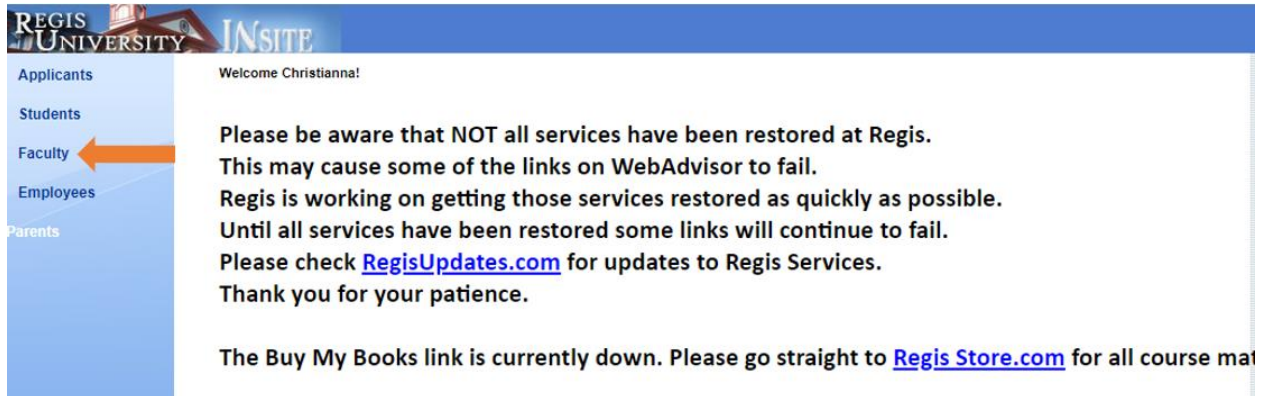


RANGER PORTAL: GRADING PROCEDURE GUIDE

- **Navigating to Ranger Portal**

- Go to <https://webadvisor.regis.edu>, login, and navigate to the “Faculty” menu:



REGIS UNIVERSITY INSITE

Applicants
Students
Faculty
Employees
Parents

Welcome Christianna!

Please be aware that NOT all services have been restored at Regis. This may cause some of the links on WebAdvisor to fail. Regis is working on getting those services restored as quickly as possible. Until all services have been restored some links will continue to fail. Please check [RegisUpdates.com](https://www.regisupdates.com) for updates to Regis Services. Thank you for your patience.

The Buy My Books link is currently down. Please go straight to [Regis Store.com](https://www.regisstore.com) for all course materials.

- Select the “Course Schedule, Rosters, and Grades” link, which will automatically direct you to the “Faculty Overview” on the [Ranger Portal](#):

[Daily Work](#) · [Faculty](#) · [Faculty Overview](#)

Manage your courses by selecting a section below

2019 Fall Semester		
Section	Times	Locations
MT-415-RU01: Linear Algebra	M/W/F 2:00 PM - 2:50 PM 8/26/2019 - 12/8/2019	Loyola Hall, 22 Lecture

2019 Summer 8 Week 2		
Section	Times	Locations
MT-260-X70: Pre-Calculus	TBD 7/1/2019 - 8/25/2019	TBD Distance Learning

2019 Summer 8 Week 1		
Section	Times	Locations
MSDS-600-X40: Introduction to Data Science	TBD 5/6/2019 - 6/30/2019	TBD Distance Learning

- Here, you will see the courses assigned to you. You can click into each of the courses to see your course roster, mark attendance, input grades, and assign books

- **Inputting Grades-** Select “Grading” to input midterm and final grades!

MKT-6020-C40: Market Opportunity Assessment
 2019 Summer 8 Week 1
 Northwest Denver Campus
 T 6:00 PM - 10:00 PM
 5/6/2019 - 6/30/2019
 Claver Hall, 004
 TBD

Roster Attendance **Grading** Books Permissions

Notice the "Email All" feature!

