

GEORGETOWN LAW

Grading Instructions for Fall 2019 Exam Courses

Grading Deadlines:

- **Mini Course/Bookend Exam Grades Due: by 5:00 P.M. EST Friday, November 8, 2019**
- **All Student Grades Due (Papers Due December 20, 2019): by 12 NOON EST Friday, January 17, 2020**
- **Paper Extension Grades Due (Papers Due December 21, 2019 through February 3, 2020): by 5 P.M. EST Monday, February 24, 2020**

Grade Reporting Process

The Banner student information system requires faculty to enter and submit raw scores and final grades online via MyAccess. All grades are due **by** the dates and times listed above.

Through MyAccess, you will:

1. Enter raw exam scores for anonymous exams and receive information about the students' identity after all raw scores have been submitted.
2. Enter and submit final course grades.
3. Assign "best exam/paper" designation.
4. Review the grade distribution (curve) for your course.

We ask that you return all original exams and papers with comments only to the Office of the Registrar. Please organize the exams in exam number order. These exams will be made available to students during the Exam Review periods. Please be aware that the Office of the Registrar does not retain a copy of these exams after they have been returned to students.

Penalty for Late Grade Submission

Several years ago, full-time faculty members voted to impose on themselves a stiff penalty for late submission of grades. For graduating students' grades, there is a penalty of \$100 per day for each day that grades are turned in after the deadline (no grace period). For non-graduating students, there is a three-day grace period following the deadline; the penalty on the fourth day would be \$400, and an additional \$100 penalty would be imposed for each additional day that the grades are submitted late. Please note that while the monetary penalty does not apply to visiting or adjunct faculty, the grading deadlines are the same for full-time, visiting, and adjunct faculty members. Please be sure to submit your grades by the deadline.

Please use the following instructions to assist you in entering raw scores and final grades using the MyAccess online grading system.

DUO Enrollment/Installation:

You need to be enrolled in the Georgetown DUO Application and have the app installed on your smartphone in order to log into MyAccess and enter your grades. Below are instructions for enrolling in DUO and logging into MyAccess using the DUO App.

1.) Enroll in Duo link: <https://uis.georgetown.edu/accounts/netid-password-security/duo/enroll-in-duo>

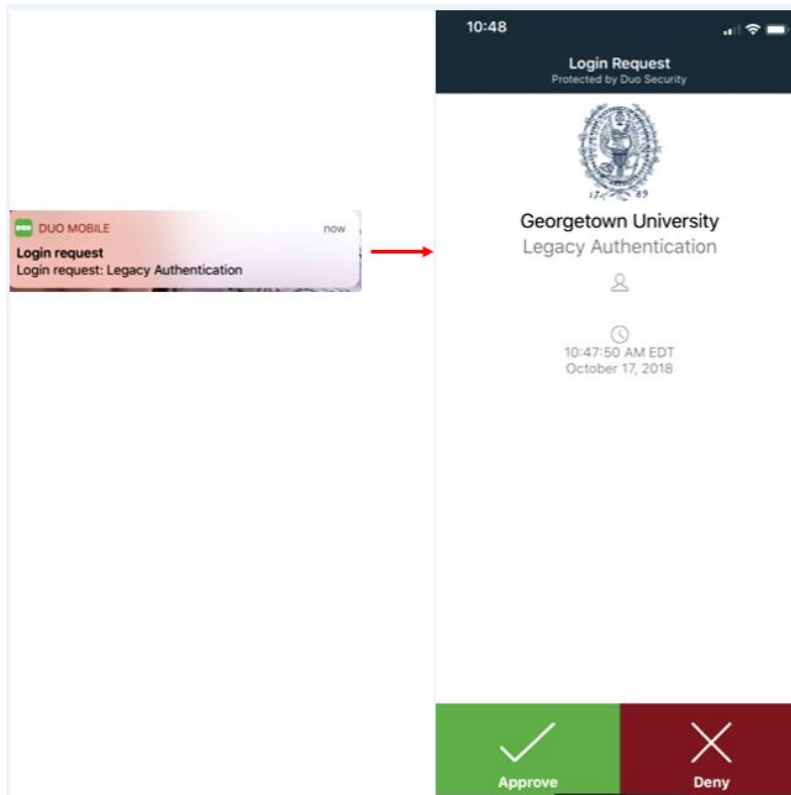
2.) Install and setup Duo on your smartphone
link: <https://uis.georgetown.edu/accounts/netid-password-security/duo/set-up-duo>

3.) For **MyAccess** login it will prompt you to authenticate to DUO after you input your login and password in the MyAccess Login screen. Go to MyAccess login screen and input your login NetID and Password.

