



Institute  
for Education

# How to enter grades into the Institute for Education portal

*Step by step guide for lecturers*

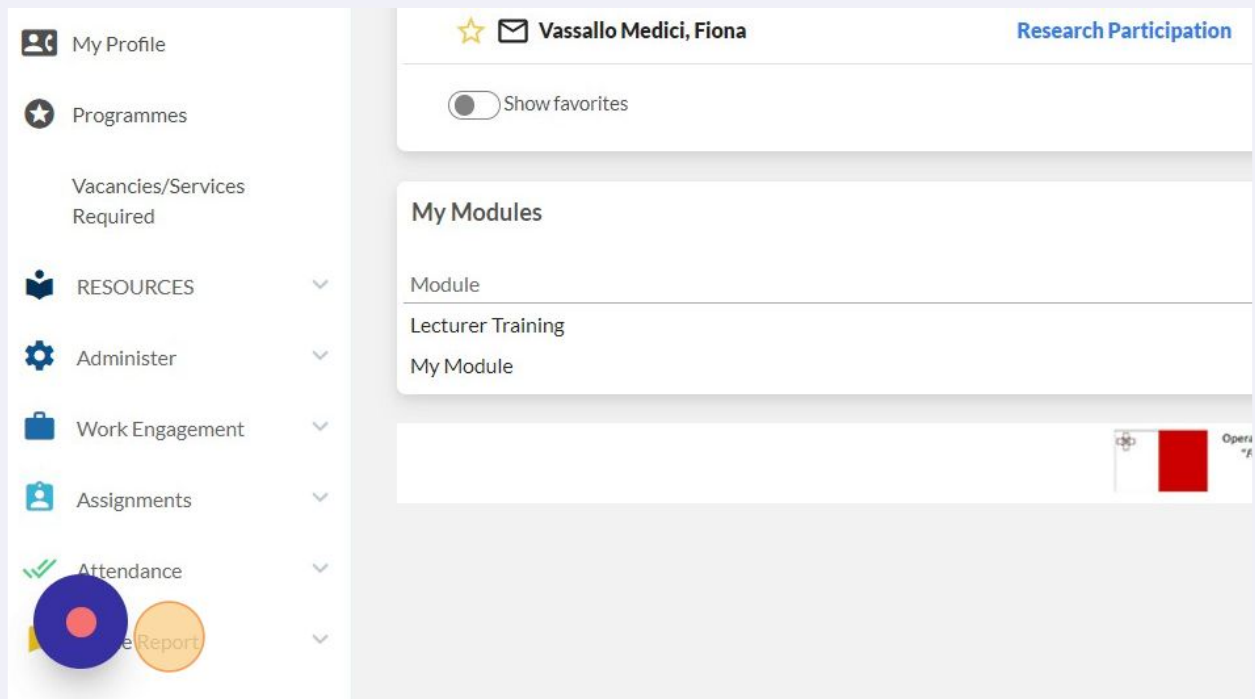


GOVERNMENT OF MALTA  
MINISTRY FOR EDUCATION,  
SPORT, YOUTH, RESEARCH  
AND INNOVATION

# Entering grades into the IfE portal

1 Navigate to <https://ife.portal.gov.mt/content/common/dashboard.php>

2 Click "Grade Report"



The screenshot displays the IfE portal dashboard for user Vassallo Medici, Fiona. The left sidebar contains a menu with the following items: My Profile, Programmes, Vacancies/Services Required, RESOURCES (with a dropdown arrow), Administer (with a dropdown arrow), Work Engagement (with a dropdown arrow), Assignments (with a dropdown arrow), Attendance (with a dropdown arrow), and Grade Report (with a dropdown arrow). The 'Grade Report' item is highlighted with a blue circle and a red dot. The main content area shows the user's name, a 'Research Participation' link, a 'Show favorites' toggle, and a 'My Modules' section listing 'Lecturer Training' and 'My Module'. A red bar is visible at the bottom right of the dashboard.

### 3 Click "Assess"

Vacancies/Services Required

RESOURCES

Administer

Work Engagement

Assignments

Attendance

Grade Report

Assess

ment Templates

Vassallo Medici, Fiona

Research Participation

Show favorites

My Modules

Module

Lecturer Training

My Module

### 4 Click here to find your module from the drop down list.

## ent assessment

group

completion stats

Term

Assessment

		My Module		
	Status	Task 1 (/100)	Total Mark	Final Grade
	Not completed			
	Not completed			
	Not completed			

5 Click your module, e.g. "My Module"

# Student assessment

Overview

My Courses

My Files

My Schedule

My Profile

Programmes

Vacancies/Services  
Required

Assessment group

completion stats

Term

Student name	Status	Task 1 (/100)	Mark	Final Grade
Attard, Adam	Not completed			
Borg-F, Ben	Not completed			
Cassar-F, Cane	Not completed			

6 Click here to enter the grade/s of the first course participant in the list.

# Student assessment

Assessment group

completion stats

Term

My Module

Assessment

Student name	Status	My Module		
		Task 1 (/100)	Total Mark	Final Grade
Attard, Adam	Not completed			
Borg-F, Ben	Not completed			
Cassar-F, Cane	Not completed			



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Click here and drag the box down to change all the course participants' status to completed.

Assessment group: My Module completion stats Term: Assessment

Student name	Status	My Module		
		Task 1 (/100)	Total Mark	Final Grade
Attard, Adam	Completed	72	72	B
Borg-F, Ben	Not completed	80	80	A
Cassar-F, Cane	Not completed	44	44	F



Alert! Kindly double check that grades have been entered correctly. You are to also enter the grades into the Excel sheet sent to you by your coordinator and email it to him/her informing him/her that the grades have been entered into the portal and that feedback has been left on Turnitin. No grades are to be entered in Turnitin.