To: All High School Teaching Faculty

From: Glenda Roberts, College in High School Coordinator

Subject: Grade Input Instructions

SUNY Delhi and the Office of Records and Registration now require that all grades be entered via Bronco Web. Below are simple instructions to assist you in completing this task.

**How to sign in to Bronco Web**

- Go to [www.delhi.edu](http://www.delhi.edu) and select Delhi Logins from the upper bar on the main page
- Select Bronco Web Online
- Enter your User ID (800#) and pin (6-digit date of birth, 01 = January, etc.)

**How to Submit Final Grades**

- Select the “Faculty & Advisor” tab on Bronco Web
- Select “Final Grades” link
- From the Select Term page, select the class term from the drop down list, click “Submit”
- From the “Select CRN” page use the drop down list to select the CRN number of the class, click “Submit”
- The final grade roster for the CRN selected will appear
- In the column labeled “Grade”, use the drop down arrow to select the appropriate grade for each student
- Enter the number of hours the student was absent in the column labeled “Attend Hours”. This entry will be used to calculate attendance information.
- If the “Registration” column indicates that a course has been dropped, do not enter a grade.
- The “Last Attended Date” column should be left blank.
- When all grades have been entered, select the “Submit” button
- Send an email to robertgv@delhi.edu indicating that grades have been entered, so we may “roll” the grades to the student’s transcript

Important – There is a 45 minute time limit once you select the CRN number to be graded. If you have not entered all your grades, but wish to save your work, select “Submit”.

**Suggested Alpha Grade Conversion:**

- A = 92.1 or higher
- A- = 89.5 - 92.0
- B+ = 86.9 - 89.4
- B = 82.1 - 86.8
- B- = 79.5 - 82.0
- C+ = 76.9 - 79.4
- C = 72.1 - 76.8
- C- = 69.5 - 72.0
- D+ = 66.9 - 69.4
- D = 62.1 - 66.8
- D- = 59.5 - 62.0
- F = less than 59.5

If you have difficulty and need assistance please contact Glenda Roberts at 607-746-4548.