Link: <https://myaccess.georgetown.edu>

The screenshot shows the 'User Login' interface. The form includes fields for 'NetID / ApplicantID' (containing 'NetID') and 'Password' (masked with dots). A 'Login' button is present. A red arrow labeled '1.) Click' points to the 'Login' button. Below the form, a copyright notice for Ellucian Company L.P. is visible. At the bottom, a blue progress bar is shown with the text 'Waiting for myaccess.georgetown.edu...' and a red arrow labeled '2.) The login process is waiting for DUO Authentication' pointing to it. The release version 'RELEASE: 8.8.3' is also noted.

4.) The DUO app on your smartphone should prompt you with notification on the screen after you input the NetID and password. ***Even if you have an alternative default authentication method the DUO authentication prompt still goes to your smartphone app.***



5.) It should log you in after authentication.

If you still experience difficulty, please contact the IST Service Desk at lawhelp@georgetown.edu.

Log into MyAccess (<http://myaccess.georgetown.edu/>)

Click on the **MyAccess** link in the **Faculty** section.

To request assistance with MyAccess:

- » Main Campus, please contact univregistrar@georgetown.edu,
- » Law Center, please contact lawreg@law.georgetown.edu.
- » School of Medicine, please contact medreg@georgetown.edu.

Students
MyAccess
<p>Biographical and Address Information</p> <p>View Course Schedules</p> <p>Course Registration</p> <p>MyDegree (Degree Audit)</p> <p>Financial Aid Services</p> <p>Student Account Services</p> <p>Request Refunds</p> <p>Student Health Insurance</p> <p>Meal Plan Enrollment and Changes</p> <p>Main Campus HoyaNet Services</p> <p>HOYAlert</p>
<p>Student Access+</p> <p>Old Student Information System – access to transcripts with grades prior to Fall 2009</p>

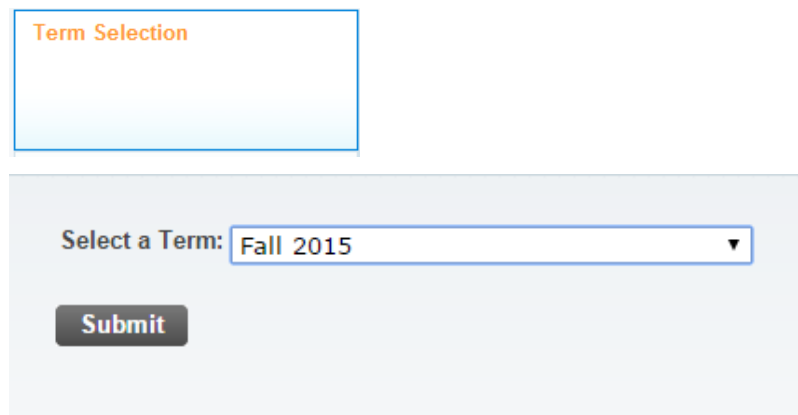
Faculty
MyAccess
<p>Course Schedules</p> <p>Main Campus Advisee Review</p> <p>Faculty Grading & Class Lists</p> <p>HOYAlert</p>
<p>Employee Access+</p> <p>Employee Services including payroll, salary, and benefits information</p>

You will be asked to sign in with your NetID and password. Please remember to safeguard your password as you would your bank's PIN number. This password also accesses your employee information, including your payroll and contact information. If you have any trouble logging into MyAccess, please contact the Law Center Helpdesk at lawhelp@georgetown.edu or 202-662-9284.

Enter Raw Exam Scores and Receive Information regarding Students' Identities

If your course featured a blind-graded exam, you will need to enter your students' raw exam scores into MyAccess before you can view their identities and finalize their grades.

- To enter raw scores, click on the blue **Faculty Services** tab at the top of the page, and then click on Term Selection, choose Fall 2019 and click on **Submit**.



