

Virtual Bryn Mawr




Virtual Grading Basics

1. To log in go to <http://virtual.brynmawr.edu>, this will bring up the login page, type in your User ID and your College Password.
2. From the Main Menu, under **Self-Service** click on **Faculty Center**. The current term classes should appear. However, if needed click **Change Term**.

Click the button next to the proper term, and then **Continue**.

3. Under the **My Schedule** tab you will see a grid with the courses you are teaching this semester.

For each course you will see the following:

The icons: lottery roster  , the class roster  , and the grade roster  (not available until the end of the semester).

4. Select the grade roster  . (This will bring up a table with the student grade roster)

Select the grade for each student from the pull down menu Undergrad (BDC) Grad 2021 (B) Grad 24 (BDG) S (T) (cap student) 5 time p (h) 24 (1) 4.25 (19) 2 ou 12005 (3) 30 (6) 10:0 (1) 3.4 out 11-005 etou P k r t h e
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Undergraduate Grading Scale:

4.0 Excellent
3.7 Excellent -

AUD Audit
CIP Course in Progress