

Grade Entry in J1 Web

Record your grades in Canvas, submit your grades in J1 Web

Resources for J1 Faculty

- ▶ General Resources for J1 Web Faculty/Advisors will be available on My Mount Mary, Faculty tab. : [Faculty > Jenzabar One for Faculty and Advisors > Bookmarks](#)

Faculty

Jenzabar One for Faculty and
Advisors

- ▶ The Resources are available without login.
- ▶ To access J1 Web, follow the link and use your Jenzabar log in information (without the @mtmary.edu.) Single sign on is available.

GRADE ENTRY

Go to J1 web on My Mount Mary, Faculty

Faculty

Coronavirus (COVID-19) Faculty Resources

Faculty Center

J1 Web for Faculty and Advisors

Grade Change Request

J1 Web for Faculty and Advisors

Access to J1 Web

[Import from file cabinet](#)

J1 Web for Faculty and Advisors

Access for J1 Web for Faculty and Advisors

Click here

[J1 Web for faculty and advisors](#)

[J1 Web Help Hub \(login required\)](#)

Access to J1 Web

This is the help resources for J1 Web. Log in using your Jenzabar credentials or single

- J1 Web for Faculty and Advisors
- Access to J1 Web
- Resources for J1 Web

Username
Use your Jenzabar credentials
(without @mtmary.edu)

Password

Sign in

Need help signing in? [Contact](#)

J1 WEB !!!



GRADE ENTRY

Navigation



Navigation



Hubs

st Student Closed

Core

Hubs

st Student OPEN

Academic Advising

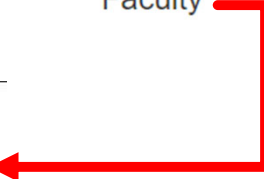
Academic Department

Faculty

Faculty Hub

Hub options

Manage my course list



GRADE ENTRY

Grade Entry is in the Faculty Hub

Faculty use this hub to work with their courses.

Faculty can

Manage their courses

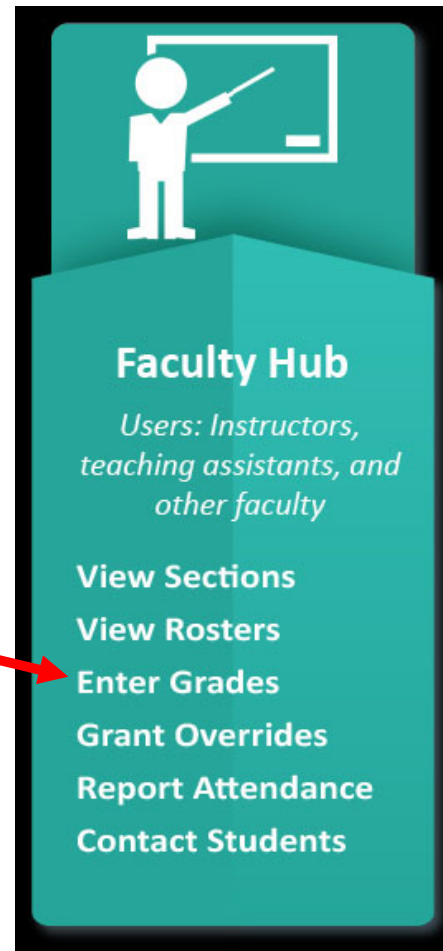
View course rosters

Enter grades

Grant overrides for registration

Report attendance

Contact students



GRADE ENTRY

Navigation



Jenzabar



Faculty Hub

Hub options

Manage my course list

My Course Center

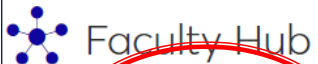


My courses

Active Courses ▾



GRADE ENTRY



Hub options

- Manage my course list
- Manage course overrides

My Course Center

My courses
8 of 15 total

Active Courses

Course	Term	Actions
ADV-853-01	2018-2019 - Summer First	Select action
ARA-871-02	2018-2019 - Summer First	Select action
BIOL-302-01	2018-2019 - Summer First	Select action
BIOL-303-01	2018-2019 - Summer First	Select action
CHEM-131-02	2018-2019 - Summer First	Select action
CHEM-134-03	2018-2019 - Summer First	Select action
CHEM-331-01	2018-2019 - Summer First	Select action
ECO-858-01	2018-2019 - Summer First	Select action

[View details on all courses](#)

Faculty Calendar

Week Jul 14 — 20, 2019

	Sun 7/14	Mon 7/15	Tue 7/16	Wed 7/17	Thu 7/18	Fri 7/19	Sat 7/20
all-day							
8am	8a - 10a ADV-853-01	8a - 10a ADV-853-01	8a - 9a MATH 141-03	8a - 10a ADV-853-01	8a - 9a MATH 141-03	8a - 10a ADV-853-01	8a - 10a ADV-853-01
9am		9:30a MATH 142-01	9:30a MATH 141-03	9:30a MATH 142-01	9:30a MATH 141-03	9:30a MATH 141-03	
10am							
11am							
12pm							
1pm		1p - 2p MATH 101-01	1p - 2p MATH 104-01	1p - 3p ECO 858-01	1p - 2p IH-852-02	1p - 2p AR 871-01	1p - 1p-1p-1p CH 134-104
2pm							
3pm							

