Access your Classes
In VandalWeb’s Faculty & Advisors tab, click Grades, then Faculty Grade Entry.

Select a class, the Roster will open below, displaying the student list.

Grades can be entered manually, one by one, or an entire class’s grades can be uploaded from Excel.

Grading Status is visible in the left column.

Manual Grade Entry
Grades can be entered one by one. Save frequently using the button at the bottom of page.
Failing grades require a Last Attendance date, use the calendar or enter using the mm/dd/yyyy format.

Assigning an “I” grade opens the Incomplete Grades tab.
Enter the grade the student will earn if they do not complete their outstanding work.
To return to the student list, click Roster.

Upload Grades from Excel
Export your class roster from Vandalweb or BbLearn. Directions for exporting from BbLearn can be found at https://www.webpages.uidaho.edu/bblearnhelp/instructor-help/assessments-grades/download-print/work-in-excel.html#download
Select Export Template from the Gear in the upper right. Choose either file type and click Export.

Open the file. Click Enable Editing to enter Final Grades.

Add Last Attended Date for F grades (use mm/dd/yyyy format.)

Fill in any Incomplete Final Grades.

Save the Excel file to your S: drive, return to the Gear and select Import. Click Browse, pick file, and Upload.

If you only changed those 3 columns, click step 4, Validate.

This screen summarizes the records to be imported and notes any errors. A validation report is available.

Click Finish to complete the import.
The grades will show up in the correct roster.
Open the roster to confirm the changes are correct.