# Entering Final Course Grades in Moodle

Moodle has a feature called the ILP Integration menu that allows for Moodle to talk to Ellucian Colleague. ILP stands for Intelligent Learning Platform. This menu allows you to enter Final Grades, Midterm Grades, and Never Attended reports through Moodle. Once you are in the course for which you want to submit final grades, you can access the ILP Integration menu by going to the **Block Drawer** on the right side of the course home page.
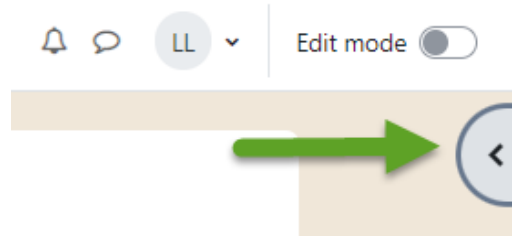
In the **Block Drawer**, you will find the ILP Integration menu. Select the **Final Grades** link.
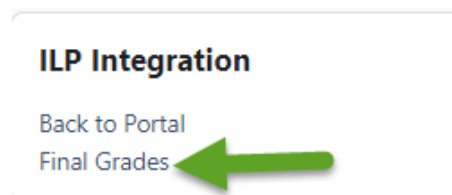
From the **Final Grades** screen, you will enter their **Final Grade**, an expiration date for incompletes (Is), and a **Last Date of Attendance** for Fs. All dates should be entered in MM/DD/YYYY format (for example: 05/27/2023).

If you are using the Moodle Gradebook, there is an option that allows you to populate the **Final Grade** field with their current course grade at that time as shown below.

Once you have finished entering grades, use the **Submit Grades** button at the bottom of the page. If you need to change a student's grade that has already been submitted, and the submission window is still open, first delete that student's grade and expiration/last date of attendance information from the form and use the Submit Grades button to submit a blank grade for that student. Next, enter the correct grade for the student and use the **Submit Grades** button to submit the report.

Final Grade   **Expire Date**

Submit Grades

Please notice if you have any fields turn red. If a field appears red after you select Submit Grades, there is some wrong data in the field. For example, if you entered the date of last attendance as 6/27/23, you will get a red field. It will ask you to enter the date as 6/27/2023. To correct this, re-enter the data in the correct format and use the **Submit Grades** button to re-submit the report.

Once you have the green bar confirming submission, **print that screen as your division will require you to submit that page.**

NOTE:

Printing Final Grades from Moodle: Don't forget to print your final grades once they are correctly entered into the fields and turn them into your division office. The final grades link will not be available after the deadline for final grades has passed.

You can print your grades by either using your browser's Print menu, or using the Print Screen button on your computer.

To use your browser's Print menu, right click on the Final Grades screen and select Print.

To use the Print Screen method, simply push the Print Screen button on your keyboard. (If your students span more than one page, you will need to go to the next page and then do another print screen.)

If you are using Firefox: Select File in the upper left toolbar, and then select Print Preview, or in the upper right corner of the page select the open menu icon with three lines then the Print icon. You have the Shrink to Fit option by using Scale to decrease the font.

If you have any difficulties completing your final grades, or if you need assistance with this process, please feel free to contact the CLT at CLT@occc.edu or 405.682.7838.