort by term to show the most recent term, "202320-Spring 2023," and Click on your Select Course to begin the grading process.

The screenshot shows the Faculty Grade Entry interface. At the top, there are tabs for Midterm Grades, Final Grades, and Gradebook. Below the tabs is a table titled "My Courses". The table has columns for Grading Status, Subject, Course, Section, Title, Term, and CRN. A blue arrow points to the "Final Grades" tab, and another blue arrow points to the "CRN" column header.

Grading Status	Subject	Course	Section	Title	Term	CRN
Not Started	PHIL - Philosophy (PHIL)	4501	CF1	ETHICS-COF	202320 - Spring 2023	26035

Exporting List of Students:

To download a list of your students to begin grading, click on the course and click on the tools gear menu, and export the selected course template.

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Faculty Grade Entry • Midterm Grades

Faculty Grade Entry

Midterm Grades Final Grades Gradebook

My Courses

Grading Status	Subject	Course	Section	Title
Not Started	PHIL - Philosophy (PHIL)	4501	CF1	ETHICS-COF
Not Started	GNEL - General Elective	1XXX	F1	COF-ADV PER TECH FOR DANCING
Not Started	PHIL - Philosophy (PHIL)	1XXX	CF1	COF WORLD RELIGIONS
Not Started	GNEL - General Elective	1XXX	CFB	COF-INTRO TO ANTHROPOLOGY

Records Found: 4

Page 1 of 1 Per Page 10

Tools menu options: About, Keyboard shortcuts, Extensibility, Edit Extensions, Upload Properties, Theme Editor, **Export Template**, Import.

Select the export file, which will most likely download to the bottom of the screen. Open the file and enable editing.

Export Template

Export files as

☒ Excel spreadsheet(.xls)

☐ Excel spreadsheet(.xlsx)

Export

Records Found: 4

202320_Philosophy....xls

PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View.

Enable Editing

Enter grades in the Final column and save the file.

Term Code	CRN	Full Name	Student ID	Confidential	Course	Midterm Grade	Last Attended Date	Hours Attended
202320	26035			No	Philosophy (PHIL)			
202320	26035			No	Philosophy (PHIL)			
202320	26035			No	Philosophy (PHIL)			
202320	26035			No	Philosophy (PHIL)			

Importing Final Grade

To import your final grades, click on the course and click on the tools gear menu, and import the selected course template.

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Faculty Grade Entry • Midterm Grades

Faculty Grade Entry

Midterm Grades Final Grades Gradebook

My Courses

Grading Status	Subject	Course	Section	Title	CRN
Not Started	PHIL - Philosophy (PHIL)	4501	CF1	ETHICS-COF	26035
Not Started	GNEL - General Elective	1XXX	F1	COF- ADV PER TECH FOR DANCING	24781
Not Started	PHIL - Philosophy (PHIL)	1XXX	CF1	COF WORLD RELIGIONS	31937
Not Started	GNEL - General Elective	1XXX	CFB	COF INTRO TO ANTHROPOLOGY	23227

202020 - Spring 2020

Click in the browse box, insert the file, click on the upload button, and continue.

Import

Cancel

1 Select | 2 Preview | 3 Map | 4 Validate | 5 Finish

Select a File for Import

You may import a file with faculty grade entry data.

Browse Upload

Supported file types: Excel Spreadsheet (.xls), Microsoft Excel Open XML Spreadsheet (.xlsx)

Continue

Import

Cancel

This PC > Documents > Grading > Attention to Detail > Spring 2023

Organize New folder

Spring 2023 - HIST000 - MIDTERM Grades.xlsx

File name: Spring 2023 - HIST000 - MIDTERM Grades.xlsx

All Files (*.*)

Open Cancel

Import
Cancel

1 Select | 2 Preview | 3 Map | 4 Validate | 5 Finish

Select a File for Import

You may import a file with faculty grade entry data.

C:\fakepath\Spring 2023
Upload

Supported file types: Excel Spreadsheet (.xls), Microsoft Excel Open XML Spreadsheet (.xlsx)

Continue

The import validation will begin by mapping and reviewing for any errors; click continues to proceed.

Import
Cancel

1 Select | 2 Preview | 3 Map | 4 Validate | 5 Finish

Preview File

Check the box if your spreadsheet includes headers. Use the grid to preview the data prior to importing.

☒ My Spreadsheet has headers.

Row	Term Code	CRN	Full Name	Student ID	Confidential	Course	Midterm Grade	Last Attended Date	Hour Attend
1	202320	26063	Registrar, Bart	W00175495	No	History (HIST)	A		
2	202320	26063	Registrar, Maggie M.	W00175506	No	History (HIST)	B+		
3	202320	26063	Registrar, Agamemnon	W00175494	Yes	History (HIST)	97.68		

Go Back
Continue

The import will continue to map all columns; click continues to proceed.

Import
Cancel

1 Select | 2 Preview | 3 Map | 4 Validate | 5 Finish

Map Columns

Use the drop down lists to map the data from your spreadsheet to the appropriate columns on the Faculty Attendance Page.

