Online Grade Submission in Polaris

For help with Polaris/Grades, call 721-1414, email polaris@bowdoin.edu, or visit http://www.bowdoin.edu/polaris/learning/classroom-training.shtml for a list of training sessions and open labs.

1. Log into polaris.bowdoin.edu using your Bowdoin username (Note: “@bowdoin.edu” is NOT part of your username) and password. Click on Enter Grades.

2. All courses for which you are an instructor (or co-instructor) appear in the Course drop-down list, including independent study courses as well as labs and discussion sections.

3. You will only be able to submit grades for courses for which students receive grades (e.g., labs can be selected from the drop-down list but you cannot enter grades).

4. To begin entering grades for a course, highlight that course in the drop-down list and select Choose. Please note the following:
   a. There is a 30-minute time limit to submit grades; you can extend the time limit.
   b. You must click on Submit (bottom, left-hand corner) to save the entered grades. If you leave this portlet before clicking Submit, all un-submitted grades will be lost.
   c. For a course with more than 25 students, students appear on separate screens (or Record Sets). Move between these screens by clicking on the blue links.
   d. You can move the grade column closer to the name column by dragging the bottom right-hand corner of your browser screen/window to the left.
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e. Grades are not displayed to students until the Registrar “posts” the grades. Once the Registrar posts the grades, they cannot be changed using the Enter Grades portlet.

5. Use the drop-down list to see a student’s grading options, and then click on the desired grade.

6. The grading options displayed in a student’s grade drop-down list include standard letter grades (A, A-, B+, B, B-, C+, C, C-, D, and F); CR, D, F; and S depending on the nature of the course and/or whether a student has elected to take the course Credit/D/Fail. The S grade (an option for a two-semester independent study or honors) is located between the C- and D in the drop down because an S denotes at least C- level work.

7. If you submit an F grade, a blue icon will appear to the right of the F. You must click on the icon to access the Failure Form. A completed Failure Form is required for all F grades.