Term Selection

Select a Term: Fall 2015 ▼

Submit

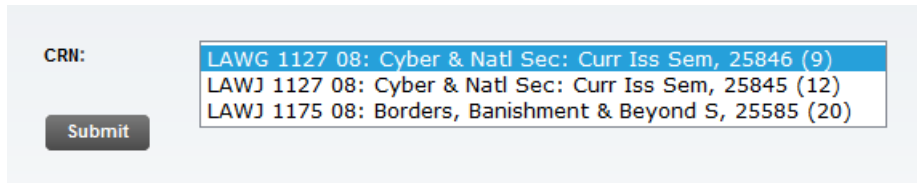
Important: the “Non-Credit” terms are not used by the Law Center. Make sure you select “Fall 2019” and *not* “Fall 2019 Non-Credit.”

- Click on **Final Raw Scores**.



Final Raw Scores

➤ Choose a course and click **Submit**.



CRN:

Submit

LAWG 1127 08: Cyber & Natl Sec: Curr Iss Sem, 25846 (9)
LAWJ 1127 08: Cyber & Natl Sec: Curr Iss Sem, 25845 (12)
LAWJ 1175 08: Borders, Banishment & Beyond S, 25585 (20)

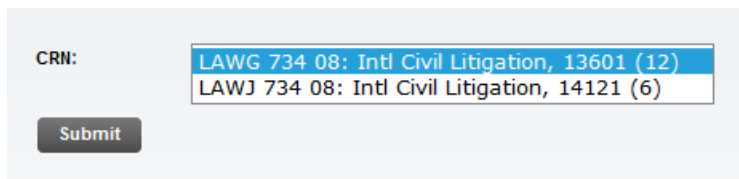
If your course is cross-listed (has separate sections for JD students and LLM students), there will be two separate course numbers (CRN). Please be sure to check that you see the CRN for each section. You should enter the scores for one section, then come back and do the other section.

You can switch between sections using the **Selection Course Number (CRN) Selection** link on the Faculty Services page. This will give you a drop-down menu of all of your courses and will include cross-listed sections. Please note that there will be a separate grade distribution for each of these two sections of the same course.



Select Course Number (CRN)

Example: Cross-Listed Class



CRN:

Submit

LAWG 734 08: Intl Civil Litigation, 13601 (12)
LAWJ 734 08: Intl Civil Litigation, 14121 (6)

Above: *Intl Civil Litigation* is cross-listed, so two sections appear. In this case, 13601 will correspond to the LL.M. section and 14121 to the J.D. section. You will be able to see more information about each section once you click **Submit**.

➤ Enter raw scores.

You will see a list of your students' anonymous Exam IDs, in numerical order and a blank to enter each score. You can enter numbers, letters (85, B+), or short phrases (ex: "Q1: 4/5, Q2: 7/10"), up to 15 characters. Note: You may print this page to use as a grading sheet.

Requires Early Grading: If "Requires Early Grading" appears in the Message column as shown below, that student is **graduating this semester**. Consult the Office of the Registrar's grading deadlines for the graduating students' deadline. You can leave non-graduating students' grades blank while you complete the graduating students' grades, or you can do them all together.

Final Raw Scores

Student Name	ID	Exam ID	Score	
	40913			
	41349		85	Student Approved - Deferred.
	45197		B+	
	48692			Requires Early Grading.
	51824		Q1: 4/5	Requires Early Grading.
	57339			

☐ Check this box if you would like the raw scores to be transferred to the Final Grades screen as Final Grades. (Note that this function is only available if your raw scores are letter grades, i.e., A, A-, B+, B...) Even if you check this box, you will need to go to the Final Grades Screen (see button below) to submit your final grades to the Registrar's Office. You will still be able to make adjustments to your final grades on the Final Grades Screen if you check this box.

Important: The system will log you out after 60 minutes unless you save your work by clicking the **Save** button. The note at the top of the page will state the time you last clicked **Save**.

⚠ Please save scores often. There is a 60 minute time limit starting at 05:55 pm on Nov 11, 2013 for this page.

You can enter and save a few scores at a time, then do more at a later time. **Please be aware that once you enter all of the raw scores and click the Submit button, you will**

not be able to make changes to the raw scores. It is important that you save your changes frequently.

66942	<input type="text"/>
72875	<input type="text" value="85"/>
74749	<input type="text" value="B+"/>
77331	<input type="text"/>
81354	<input type="text" value="Q1: 4/5"/>
91585	<input type="text"/>

☐ Check this box if you would like these raw scores to be transferred to the Final Grades screen as Final Grades. (Note that this function is only available if your raw scores are letter grades, i.e., A, A-, B+, B...) Even if you check this box, you will need to go to the Final Grades Screen (see button below) to submit your final grades to the Registrar's Office. You will still be able to make adjustments to your final grades on the Final Grades Screen if you check this box.