Fields marked with * are required fields. They must be mapped in order to continue the import process.

☒ Term Code*
☒ CRN*
☒ Student ID*
☒ Midterm Grade

☒ Last Attended Date
☒ Hours Attended

Map
Term Code*
CRN*
Other
Student ID*
Other
Other
Mi

Row	Term Code	CRN	Full Name	Student ID	Confidential	Course	
1	202320	26063	Registrar, Bart	W00175495	No	History (HIST)	A
2	202320	26063	Registrar, Maggie M.	W00175506	No	History (HIST)	B+
3	202320	26063	Registrar, Agamemnon	W00175494	Yes	History (HIST)	97.68

Go Back
Continue

The import validation table will inform you if there is anything other than the standard letter grade. You can now download the validation report to see the error. You have two options (1-continue following the prompts, and the accepted grades will be accepted, and you can manually add the missing grade, or 2-reupload the updated file)

Import

Cancel

1 Select

2 Preview


3 Map


4 Validate

5 Finish

Validate

Validate the data in the worksheet. Unchanged data will be ignored; valid changes will overwrite existing data after this step.

The following 2 records will be imported:
 1 records containing errors will not be imported. 
 0 unchanged records will not be imported.

Download the validation report 

Row	Term Code	CRN	Full Name	Student ID	Confidential	Course	Midterm Grade	Last Attended Date	Hours Attended
1	202320	26063	Registrar, Bart	W00175495	No	History (HIST)	A		
2	202320	26063	Registrar, Maggie M.	W00175506	No	History (HIST)	B+		

Go Back

Continue

PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. Enable Editing

	A	B	C	D	E	F	G	H
1	Error.							
2	Records with No Errors.	Term Code	CRN	Full Name	Student ID	Confidential	Course	Midterm Grade
3	Records with No Errors.	202320	26063	Registrar, Bart	W00175495	No	History (HIST)	A
4	The Midterm Grade "97.68" is not valid.	202320	26063	Registrar, Maggie M.	W00175506	No	History (HIST)	B+
5		202320	26063	Registrar, Agamemnon	W00175494	Yes	History (HIST)	97.68

Import

Cancel

1 Select

2 Preview

3 Map

4 Validate

5 Finish

Import Complete

The import wizard is complete.

3 Records without error have been imported and saved to the database.

Records with errors can be corrected on the validation report and imported again using this wizard or updated manually using the application.

Finish

Confirming Grades Entered

Each course will have to be marked "Completed."

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Dabney Registrar

Faculty Grade Entry • Midterm Grades

Faculty Grade Entry

Midterm Grades

Final Grades

Gradebook

My Courses

Grading Status

Subject

Course

Section

Title

Term

CRN

Completed

HIST - History (HIST)

1100K

CF1

COF- HIST THROUGH FICTION

202320 - Spring 2023

26063

Records Found: 1

Enter Grades

Full Name

ID

Midterm Grade

Last Attend Date

Hours Attended

Registrar, Bart

W00175495

A

Registrar, Maggie M.

W00175506

B+

Registrar, Agamemnon

W00175494

A

Records Found: 3

Save

Reset

If you need to update a grade during the open grading period, you can edit the grade and click save. You will receive the message "Save Successful."

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Dabney Registrar

Faculty Grade Entry • Midterm Grades

Faculty Grade Entry

Midterm Grades

Final Grades

Gradebook

My Courses

Grading Status

Subject

Course

Section

Title

Term

CRN

Completed

HIST - History (HIST)

1100K

CF1

COF- HIST THROUGH FICTION

202320 - Spring 2023

26063

Records Found: 1

Enter Grades

Full Name

ID

Midterm Grade

Last Attend Date

Hours Attended

Registrar, Bart

W00175495

A

Registrar, Maggie M.

W00175506

A-

Registrar, Agamemnon

W00175494

A

Records Found: 3

Save

Reset

Save Successful

How to Grade Another Course Through LeopardWeb

1. Click the 'Wentworth logo at the top left of the screen.
2. From the menu, click the term.
3. Select another course from the drop-down menu, and then select 'Midterm Grades.'

Option 2:

- Go to leopardweb.wit.edu and log in using your username and password.
- Make sure to use just your username; do not include "@wit.edu"
- Click on 'Faculty Services.'
- Click on '**New Final Grade Entry**.'
- Sort by term from the list of courses for Spring 2023 and double-click on your course
- The course will appear at the bottom of your screen.
- Use the drop-down menu to post the applicable midterm grade for each student in the 'Grade' column.
 - Please note that the Standard Letter Grade scheme applies.
 - Valid **UNDERGRADUATE** midterm grades are A, A-, B+, B, B-, C+, C, C-, D+, D, and F.
 - Valid **GRADUATE** midterm grades A, A-, B+, B, B-, C+, C, and F.
- Click the **Save** button at the bottom of the page when complete.