Procedures for Final Grades and Other Reminders

Dear Consortium Faculty,

Happy New Year! I hope that you had a good break, and stayed warm during the "polar vortex". It was gloriously beautiful here in Michigan! You may enjoy this photo of me in front of a mountain of snow in a parking lot at Andrews, taken Jan. 7 last week. Of course, it is melting away now.

As you may know, we have about 45 classes that have launched in Moodle and are being offered in the new LearningHub Moodle hosted at Andrews. We have several more courses being prepped to launch in Moodle by sometime in February. We hope to move the Challenge Exams there in February as well.
For those of you who are currently teaching in Moodle, here are a few reminders and updates:

- **How to submit final grades.** I've updated the instructions here to clarify several issues that have come up over the last month. Please read and review these instructions. Let me know if you have any additional questions.

- **Class rosters.** This is a reminder of where to get information about your students, including contact information and their start and end dates. You may find it helpful to keep your own spreadsheet to track students’ end dates and progress in your course(s).

- **Grading.** This instruction page has been updated with information about the new Marking Block you'll find on the home page in LearningHub. This shows everything that is ungraded and may be faster for you to see what needs to be done.

- **Course evaluations.** We had a stunning record of 60 course evaluations turned in for self-paced courses in Moodle between May and December. In the past we had received around 10 annually. I've added an instruction page with information for you on how course evaluations work, and an email template you can use to remind students to complete the course evaluation. This data helps all of us to improve.

These links are all in the [Consortium Faculty: Resources for Teaching Self-Paced space in LearningHub](#). There are many other tips and resources there as well.

We appreciate your hard work as you support our students, and your patience and perseverance through all the changes we are experiencing. We pray God's blessings on you and your families as you serve Him.

Sincerely,

Janine

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