If you want your raw scores to be your Final Grades check the box at the bottom of the screen. (Note: This function is only available if your raw scores are letter grades, i.e., A, A-, B+, B...) You will still need to go to the Final Grades screen to submit your final grades. You can still make changes to the Final Grades before submitting them.

Final Raw Scores

Student Name	ID	Exam ID	Score
	22022		<input type="text" value="A"/>
	34476		<input type="text" value="B"/>
	65414		<input type="text" value="B+"/>
	68379		<input type="text" value="C"/>

If you have assigned letter grades as raw scores you may check this box to transfer the raw scores to the Final Grades screen.

☒ Check this box if you would like these raw scores to be transferred to the Final Grades screen as Final Grades. (Note that this function is only available if your raw scores are letter grades, i.e., A, A-, B+, B...) Even if you check this box, you will need to go to the Final Grades Screen (see button below) to submit your final grades to the Registrar's Office. You will still be able to make adjustments to your final grades on the Final Grades Screen if you check this box.

Click SUBMIT when you have finished entering your raw scores.

By clicking the "Save" button, you will save your existing work and be able to continue later (note that the raw scores you have entered will not be submitted). By clicking on the "Submit" button, you will submit your raw scores and will be able to see the names of the students. (Note that you will not be able to make further changes to your raw scores). After clicking submit, you will then need to go to the Final grades Screen (see link below) to submit your final grades.

Please save scores often. There is a 60 minute time limit on this page.

Click this button to go directly to the Final Grades screen.

Information Regarding Students' Identities


As soon as you enter all the raw scores for a given category of students and click **Submit**, MyAccess will display the students' names next to their exam numbers. For example, if you are just completing graduating students' grades at this time, you can leave some or all of the non-graduating students' raw scores blank until you have read their exams. MyAccess will not, however, display *any* graduating students' names until *all* of the graduating raw scores have been entered. You may print the page of raw scores.

Final Raw Scores

Student Name	ID	Exam ID	Score
Hoya, Brendan	G003554	99999	A
Hoya, James	G003616	99999	B
Hoya, Elizabeth	G003575	99999	B+
Hoya, Teresa	G003773	99999	C
Hoya, Kelly	G001690	99999	B
Hoya, Chu	G001919	99999	A

☐ Check this box if you would like these raw scores to be transferred to the Final Grades screen as Final Grades. (Note that this function is only available if your raw scores are letter grades, i.e., A, A-, B+, B...) Even if you check this box, you will need to go to the Final Grades Screen (see button below) to submit your final grades to the Registrar's Office. You will still be able to make adjustments to your final grades on the Final Grades Screen if you check this box.

By clicking the "Save" button, you will save your existing work and be able to continue later (note that the raw scores you have entered will not be submitted). By clicking on the "Submit" button, you will submit your raw scores and will be able to see the names of the students. (Note that you will not be able to make further changes to your raw scores). After clicking submit, you will then need to go to the Final Grades Screen (see link below) to submit your final grades.

 Please save scores often. There is a 60 minute time limit on this page.

Click [here to go to the Final Grades form and submit grades.](#)

Enter Final Grades

Once you have entered your raw scores, click the button. You can also navigate there by going to the blue **Faculty Services** tab at the top of the screen to return to the main faculty menu, then click **Final Grades**.

Term Selection

Select a Term:


Submit

Select Course Number (CRN)

Final Grades

Note: You must submit raw scores in order to receive information regarding students' identities before entering final grades. If you begin by clicking on Final Grades before entering raw scores, the system will prompt you to select a term and CRN. You will be able to see an alphabetical list of your students without exam numbers. However, you will not be able to enter grades until you have first entered raw scores.

On the Final Grades screen MyAccess will display your class list.

 Please save the grades often.

