

SUBMITTING GRADES (MIDTERM OR FINAL) USING DataVU

The 'Grading' option on DataVU (<https://datavu.valpo.edu>) will allow you to enter either midterm or final grades on the web. This option allows you to enter grades at times outside of regular office hours for the Registrar's Office and is available at all times **except** during the planned maintenance hours:

Monday through Saturday	5:00 a.m. - 7:00 a.m.
Wednesday and Saturday	3:00 a.m. - 7:00 a.m.
Sunday	5:00 a.m. - 12:00 noon

After entering the term for which you wish to submit grades, the next screen will ask you to **select either midterm or final grades and the course** that you wish to grade. After selecting the course section (one at a time), press the **SUBMIT** button to get the listing of students to be graded.

Notice that midterm grades for freshmen will be displayed when you are on the final grade entry screen.

TIPS FOR ENTERING GRADES:

1. Place your cursor on the grade field for the first student and enter the grade you wish to enter
2. **Use your mouse or the TAB key (three times) to move to the next student.**
3. When you are finished entering your grades, press **SUBMIT** at the end of the class list. You must do this to record your grades. You will get a Grading Confirmation Form which will tell you that grades were recorded.
4. If you have a large section to enter, put part of the grades in and press SUBMIT. **You must press SUBMIT within 20 minutes or you will be timed out of DataVU and will need to start over.** You are allowed to enter a part of the class grades, you do not have to enter them all at once. This should be particularly useful for entering senior grades by the earlier deadline in May for the spring semester. Every time you press SUBMIT you get an additional 20 minutes.
5. Grades will be posted to student transcripts once a day at 8 a.m.; after this has happened you will not be allowed to change any grades on the web. Senior grades in May will be posted after 12 Noon on the Wednesday preceding commencement.
6. You can check to make sure that your grades have been recorded by going back into the course section to see if the grades are there. You can also print out your grade sheet if you want a copy of the grades that you submitted.

If you need assistance or have questions regarding grade submission please contact the Registrar's Office at registrar@valpo.edu or call 464-5212.