

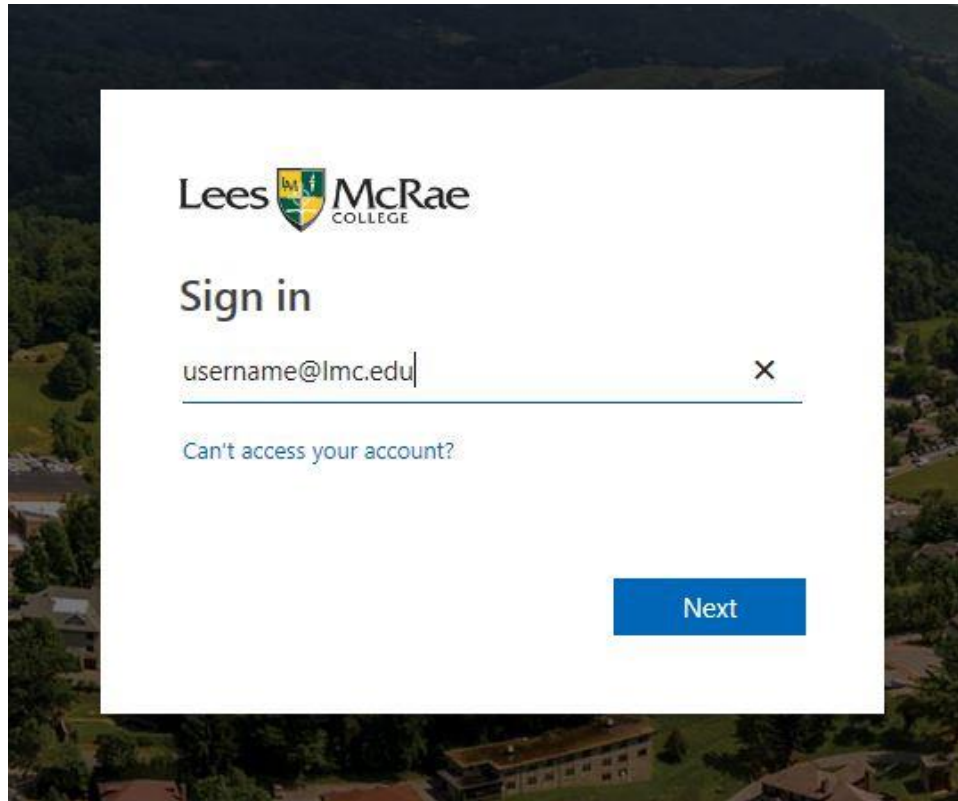
Grading Students in Montibus



Please note:

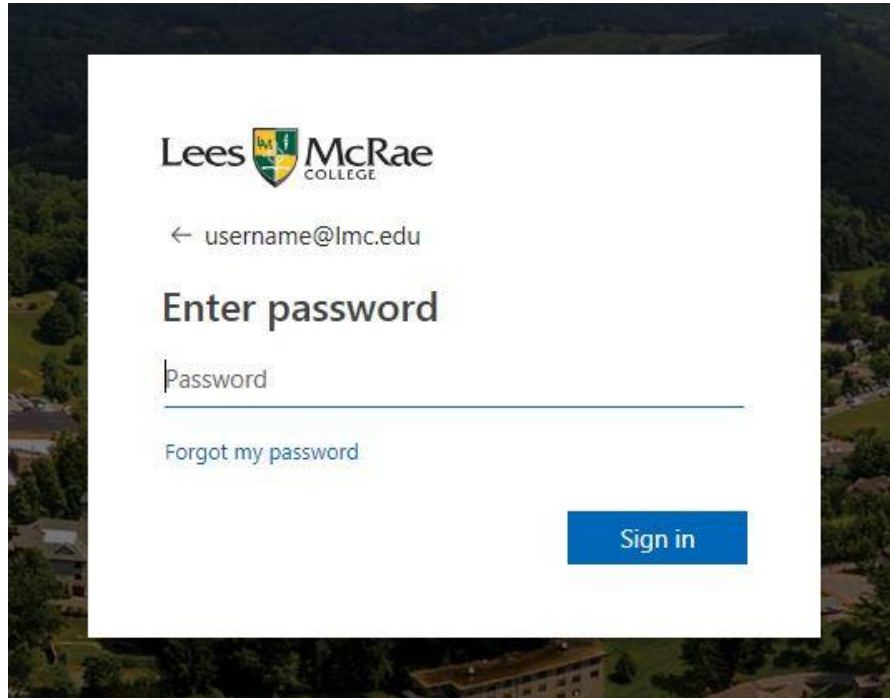
The screenshots in this document were made using live data. Any identifying markers have been blurred out to ensure privacy and comply with FERPA guidelines.

