I-Grade Contract

Log in to the Luminis portal at http://my.nl.edu.
After you log in, it will take you to this page. Click on iGrade
Fill out the details on this screen

* Student ID: [Input Field] (i.e. N12345678)
* CRN: [Input Field] (i.e. 10070)
* Term: [Select Term]

If no time limit is specified by the instructor, then the "I" grades must be completed no later than 180 days following the last meeting date of the course. Otherwise, the I-Grade will automatically be lapsed to an "F" (a failing grade) for Undergraduates or an "N" (a no-credit grade) for Graduate students.

Reason(s) for I grade:
- [Input Field]
- [Input Field]

Remaining Course Requirements:
- [Input Field]

Note: You are only able to submit IGrade contracts for students in courses you are teaching.

You will be notified once the grade has been entered into Banner.
After you have entered all the information, click on Submit iGrade.
You will see similar screen like this after you completed the I-Grade contract.
If you entered all the information correctly on the In-Progress [I-Grade] Contract form, you will receive an email notification. It looks like this.

```
From: workflow.noreply@nl.edu [mailto:workflow.noreply@nl.edu]
Sent: Tuesday, January 30, 2007 4:05 PM
To: Alice Toy
Subject: I - Grade update: 10048.200710 entered. [iGrade [10048.200710 (Student: Magdalena Przytulinska)]]

Dear Alice Toy,

I-Grade (In-Progress Grade) has received by the registrar, and will be entered into Banner.

No action is required at this time. You will be notified once the registrar has entered the I-Grade.

Student Information:
Student Name       Magdalena Przytulinska

Course information:
CRN                10048
Term              200710
Course            CIS480B
Title             Mthds f/Tchn Social Studies
Start Date        11-Jan-2007
End Date          15-Mar-2007
Campus            WH

Contract information:
Reason(s) for I grade       Meggie was unable to take her final exam.
Remaining Course Requirements Meggie needs to take her final at CAD by March 31st, 2007.
If you entered an incorrect CRN, term, or student’s ID combination on the In-Progress [I-Grade] Contract form, you will receive an email error notification. The email will look like this. You will need to go back to the portal to make the correction.

Dear Alice Toy,

The I-grade contract you submitted has an incorrect combination of CRN, Term, and or Student ID.

Please validate and correct the information. You can only submit I-Grade contracts for student enrolled in courses your are teaching.

You submitted the following information:

**Student Information:**
Student Name: Magdalena Przytulinska  
Student ID: N00346403  

**Course information:**
CRN: 10234  
Term: 200710  

**Contract information:**
Reason(s) for I grade: Maggie missed her final project.

Remaining Course Requirements: She needs to turn in her final project on April 15, 2007.

**The following errors were found:**
CRN / Term: Valid  
Student Enrolled in course: Invalid

Please login to the portal at my.nln.edu and click on the workflow tab. This activity will be listed on your worklist as: iGrade [10234.200710 (Student: Magdalena Przytulinska)]

You will be notified once your submission reaches the registrars office.
Once you are on this page, click on the Workflow.
To edit the error, click on the student’s name. It will take you to a new screen.
Enter the correct information on these three lines

Then click on Complete