

How to Enter Grades (Provider Role)

- ▶ From main dashboard in upper right corner, select Provider role
- ▶ Next, open up the Enrollment list
- ▶ On the far left, under filters, select “Grading”
- ▶ Be sure the filter has the academic year you want to see. You can also select the term/session if you wish but not required. You can also apply optional status filters (i.e. status of registered).
- ▶ Find the student. You may search by last name or scroll the list.
- ▶ Click on “Letter Grade” field for the correct student and select the grade earned.
- ▶ **Hit “Submit Grading” at the bottom to save the change.**
- ▶ An automatic email will be sent to the Home school about the grade entry (no grade included).

The screenshot shows the 'Enrollments' page in the NEXUS system. The left sidebar has a 'Grading' tab selected. The main area displays a list of enrollment records for Sarah Sample. The interface includes a search bar, sorting options (Last Name, Ascending), and a table of enrollment details. At the bottom, there are buttons for 'Export to Excel', 'Submit Grading', and 'Update Letter Grades'.

Student	Course	Term	Status	Letter Grade
Sample, Sarah Student ID: 4	NEXus Test/Training Course (NEX001)	FA: 09/01/2022-12/31/2022	Graded - A	Letter Grade
Sample, Sarah Student ID: 4	NEX9000, NEXus Training Course II (NEX002)	SP01: 03/01/2023-05/01/2023	Registered	Letter Grade
Sampler, Storm Student ID: 00002	NEXus Test/Training Course (NEX001)	FA: 09/01/2022-12/31/2022	Graded - Incomplete	Letter Grade

Taawun info on grade entry at: <https://pricey-jumbo-a69.notion.site/Provider-Final-Grade-Management-e2fb9432d9ec44f79f9a92b0f43885b9>

Advanced: Entering Several Grades at Once (Must be same grade earned (i.e. A) but can be different courses and sessions)

- ▶ From main dashboard, select Provider role in upper right
- ▶ Next, open up the Enrollment list
- ▶ On the far left, under filters, select “Grading”
- ▶ Be sure the filter has the academic year you want to see. You can also select the term if you wish.
- ▶ Select check the box next to each student’s name you want to assign the same grade to
- ▶ Select the **Update Letter Grades** button at the bottom of the screen
- ▶ In the callout box that appears select the appropriate Letter Grade
- ▶ **Select Save in the call box to save changes after closing call box.**
- ▶ **Select Submit Grading at bottom to save changes in system**
- ▶ An automatic email will be sent to the Home school about the grade entry made (no grade included).

The screenshot displays the NEXUS interface for managing enrollment grades. A modal window titled "Update Enrollment Letter Grade" is open, showing a table of student enrollment data and a dropdown menu to select a new letter grade.

Student	Course Info	Current Letter Grade	
Sally, Sample	NEXus Test/Training Course	B	✕
Sarah, Sample	NEXus Test/Training Course	A	✕
Sarah, Sample	NEXus Training Course II	A	✕

Below the table, the "New Enrollment Letter Grade:" dropdown is set to "B". The modal includes "Cancel, Exit" and "Save" buttons.

At the bottom of the main interface, the "Update Letter Grades" button is highlighted with a red arrow.


Taawun info on grade entry at: <https://pricey-jumbo-a69.notion.site/Provider-Final-Grade-Management-e2fb9432d9ec44f79f9a92b0f43885b9>

Sample Email Sent to Home CSC


Inbox - boernera@ohsu.edu - Outlook


Reply Reply All Forward

Fri 5/26/2023 12:01 PM


 Taawun <no-reply@taawun.org>
[EXTERNAL] Enrollment status change: Graded

To Anne Boerner


 If there are problems with how this message is displayed, click here to view it in a web browser.



Enrollment Status Change: Graded

STUDENT:
Sally Sample 
00001

NEX001
NEXUS TEST/TRAINING COURSE
FA (9/1/2022 – 12/31/2022)

INSTITUTION: 
NEXus

[REVIEW ENROLLMENT](#)

Please DO NOT REPLY to this email.
If you believe you received this email in error, contact your administrator.

General Taawun Resources

- ▶ <https://winnexus.org/membersonly/>
Password = NEXus2006
- ▶ Direct: <https://winnexus.org/taawun-database-resources/>
- ▶ nexus@ohsu.edu
- ▶ Taawun User Guide