GRADE ENTRY



Faculty Hub

Hub options

Manage my course list

Section options

Delete section

Manage attendance

Manage grades

Manage section details

View roster

Manage student section details

No filters applied
11 students displayed

Roster Filter ✕

[Clear all](#) [Reset filters](#)

- Keyword
- Athletics
- Classification
- Cross-Listed
- Degree Period
- Graduating Students
- Major
- Registration Status
- Student Current Division
- Transcript Division

[Save as](#) [Apply](#)

Click the Grading Type column label to sort the list, or use the column filters to find students who share a grading type

	Student	ID	Letter	Grading Type	Credits	Last Date of Attendance	Athletics	Graduation Stage
4			▼	Academic Grade Scale / Credit	3.00	▼		
5			▼	Academic Grade Scale / Credit	3.00	▼		
6			▼	Academic Grade Scale / Credit	3.00	▼		

GRADE ENTRY

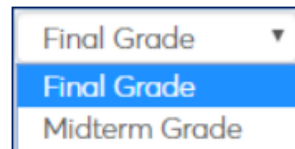
HOW TO Enter Grades

- ▶ You can enter grades directly in the list. We use Letter Grades. You can enter grades for any or all students. If you enter any grade for a student, saving is disabled until you complete all the required fields for that student.
- ▶ Entering grades requires permissions. The Registrar's Office assigns the permissions. If you can't access your courses, contact the Registrar's Office for assistance.
- ▶ Web Grading Rights distinguish between entering a grade (where there was no grade previously) and editing a grade (that is, changing an existing grade). At MMU, you can enter grades in J1 Web, but you must use the Change of Grade form found on My Mount Mary, Faculty to change a grade.
- ▶ You can enter grades only when the grading period is open.

GRADE ENTRY

GRADING PERIOD VIEWS

- ▶ Use the view drop-down list to select a grading period.



- ▶ Midterm and Final grading periods are currently available. MMU can add other periods as we get accustomed to the new process. We will be able to determine which columns display, which are editable, and which are required.
- ▶ We anticipate using a Census grading period in January. More information will be available before the Christmas break.

GRADE ENTRY

SORTING THE LIST

- ▶ You can sort the list of students by any column.
- ▶ Click the column heading to sort by that column, ascending.
- ▶ Click it again to sort descending.

Grade Entry for Final Grade ▾

To save your changes, click the Save button on the toolbar.

Save Undo Redo Email selected students

Click a column heading to sort the list by that column.
Click it again to switch from ascending to descending order.

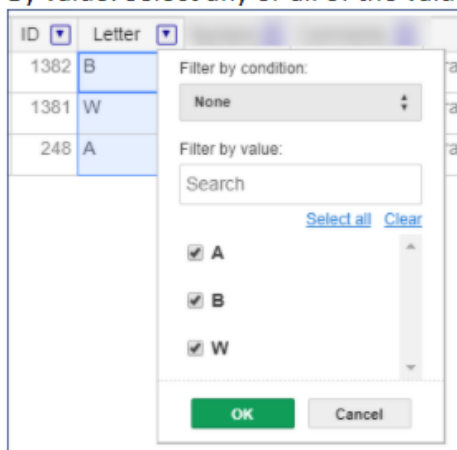
Cancel unsaved changes

	Student	ID	Competencies	Letter	Start Date	End Date	Numeric	Comments	Grading Type	Credit
2	Barrett, Kimberly	12398	Manage	A	11/08/2019	12/15/2019	94.00	Manage	Grade Scale default / Credit	
1	Barlow, Buck	12177	Manage	B	11/08/2019	12/15/2019	88.50	Manage	Grade Scale default / Credit	

GRADE ENTRY FILTERING THE LIST

▶ You can filter the list by each column, too, in the same ways you filter spreadsheets.

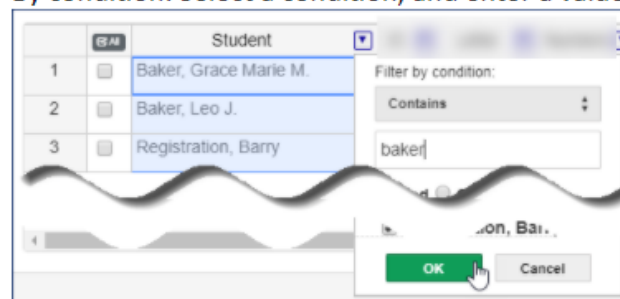
- By value: Select any or all of the values.



A screenshot of a software dialog box for filtering a list. The dialog has two columns: 'ID' and 'Letter'. The 'Letter' column is selected. The 'Filter by condition' dropdown is set to 'None'. The 'Filter by value' section has a search box with the text 'Search' and buttons for 'Select all' and 'Clear'. Below the search box are three checkboxes labeled 'A', 'B', and 'W', all of which are checked. At the bottom are 'OK' and 'Cancel' buttons.

