



How to View Roster and Post Grades

PDLearn Instructor Tutorial

Grading Policy

Grades need to be posted by the instructor within one week of the section termination date.

The standard grade options are: PASS, FAIL, or INCOMPLETE.
Letter grade evaluation requires submission of a grading scale.

If a student has not completed the coursework within one week of the completion date, the grade needs to be posted as INCOMPLETE. A student must have a posted grade.
At the instructor's discretion, a student may have more time to complete course requirements; an INCOMPLETE may be changed to another status at a later date.

Grading Tutorial

Go to CPD Home Page: cpd.nnu.edu

In the navigation bar at the top of the screen, select: Login
Instructor Login

This will bring you to PDLearn log in screen.
Login

In the navigation bar at the top of the screen, select either
CURRENT SECTIONS or
COMPLETED SECTION

Find the course you would like to view.
Select SHOW DETAIL

At the bottom of the page, select VIEW/GRADE SECTION.

You may leave Attendance Blank.

Select appropriate grade for each student.
Select SUBMIT for **every grade**, or it will not save.
You will notice the Current Grade change to the left.

The screenshot shows a vertical navigation menu on a grey background. At the top is a 'Login' button with a dropdown arrow. Below it is a white box containing 'Instructor Login', followed by a red 'LOGIN' button. Further down are two red buttons: 'Current Sections' and 'Completed Sections'. Below these are two more red buttons: 'SHOW DETAIL' and 'VIEW/GRADE SECTION'. At the bottom of the menu is a box for 'Attendance Actual' with an empty input field. Below the menu is a table with two columns: 'Current Grade' and 'Assign Grade'. The 'Current Grade' column has a red box around the word 'Pass'. The 'Assign Grade' column has a dropdown menu with 'Pass' selected and a red 'SUBMIT' button to its right.