

Courses InTouch

ONLINE GRADING - QUICK OVERVIEW

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

2. Choose **Select Courses** or **Course Summary** from the Online Grading menu, and then select the specific course-section to be graded.

The image shows two screenshots of the Courses InTouch web application. The left screenshot displays the 'Select Courses' page, where a user can search for courses by term (2006C (Fall)) and view a list of results including course IDs and titles like 'HIST-048-403: Rise & Fall of Russ Emp'. The right screenshot shows the 'Course Summary' page for the selected course, displaying a table of student records with columns for Section ID, Status, School, Division, Available, Due, and Auto Graded. The table lists several students and their current submission status.

3. 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.

The image shows a screenshot of the 'Online Grading Fall 2006' interface. The page displays the class name 'HIST-048-403: RISE & FALL OF RUSS EMP' and the instructor's name. Below this, there is a table with columns for Name, Penn ID, Div, Section, Cl, and Grade. The table lists several students and their current grades. At the bottom of the page, there are buttons for 'Save Grades' and 'Begin Submission'.



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.