Setting up Your Grade Book in the Faculty Portal

To access the Faculty Portal, go to [http://portal.viu.edu/faculty](http://portal.viu.edu/faculty).

1. Enter your username and password, choose the Term. Then click **Login**

   ![Faculty Portal Login](image1)

2. Read and **Accept** the FERPA (Family Educational Rights and Privacy Act) Notice

   ![FERPA Notice](image2)

   **Note.** If you are experiencing issues, please email [it@viu.edu](mailto:it@viu.edu). If you have not selected the appropriate term, you can always change it by choosing the **change** option next to **Current term** in the upper portion of the left pane. The **Term** entry defaults to the current semester.

   ![Current Term: Spring 2012 (change)](image3)
3. Select **My Courses** (left pane, bottom)

Then choose the course that you wish to work in.
4. Select **Setup Grade Standards** under the **Course Gradebook** menu and **Setup Gradebook** submenu

5. Choose **Copy Default Grade Scale**

6. Click on **Process Grade Scale Copy**

Note that the numbers and grades you see on your screen might look differently than those in this screenshot, or the **Current Grade Scale** panel might be empty at this time.
7. Check the letter grades and percentages
   The cutoff percent and the letter percent should be the same, and equal to the lower end of the grade interval.

   They should reflect the VIU grading scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Cutoff Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>100-95</td>
</tr>
<tr>
<td>A-</td>
<td>94-90</td>
</tr>
<tr>
<td>B+</td>
<td>89-85</td>
</tr>
<tr>
<td>B</td>
<td>84-80</td>
</tr>
<tr>
<td>B-</td>
<td>79-75</td>
</tr>
<tr>
<td>C+</td>
<td>74-70</td>
</tr>
<tr>
<td>C</td>
<td>69-65</td>
</tr>
<tr>
<td>C-</td>
<td>64-60</td>
</tr>
<tr>
<td>D+</td>
<td>59-55,</td>
</tr>
<tr>
<td>D</td>
<td>54-50,</td>
</tr>
<tr>
<td>D-</td>
<td>49-45</td>
</tr>
<tr>
<td>F</td>
<td>44-0</td>
</tr>
</tbody>
</table>

   Check if the screen looks like this:
Note:

If this screen does not reflect the VIU grading scale accurately, you can delete excess entries by choosing **Delete** in the **Action** column:

If the **Cutoff Percent** or the **Letter Percent** are not correct, correct them by clicking **Edit**.

Enter the letter Grade, the Percent Cutoff and the Letter Percentage, and then click on **Update Grade Standard**.
If there is a missing grade definition, click on Add Standard and enter the grade and its cutoffs.

Remember that the Cutoff Percent and Letter Percent have the same value, and it is the lower end of the grade interval. For example, at VIU the letter C is given for performance in the 65-69 range, therefore the Cutoff Percent and the Letter Percent for this letter grade in the system should be 65.

At the end of this process, the Defined Grade Scale for your class should look like this:
8. Once you have completed the setup of the grade standards, return to My Courses > Course Options and begin setting up the grade categories, according to the grading structure for your class.

For example, in your syllabus the categories and their weights may look like this:

<table>
<thead>
<tr>
<th>Category</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Participation</td>
<td>15%</td>
</tr>
<tr>
<td>Homework</td>
<td>10%</td>
</tr>
<tr>
<td>Quizzes</td>
<td>10%</td>
</tr>
<tr>
<td>Mid-term Exam</td>
<td>15%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>15%</td>
</tr>
<tr>
<td>Project</td>
<td>20%</td>
</tr>
<tr>
<td>Paper</td>
<td>15%</td>
</tr>
</tbody>
</table>

The weights have to add up to 100%
9. Enter the Grade Categories

To add a category click on **Add Category**.

Choose the **Category** from the menu, enter the category **Weight**, and the **Number of Drops** for each category. Then click **Add Gradebook Category**. Repeat this step until all categories are entered.

From the **Category** menu, choose the option closest to the category in your syllabus for each individual category.
At the end of this step, the Setup Categories view may look like this. Here you can continue to edit, and delete categories that may have been entered incorrectly.

![Setup Categories View](image.png)

Remember:

The total of all categories must equal 100%.

The **Number of Drops** allows you to indicate how many of the lowest graded assignments can be dropped from a student record. It is recommended that you leave this at 0 if you are not using the Portal to administer assignments and manage individual assignment grades.
10. You are now ready to add assignments and enter grades to individual assignment.

To setup an Assignment, follow the trail:

**My Courses > Course Options > Setup Assignment**

Then click **Add Assignment**.

Choose the **Category** and enter the other relevant details of the assignment. For example, below is how you could create a Homework Assignment in Category Homework. When all assignment in a category are treated equally, the assignment weight should be set at 1.

Then click **Add Course Assignment**.
Repeat this step as many times as necessary.

Remember, you can always continue entering new assignments at a later date. As more assignments are set up, the list in the window grows. You can always Edit and Delete assignments as necessary.

To record the grade of the student for that assignment, choose one of the Record Grades option in the My Courses > Course Options menu. You can record the grades By Assignment or By Student.
Detailed Maintenance of the Gradebook via the Faculty Portal

Faculty may choose to maintain a comprehensive gradebook via the Faculty Portal. Details on the advanced features of the Portal can be found in the Course Management or the Faculty Portal and the help files.

For the latest version of the documentation on the Faculty Portal, go to www.threerivers-cams.com, and become a member of the CAMS Community. After registering, and logging in, seek for relevant documentation in the Downloads section of the file system.
Entering Midterm and Final Grades ONLY

If faculty is not required to enter the details if each assignment in the system, they can enter the midterm and final grades in the system only. Faculty enter their midterm and final grades in the system by the deadlines set up by the registrar’s or the departmental offices.

The midterm grades are indicators of student progress in courses, and used for retention strategies. To enter the midterm grades, go to

**My Courses > Course Options > Direct Grade Submit**

Choose **Midterm** or **Final** in the **Grade Type** drop-down menu.
For each student enter the **Midterm Letter AND Midterm Number Grade**, or the **Final Letter AND the Final Number Grade**. When done, click on Submit Grades.

Note that your departments may ask you to submit more details on the students’ midterm progress, or require specific midterm progress reports.