ID	Letter
1382	B
1381	W
248	A

- By condition: Select a condition, and enter a value.



A screenshot of a software dialog box for filtering a list. The dialog has a table with columns 'ID' and 'Student'. The 'Student' column is selected. The 'Filter by condition' dropdown is set to 'Contains'. The 'Filter by value' section has a search box with the text 'baker'. At the bottom are 'OK' and 'Cancel' buttons.

ID	Student
1	Baker, Grace Marie M.
2	Baker, Leo J.
3	Registration, Barry

GRADE ENTRY LINKS

➤ The section icon  links to the section's summary page.

➤ The instructor's name links to their summary page.

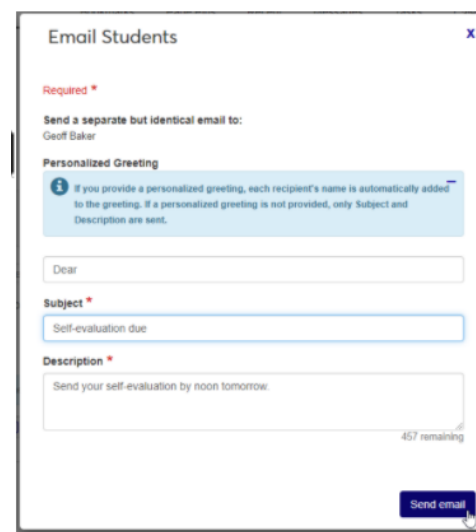


ANTHR-301-01
(Ethnography)
Term: 2019-2020 - Fall
Dates: 8/30/2019 - 12/15/2019
Faculty: Isaac A Baker
Section options

➤ The **Email selected students** link opens the Email Students pop-up.

➤ The **Edit Student Details** link opens the Edit Selected Students pop-up. There you can edit student course history fields for the selected students simultaneously. (The link is available only if the selected students have the same Grading Type.)

➤ You can use the Edit Selected Students pop-up to apply a single grade to multiple students simultaneously.



Email Students

Required *

Send a separate but identical email to:
Geoff Baker

Personalized Greeting

If you provide a personalized greeting, each recipient's name is automatically added to the greeting. If a personalized greeting is not provided, only Subject and Description are sent.

Dear

Subject *

Self-evaluation due

Description *


Send your self-evaluation by noon tomorrow.


457 remaining

Send email

GRADE ENTRY REMINDERS AND TASKS


- ▶ **PLANS FOR THE FUTURE:**
- ▶ As a grading period approaches, you'll receive a message in J1 Web reminding you to enter grades.
- ▶ You'll also receive a task with a link to the Grade Entry page for the course.
- ▶ After you've finished entering the grades, be sure to mark your task complete. The registrar's office receives a message if the task isn't marked complete

 View Message x

 **Week 4 soon to open for PHY-847-3** 1 unread


PHY-847-3 How Things Work
Week 4 opens on Thurs, 9/21/2017, 4:00 AM and closes on Mon, 10/30/2017, 12:00 AM.


The grading period for this course is about to open. When it opens, you will receive a grade entry task for this course. The task will include a link to the Grade Entry page for the course. When you have finished entering grades, you will need to select the Complete & Close button on the tasks.

from EXI System 9/20/2017, 4:35 PM 

On thread - [Ben, Bruce, Tony](#)


Reply

 View Task x

 **PHY-847**
Week 2 opening for PHY-847
Due Saturday, 12:00 AM (due in 3 days)

PHY-847 How Things Work
Week 2 opens on Fri, 9/1/2017, 12:00 AM and closes on Sat, 9/30/2017, 12:00 AM.

Complete entering your grades before the due date. When you have completed entering grades, mark your task complete. That communicates to the Registrar's office that you have finished entering grade entry datas.

 Assigned by EXI System
Monday, 12:00 PM

Mark complete & close

GRADE ENTRY SUMMARY:

Entering Grades

- ▶ Open the Grade Entry page one of these ways:
 - ▶ From the Course Center
 - ▶ or My Course Center or blocks
 - ▶ or from the Course List page, click **Select** action and select **Manage grades**.
 - ▶ From a course summary page, click **Section options** and select **Manage grades**.
- ▶ Select a grading period from the drop-down list.
- ▶ Enter grades as needed in any or all of the available columns. Some columns may not be required.
 - ▶ Letter: Select a grade from the drop-down.
 - ▶ **FUTURE FEATURE!!** Comment
 - ▶ Click the **Manage** button to open the Comments pop-up.
 - ▶ Select the appropriate comments and click **Save**.
 - ▶ **FUTURE FEATURE!!** Remark: Type or paste text. You can use ALT + Enter to start a new line.
 - ▶ **FUTURE FEATURE!!** Narrative: Type or paste text. You can use ALT + Enter to start a new line.
- ▶ Click the **Save** button on the Grade Entry page.
- ▶ If you have problems, please contact the Registrar's Office by email mmu-registrar@mtmary.edu
- ▶ or call 414-930-3062