Log in to Montibus at <https://montibus.lmc.edu> using your full email address (including @lmc.edu).



Fill in your Lees-McRae email password and click **Sign in**.

If you've forgotten your password, click the **Forgot my password** link.



If you are using a personal and private computer, you can select Yes to reduce the amount of logins. Otherwise for account security, please select No.

After logging in, click on **Faculty**.



Banking Information

Here you can view and update your banking information.



Employee

Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.



Advising

Here you can access your advisees and provide guidance & feedback on their academic planning.



Faculty

Here you can view your active classes and submit grades and waivers for students.

You will then see a list of the courses you've taught, grouped by semester. Scroll to the class where you need to enter grades, and click on the section name.

[Daily Work](#) · [Faculty](#) · [Faculty Overview](#)

Manage your courses by selecting a section below

Fall 2019 Semester

Section	Times	Locations	Books
BIO-311-01: Mrcrblyg-Blgy & Wldlf Bio(WI)	T/Th 9:30 AM - 10:50 AM 8/19/2019 - 12/13/2019 T 2:00 PM - 4:50 PM 8/19/2019 - 12/13/2019	Bowman Science Bldg, 109B Lecture Bowman Science Bldg, 121 Lab	
BIO-311-02: Mrcrblyg-Blgy & Wldlf Bio(WI)	T/Th 2:00 PM - 3:20 PM 8/19/2019 - 12/13/2019 T/Th 12:30 PM - 2:00 PM 8/19/2019 - 12/13/2019	Bowman Science Bldg, 102 Lecture Bowman Science Bldg, 121 Lab	
BIO-341-01: Rsrch Tpcs Biology	TBD 8/19/2019 - 12/13/2019	TBD Lecture	
BIO-342-01: Rsrch Tpcs Biology	TBD 8/19/2019 - 12/13/2019	TBD Lecture	
BIO-343-01: Rsrch Tpcs Biology	TBD 8/19/2019 - 12/13/2019	TBD Lecture	
BIO-371-01: Intrnshp in Biology	TBD 8/19/2019 - 12/13/2019	TBD Lecture	

In the section details, you will see the entire roster for your class. When you are ready to grade, click on the **Grading** tab.

[Daily Work](#) · [Faculty](#) · [Faculty Overview](#)

Section Details

[< Back to Courses](#)

BIO-114-01: Intr Biology for Mjrs I









Spring 2019 Semester
Main Campus

T/Th 11:00 AM - 12:20 PM
1/14/2019 - 5/8/2019
Bowman Science Bldg, 100 Lecture

Seats Available 8 of 20

[Roster](#) **[Grading](#)** [Permissions](#)

[Print](#) [Email All](#) [Export](#) ▼

Student Name	Student ID	Class Level	Preferred Email
 		Freshman	
 		Freshman	

The initial Overview screen gives an overview of the grades and various other information for each student, as shown here.

BIO-114-01: Intr Biology for Mjrs I

Spring 2019 Semester
Main Campus















T/Th 11:00 AM - 12:20 PM
1/14/2019 - 5/8/2019
Bowman Science Bldg, 100 Lecture

Seats Available 8 of 20

Roster **Grading** Permissions

Overview Final Grade Midterm 1

 Please enter missing final grade(s).

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Midterm 1	Class Level	Credits
							Freshman	3
							Freshman	3

By clicking on **Final Grade**, you can enter final grade for each student in this class.

Please note that once you have entered the grade, it is automatically recorded and the information is saved immediately. Grades can be modified after entry.

BIO-114-01: Intr Biology for Mjrs I





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Bowman Science Bldg, 100 Lecture

Seats Available 8 of 20

Roster **Grading** Permissions

Overview **Final Grade** Midterm 1

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
		<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	<input type="button" value="Select Grade"/>	<input type="text" value="M/d/yyyy"/>	Freshman	3
		<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	<input type="button" value="Select Grade"/>	<input type="text" value="M/d/yyyy"/>	Freshman	3

By clicking on **Midterm 1**, you can then enter the Midterm grade for each student in this section.

Please note that once you have entered the grade, it is automatically recorded and the information is saved immediately. Grades can be modified after entry.





BIO-114-01: Intr Biology for Mjrs I

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Seats Available 8 of 20

Roster **Grading** Permissions

Overview Final Grade **Midterm 1**

Student Name	Student ID	Midterm Grade	Credits
		Select Grade	3
		Select Grade	3