

Entering grades in WebOodi: Teacher's Quick Guide

1. Verifying student registrations

Grades can only be entered if the student's registration has been verified. If registrations have already been verified earlier (in most cases registrations are verified automatically at the end of the last lecture), you can proceed straight to entering the grades. Grades can only be entered at the top-level of the course hierarchy, ie. if the course consists of lecture and small groups, enter the grades by choosing the top-level course.

To enter grades, go to My Instruction -> Functions -> Enter Grades

TESTIJAKSO Test Study	Course	5 cr / 0 cu	Valid	05.10.17 -31.01.18	10	▼ Functions
Test Study	Exercise Group		Valid	05.10.17 -31.01.18	6	▼ Functions
TESTIJAKSO Test Study	Course	5 cr / 0 cu	Valid	05.10.17 -31.01.18	10	▼ Functions

- Send email
- Enter grades**
- Feedback form maintenance
- View course data
- Hide course

If registrations have not been verified yet, the grading screen appears empty. To verify registrations, click "add students", which will take you to the course participant list where you can change the registration statuses to verified (remember to click on the "save" icon afterwards).

STUDENTS (0) ▼

+ ADD STUDENTS

← RETURN

After the registrations have been verified, you can choose the students you want to enter grades to.

<input checked="" type="checkbox"/>	010219250	Ankka, Roope	✎
<input checked="" type="checkbox"/>	011194756	Ankka, Tiinu	✎
<input checked="" type="checkbox"/>	012602713	Ankka, Tupu	✎
<input checked="" type="checkbox"/>	010098549	Jukola, Aapo	✎
<input checked="" type="checkbox"/>	010095623	Jukola, Juhani	✎
<input checked="" type="checkbox"/>	013814542	Tööttö, Testi	✎

+ ADD STUDENTS

← RETURN TALLENNA (E) **ENTER GRADES TO SELECTED STUDENTS**

2. Entering grades

First fill out the information regarding all students. After filling out a field and pressing *add*, the information is automatically given to all the students below. If the grades vary, it's advised to type the grades individually to each student. The date, scope and language information can also be given individually to each student.

INFORMATION REGARDING ALL STUDENTS

Date:

Grade:

Scope:

Language:

Additional information (shows on transcript):

FI - Finnish SV - Swedish EN - English

If you're giving grades to a lot of students at the same time, it's advised to press the save button frequently.

STUDENTS (7)

Student number	Name	Date	Grade	Credits	Additional information (shows on transcript)	Teachers notes	Language	
010095623	Jukola, Juhani	<input type="text" value="5.2.2018"/>	<input type="text" value="2"/>	<input type="text" value="5"/>			<input type="text" value="English"/>	POISTA (E)
010098549	Jukola, Aapo	<input type="text" value="5.2.2018"/>	<input type="text" value="3"/>	<input type="text" value="5"/>			<input type="text" value="English"/>	POISTA (E)
010219250	Ankka, Roope	<input type="text" value="5.2.2018"/>	<input type="text" value="1"/>	<input type="text" value="5"/>			<input type="text" value="English"/>	POISTA (E)
011194756	Ankka, Tiinu	<input type="text" value="5.2.2018"/>	<input type="text" value="-sele..."/>	<input type="text" value="5"/>			<input type="text" value="English"/>	POISTA (E)
012602713	Ankka, Tupu	<input type="text" value="5.2.2018"/>	<input type="text" value="-sele..."/>	<input type="text" value="5"/>			<input type="text" value="English"/>	POISTA (E)
013814542	Tööttö, Testi	<input type="text" value="5.2.2018"/>	<input type="text" value="-sele..."/>	<input type="text" value="5"/>			<input type="text" value="English"/>	POISTA (E)
013930934	Ankka, Mummo	<input type="text" value="5.2.2018"/>	<input type="text" value="-sele..."/>	<input type="text" value="5"/>			<input type="text" value="English"/>	POISTA (E)

You can transfer the grades for final registering after all the mandatory fields have been filled. If some information is lacking, the system will display it in red.

011194756	Ankka, Tiinu	<input style="border: 2px solid red;" type="text" value="5.2.2018"/>	<input style="border: 2px solid red;" type="text" value="-sele..."/>	<input type="text" value="5"/>			<input style="border: 2px solid red;" type="text" value="-select-"/>	POISTA (E)
012602713	Ankka, Tupu	<input style="border: 2px solid red;" type="text" value="5.2.2018"/>	<input style="border: 2px solid red;" type="text" value="-sele..."/>	<input type="text" value="5"/>			<input style="border: 2px solid red;" type="text" value="-select-"/>	POISTA (E)
013930934	Ankka, Mummo	<input style="border: 2px solid red;" type="text" value="5.2.2018"/>	<input style="border: 2px solid red;" type="text" value="-sele..."/>	<input type="text" value="5"/>			<input style="border: 2px solid red;" type="text" value="-select-"/>	POISTA (E)

The form has errors

After transferring the grades forward, you'll be taken back to the previous screen. The students marked in green are the grades you've sent for registering. Their results can't be changed anymore. At the top of the page you'll find the grade report in PDF format. Each set of students you give grades to will generate a new grade report. **This file is not suitable to be used in publishing the results, as it contains the names of the students.**

COURSE DATA									
ID:	TESTIJAKSO	Type:	Course						
Name:	Test Study	Date:	02.01.2018 - 31.05.2018						
Name of the course:	Test Study	Teachers:	Responsible teacher: Ankkka, Aku						
Scope:	5 cr								
Grading:	General scale								
Reports:	Grade report 25.01.2018 15:17								

STUDENTS (11)									
	<input type="checkbox"/>	Student number	Name	Date	Grade	Credits	Additional information (shows on transcript)	Teachers notes	Language
	<input type="checkbox"/>	012113532	Ankka, Aku						
		012033515	Ankka, Leenu						
		011161190	Ankka, Liinu	25.01.2018	5	6			Finnish