## Courses InTouch

## **ONLINE GRADING - QUICK OVERVIEW**

You are notified by email when your courses become available for Online Grading. Go to Courses InTouch at <u>http://www.upenn.edu/isc/apps/CoursesInTouch/</u> and login using your PennKey and associated password.

Choose Sele Course Sun Online Grad	ect Courses or nmary from the ing menu, and	Penn	Advisor InTouch   Help   😵 Log out Current Group: Instructor Course Summary									
then select the specific course-section to be graded.			Please click the [Select] button to display the Course Summary.									
	Advisor InTouch Help	Rech, Regins // 11 Technical Neticher Instructor	Enter Search Para Select Term: 2006	ameters and click [Select	on: All	• C	lourse Id: Optionel) Select					
Penn Penn	Select Courses	Class List     Course Problem Notices     Create Notices     View Notices	Search Results: 1-7	of 7 Status ¥	School V Divis	sion 🔻 Available	Pages: 1 ▼ Due ▼ Auto Graded \					
	Select data from the lists b	▼ Online Grading • Select Courses • Course Summary	ANTH-252-601 BENF-099-003 HIST-048-403	Fully Submitted Fully Submitted Overdue Partially Submitte	AS CGS AS d AS	12/07/2006 12/07/2006 12/07/2006	01/04/2007 09/15/2009 01/04/2007 09/15/2009 01/04/2007 09/15/2009					
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Class List     Course Problem Notices	HIST-048-403: Rise & RU55-048-403: Rise & HIST-160-201: Strate	HIST-160-2011 Strategy,Policy & War										
Create Notices     View Notices      Online Grading     Select Courses     Course Summary	Courses InTouch University of Pennsylvania, Unaut	horized Use Prohibited		Date: 02/23/	2007							

Enter the appropriate grade for each student and SAVE or SUBMIT.

- You may save at any point in time (allows for editing).
- You may partially submit at any time.
- Once submitted, only a change of grade action can alter the grade.

	Advisor InTouch Help So Log out Online Grading Fall 2006 Cass: HIST-048-403: RISE & FALL OF RUSS EMP Instructor(s):					Current Groups Instructor Status: Not yet subm Available Date: 12/07/ Due Date: 01/04/ Auto Grading Date: 19/07/										
Penn CIT Courses														nitted / 2000 / 2007		
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For details on how to Upload/Download the grade sheet in Excel and Blackboard; submit a Change of Grade; check your grade spread/statistics; review the history of each transaction; and more, please refer to detailed sections of this User Guide.