

Purpose: This document walks faculty members through the process of submitting grades for Moody Bible Institute courses. It applies to faculty in all venues.

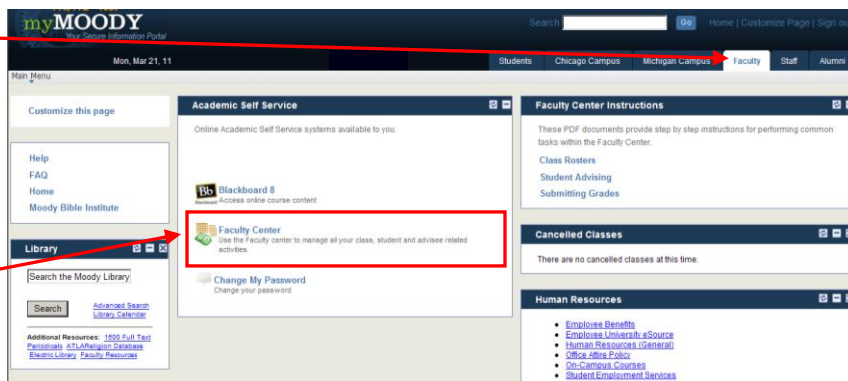
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1) Login to the myMOODY Portal

1. Login to the myMOODY portal at <http://my.moody.edu> using your MBI-assigned user ID and password. *Note: If you do not know your User ID or Password, contact the ITS Service Desk at 312-329-4067 for assistance.*

2. After logging in to the portal, click the **Faculty** tab. This page provides content specifically relevant to faculty.

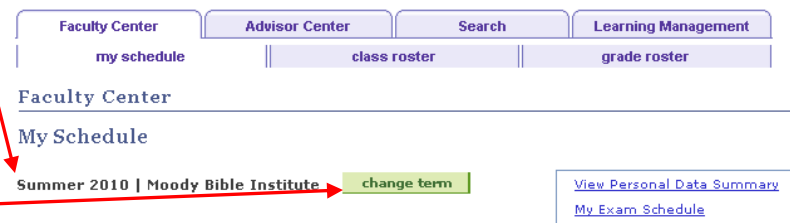


3. To access all academic records, click the link to the **Faculty Center**.

2) The Faculty Center

Within the Faculty Center, you can manage academic information pertaining to your courses and students. This includes **Grades**, **Class Rosters**, and **Student Biographical Data**.

1. Verify that you are currently viewing the correct semester. You can change the semester by selecting the **Change Term** box.



2. Click the **Grade Roster** icon for the course you wish to grade.



*Note: If there is no **Grade Roster** icon for a specific class, it means that the class is not currently open for grading. If you believe the class should be open for grading, please contact ITS at 312-329-4067.*

3. Select the appropriate grade for each student from the drop-down menu in the **Roster Grade** column.

4. If you need to leave the page and record the rest of the grades later, click the **Save** button.

ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
1		A		GRD	B.A. in Bible - Biblical Studies	Sophomore
2		A		GRD	B.S. in Bible - Biblical Studies	Senior
3		A		GRD	B.A. in Pastoral Studies - Pastoral Ministry	Sophomore
4		A		GRD	B.A. in Educational Ministries - Compassion Ministry	Sophomore
5		A		GRD	Undergraduate Non Degree - Undergraduate Non-Degree	Freshman
6		A		GRD	B.A. 1 + 3 Program - BA 1 + 3 Program	Sophomore
7		A		GRD	B.A. in Educational Ministries - Elementary Education	Senior

View All | Download | Rows 1 - 7 of 7

Select All Clear All Printer Friendly Version

<- add this grade to selected students

notify selected students notify all students

SAVE

5. When all grades are recorded, change the **Approval Status** to **Approved**. The drop-down lists will disappear, and the grades cannot be changed.

Display Options: *Grade Roster Type Final Grade

Grade Roster Action: *Approval Status Approved

save

Approved
Not Reviewed
Ready for Review

6. To submit the grades to Academic Records, click the **Post** button. This button does not appear until you change the status to **Approved**.

ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
1		A		GRD	B.A. in Bible - Biblical Studies	Sophomore
2		A		GRD	B.S. in Bible - Biblical Studies	Senior
3		A		GRD	B.A. in Pastoral Studies - Pastoral Ministry	Sophomore
4		A		GRD	B.A. in Educational Ministries - Compassion Ministry	Sophomore
5		A		GRD	Undergraduate Non Degree - Undergraduate Non-Degree	Freshman
6		A		GRD	B.A. 1 + 3 Program - BA 1 + 3 Program	Sophomore
7		A		GRD	B.A. in Educational Ministries - Elementary Education	Senior

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Select All Clear All Printer Friendly Version

notify selected students notify all students

SAVE POST

*Note: If you do not see the **Post** option, contact the ITS Service Desk at 312-329-4067*

7. To request a grade change for a grade that has already been posted, contact Academic Records at 312-329-2087

Should you encounter any trouble during this process, please feel free to contact the ITS Service Desk at 312-329-4067.