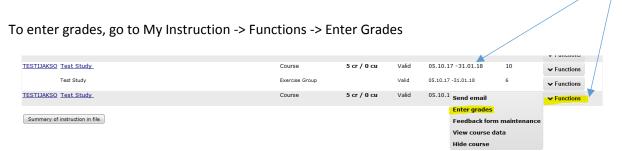
Entering grades in WebOodi: Teacher's Quick Guide

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.



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

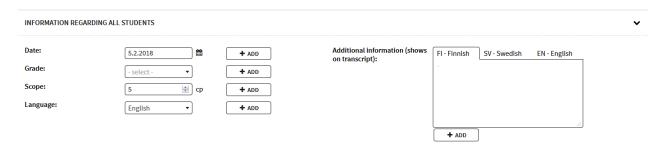


After the registrations have been verified, you can choose the students you want to enter grades to.

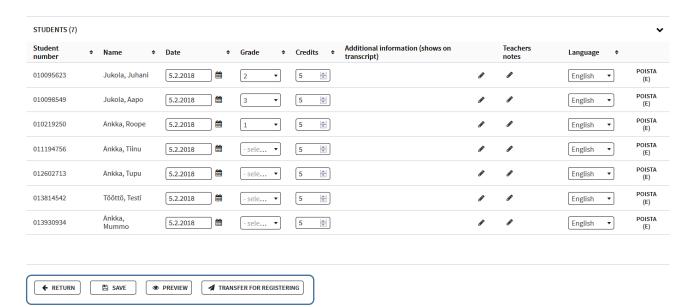


2. Entering grades

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.



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



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.



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.

