Guide to Entering Early Alert Grades

for Faculty in Spring 2016

Early Alert grades are required for all courses at the thousand level and below. If your course number is from 0001-1999 or if you are teaching FY-9900 or FY-9901 you must enter Early Alert grades for all students in the class. Early Alert grades are entered at the end of week five in the Fall and Spring terms. Early Alert grades take the place of the Mid Term grades for your course so there is no need to enter Mid Term grades during that grading period.

Early alert grades are due on Wednesday the 24th of February for the Spring 2016 term. Early Alert grading will open on February 22 and close on February 26. In order to enter Early Alert grades please follow the process that is normally used for Mid Term grades.

1) Log into my.delval.edu and select “Grading” under the “I Want To...” menu
2) Select the term. There is no need to enter start or end dates.

3) Select the type of grade “Midterm / Intermediate” and the course you wish to grade.

4) Enter grades for your students and click “submit” at the bottom of the screen.

You’re all done!