Student Name	Student ID	Class Level	Preferred Email
Mr. B		Master's	is.edu
Mr. R		Master's	@regis.edu
Ms. H		Master's, Foundational Masters	:gis.edu
Mr. B		Graduated Bachelor, Master's	:jis.edu

- From the grading menu, you will see the Overview, containing all grades. You will also be able to select the “Midterm 1” or “Final Grade” tab to input grades. ***Please note, you will not have the ability to input final grades until the course is complete.**

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 TBD

Roster Attendance Grading **Books** Permissions

Overview Final Grade Midterm 1

Student Name	Student ID	Never Attended	Last Date of Attendance *ONLY F GRADES	Final Grade	Expiration Date	Midterm 1	Class Level	Credits
Mr. B				A		A	Master's	3
Mr. R				A		A	Master's	3
Ms. H				A		A	Master's, Foundational Masters	3

- If you click on a grading term (Midterm, for example), you will be able to select the earned midterm grade (A-F, P or N, and incompletes) from the dropdown. ***You do not need to save this page to successfully enter the grade!**

Section Details

[Back to Courses](#)

MKT-6020-C40: Market Opportunity Assessment

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5/6/2019 - 6/30/2019
Claver Hall, 004
TBD

Roster Attendance Grading Books Permissions

Overview Final Grade **Midterm 1**

Student Name	Student ID	Midterm Grade	Credits
Mr. B		A	3
Mr. R		A	3
Ms. H		A	3
Mr. B		A	3

- **When entering a final grade...**
 - If inputting a grade of "F," the system will require you to also put in a last date of attendance for reporting purposes. You may also check the "Never Attended" box if the student never attended courses. ***The grade will not save in the system if an "F" grade is not accompanied by a last date of attendance.**

MKT-6020-C40: Market Opportunity Assessment

2019 Summer 8 Week 1
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5/6/2019 - 6/30/2019
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TBD

Roster Attendance Grading Books Permissions

Overview **Final Grade** Midterm 1

Inputting an "F" grade will also require a last date of attendance.

Student Name	Student ID	Never Attended	Last Date of Attendance *ONLY F GRADES	Final Grade	Expiration Date	Class Level	Credits
Mr. B		<input type="checkbox"/>	M/d/yyyy	F	M/d/yyyy	Master's	3
Mr.		<input type="checkbox"/>	M/d/yyyy	A	M/d/yyyy	Master's	3

Last Date of Attendance or Never Attended Flag is required

○ **Example: Last Date of Attendance**

- Mr. B's grade is an "F" and his last date of attendance was 6/15/2019 since that was the last date an assignment was received
- Ms. C's grade is an "F" and her last date of attendance was 6/30/2019, as she attended all classes, but did not receive a passing grade

○ If inputting an incomplete grade, the system will require you to also put in an expiration date. If the coursework is not completed and the grade is not updated by this date, the grade will revert to the earned grade. ***The grade will not save in the system if an incomplete grade is not accompanied by an expiration date.**

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Roster Attendance **Grading** Books Permissions

Overview **Final Grade** Midterm 1

Inputting an incomplete grade will also require an expiration date

Student Name	Student ID	Never Attended	Last Date of Attendance *ONLY F GRADES	Final Grade	Expiration Date	Class Level	Credits
Mr. B		<input type="checkbox"/>	M/d/yyyy	F	M/d/yyyy	Master's	3
Expiration date is required							
Mr.		<input type="checkbox"/>	M/d/yyyy	A	M/d/yyyy	Master's	3

- Now, if you go back to the Overview, you will see the grades have been updated and saved! There is no need to save further! You can click the "Back to Courses" link to review and revise other sections.

MKT-6020-C40: Market Opportunity Assessment
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 5/6/2019 - 6/30/2019
 Claver Hall, 004
 TBD

Roster Attendance Grading **Books** Permissions

Overview Final Grade Midterm 1

Student Name	Student ID	Never Attended	Last Date of Attendance *ONLY F GRADES	Final Grade	Expiration Date	Midterm 1	Class Level	Credits
Mr. B		<input type="checkbox"/>		F	12/21/2019	F	Master's	3
Mr. R		<input type="checkbox"/>	6/30/2019	F		A	Master's	3
Ms. H		<input type="checkbox"/>		A		A	Master's, Foundational Masters	3

Incomplete grades include the expiration date...

"F" grades include the last date of attendance (or will indicate the student did not attend)