


**Virtual Bryn Mawr
Virtual Grading Basics**

- To log in go to <http://virtual.brynmawr.edu>, this will bring up the login page, type in your User ID and your College Password.
- From the Main Menu, under **Self-Service** click on **Faculty Center**. The current term classes should appear. However, if needed click **Change Term**.

Click the button next to the proper term, and then **Continue**.

- Under the **My Schedule** tab you will see a grid with the courses you are teaching this semester.

For each course you will see the following:

The icons: lottery roster  , the class roster  , and the grade roster  (not available until the end of the semester).

- Select the grade roster  . (This will bring up a table with the student grade roster)

Select the grade for each student from the pull down menu Undergrad (BDG) Grad (BDG) T9 (6

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Undergraduate Grading Scale:

4.0 Excellent

3.7 Excellent -

AUD Audit

CIP Course in Progress