Final Grades

Record Number	Student Name	ID	Credits	College	Degree	Major	Class	Graduation Term	Exam ID	Exam Raw Score	Grade	Best Exam/Paper	Rolled	Message
1	Hoya, Michael	839514	3.000	LW	MLT	TAXL	Law Graduate, Part Time	Fall	99999	Q1: 4/5	None ▾	<input type="checkbox"/>	N	Require Early Grading
2	Hoya, Eric	822365	3.000	LW	MLT	TAXL	Law Graduate, Full Time	Spring	99999	A	None ▾	<input type="checkbox"/>	N	
3	Hoya, Michael	831073	3.000	LW	MLT	TAXL	Law Graduate, Full Time	Fall	99999	C	None ▾	<input type="checkbox"/>	N	Require Early Grading
4	Hoya, Jason	800747	3.000	LW	LLM	LAW	Law Graduate, Part Time	Spring	99999	B+	None ▾	<input type="checkbox"/>	N	
5	Hoya, Michael	830833	3.000	LW	JD	LAW	Law, Day - Third Year	Spring	99999	85	None ▾	<input type="checkbox"/>	N	
6	Hoya, Ellora	801031	3.000	LW	JD	LAW	Law, Day - Third Year	Spring 2014	99999	B	None ▾	<input type="checkbox"/>	N	

Save Frequently

Save Submit Reset

Click the SUBMIT button when you are ready to submit your grades to the Registrar's Office.

- To assign a final grade, choose a letter grade from the **Grade** menu for each student.

Grade

None ▾

None

A+

A

A-

B+

B

B-

C+

C

C-

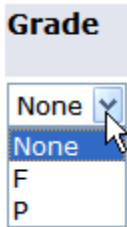
D

F

MyAccess will log you out after 60 minutes of inactivity unless you save your work by clicking the **Save** button. You do not have to enter all of your grades at once.

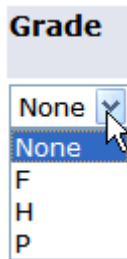
Once you have entered all final grades, click **Submit** to send them to the Registrar's Office. You will not be able to make further changes.

JD Courses: If your course is taught on a mandatory Pass/Fail basis, you will see those options as shown below instead of standard letter grades. **Note:** This grading option is only available to select courses.



A screenshot of a web form titled "Grade" in a light blue header. Below the header is a dropdown menu. The menu is open, showing a list of options: "None" (highlighted in blue), "None", "F", and "P". A mouse cursor is pointing at the "None" option.

Graduate-Level Courses: If your course is taught on a Pass/Fail/Honors basis, you will see those options as shown below instead of standard letter grades. **Note:** This grading option is only available to select graduate-level courses.



A screenshot of a web form titled "Grade" in a light blue header. Below the header is a dropdown menu. The menu is open, showing a list of options: "None" (highlighted in blue), "None", "F", "H", and "P". A mouse cursor is pointing at the "None" option.

Assign Best Exam/Paper Designation

Faculty members are encouraged to identify the best exam/paper for each course. There is no limit to the number of best exams or papers that can be selected.

Final Grades

Record Number	Student Name	ID	Credits	College	Degree	Major	Class	Graduation Term	Exam ID	Exam Raw Score	Grade	Best Exam/Paper	Rolls
1	Hoya Paloma	8325976	3.000	LW	JD	LAW	Law, Day - Third Year	Fall	51439	79	None ▾	<input type="checkbox"/>	N
2	Hoya Carson E.	8034242	3.000	LW	JD	LWPP	Law, Day - Third Year	Fall	91585	A	None ▾	<input type="checkbox"/>	N
3	Hoya Timothy J.	8356945	3.000	LW	JD	LAW	Law, Evening-Fourth Year	Fall	11368	96	None ▾	<input type="checkbox"/>	N

If you would like the best exam to be published on the Law Library's website as feedback for your students, please check the box at the bottom of the page.

6 Sy, Deborah 822246005 3.000 LW MLGH IGHL Law Graduate, Full Time Spring



☒ **Please check this box if you would like the best exam posted to the Law Library's website.**

Save

Submit

Reset

View Grade Distribution

After you have entered your final grades and clicked submit, you can click **View Grade Distribution** on the Final Grades page to see the percentage of each grade you have assigned for a specific course. If your course is cross-listed (i.e., LAWJ-123-45 and LAWG-123-45), you will be able to view the grade distribution for both sections combined. On the left is recommended curve/historical grade information for the course. On the right (if applicable), MyAccess adds those grades to cross-listed sections so that you can see the entire curve for your course.

Georgetown
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MyAccess.georgetown.edu

Personal Information

Faculty Services

RETURN TO MENU

SITE MAP

HELP

Grade Distribution

This Section					Cross Listed Sections				
CRN	Subject	Course	Section	Course Title	CRN	Subject	Course	Section	Course Title
39999	LAWJ	999	99	Law and Property Seminar	39998	LAWJ	999	99	Law and Property Seminar
					39999	LAWG	999	99	Law and Property Seminar

Recommended Curve/Distribution for All Cross listed Sections

Grade	Percentage of Students	Number of Students
A+	0	0
A	12	3
A-	19	6
B+	28	8
B	31 to 36	9 to 10
B- to F	5 to 10	1 to 3

Curve for All Cross Listed Sections

Grade	Number of Students	Percentage of Students
A+	1	3.45
A	6	20.69
A-	1	3.45
B+	4	13.79
B	8	27.59
B-	1	3.45
C+	1	3.45
C	4	13.79
C-	2	6.90
D	1	3.45
Total	29	

If your course has an exam section and a paper section (i.e. 3-credit and 2-credit sections of the same course), there will be two separate course numbers or CRNs. Please note that there will be a separate grade distribution for each of these two sections of the same course. Unlike cross-listed courses, the grade distribution for these separate sections will not be combined.

Making Changes to your Final Grades

Prior to the Grades Deadline: You may make changes to your final grades yourself online, up until you submit your grades to the Registrar's Office. Once you have submitted your grades you will not be able to make any changes and your grades will be posted for students to view. You will receive email confirmation that your grades have been successfully submitted.

After the Grades Are Posted: If you wish to make a change to a previously submitted grade, based on a demonstrable clerical error, you will not be able to make the change online via MyAccess. In order to request a grade change based on a demonstrable clerical error, you must contact Simone Woung, Assistant Dean and Registrar, at woung@georgetown.edu, and provide details of the error in reporting the grade. Please do not communicate a grade change to the student unless the change has been approved by the Registrar.

In-Person Help

The Registrar's Office staff will provide hands-on assistance either in person (Hotung Building 410I) or by phone (202-662-9220), on weekdays between 10:00 a.m. and 5:00 p.m. (Please note: The Office of the Registrar will be closed from December 24-January 1.) If you have any questions regarding your grades, please contact Amber Young, Manager of Exams, Grades and VA Services at 202-661-6769 or ay375@georgetown.edu; the Senior Associate Registrar, Evelyn Alfaro, at 202-661-6650 or ega4@georgetown.edu; or the Assistant Dean and Registrar, Simone Woung, at 202-661-6502 or woung@georgetown.edu.

There is a dedicated computer in the Registrar's Office for faculty to use to submit grades during the grading period and Registrar's Office staff will be available to answer questions or guide you through the online submission process. Please note that the Registrar's staff will not be able to submit grades for you online because they cannot impersonate you in MyAccess. However, if you would prefer to submit your grades using the computer in the Registrar's Office, the staff can guide you through the step-by-step

process. You should not share your MyAccess password with others. Handle your online grading access the same way you would handle access to your personal information.

Recommended Curve for Exam Courses

In Spring 2019, the faculty voted to make a change to the recommended grading curve for first-year and upper level examination courses – the new curve is below. If grades are significantly above or below the Recommended Curve, a dean will discuss the grades with the faculty member, who should be prepared to explain and justify that deviation.

Note: while the recommended curve should guide the approach to and expectations for grading in all exam courses, greater deviation from the curve is anticipated in upperclass courses with fewer than 30 students. For first-year exam courses with fewer than 30 students, professors should apply the recommended curve without significant deviation.

A	12%
A-	19%
B+	28%
B	36-41%
B-	}
C+	}
C	}
C-	}0-5%
D	}
F	}

Historical Grade Distribution for Seminars

Because of the nature of seminars, grades in these courses tend to be somewhat higher and the recommended grading curve does not apply. If grades are significantly above or below the Historical Grade Distribution, a dean will discuss the grades with the faculty member.

A+	2%
A	36%
A-	32%
B+	21%
B	7%
B-	2%
C+	1%
C	0%
C-	0%
D	0%
F	0%

Grade of A+

The faculty also established a grade of A+ to be recorded on official law school transcripts in recognition of truly extraordinary academic performance in a law school class. Because of this high standard, the A+ is not to be routinely awarded – even the best exam or paper in a class might not receive an A+. Please carefully consider whether any A+ grades that you award meet the truly extraordinary academic performance standard.