FACULTY GRADE ENTRY: TIPS & TRICKS

My Courses

Columns may be **sorted** by clicking on the arrows located to the right of each column title.

A **search** box is available to locate your courses by typing in various items such as term name and year (Ex. Spring 2021). Delete your search to exit the search function.

Final Grades

My Courses								
Grading Status ⇕	Rolled ⇕	Subject ⇕	Course⇕	Section ⇕	Title ⇕	Term ⇕	CRN ⋀
Completed	Completed	INFS - Information Systems-INFS	6350	01V	Bus Intelg & Data Warehousing	202113 - Fall 2020 Module 1	13041
In Progress	Not Started	CLSC - Clinical Laboratory Sci -CLSC	6302	01V	Adv Practice in Clinical Chem	202117 - Fall 2020 Module 2	17002

Instructional Technology	202123 - Spring 2021 Module 1	23020
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The default display for the My Courses section is 10 courses per page. For larger course lists, use the **navigation tools** at the bottom of the course list to access courses on additional pages or use the **Per Page** drop down menu to increase the number of records displayed on one page.

To review the **Course Details** for a selected course, click on the arrow located to the right of the search box. Course Details will list the course title and section information, number of grades submitted, number of grades pending, course dates, and the primary and secondary instructors.
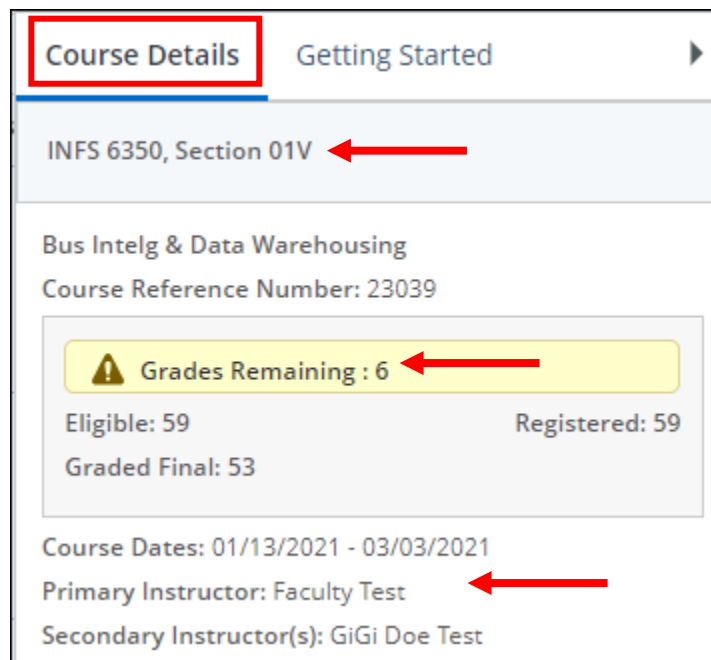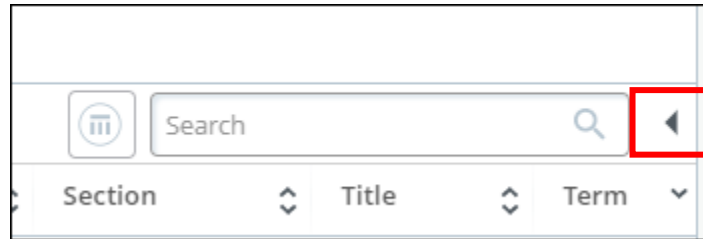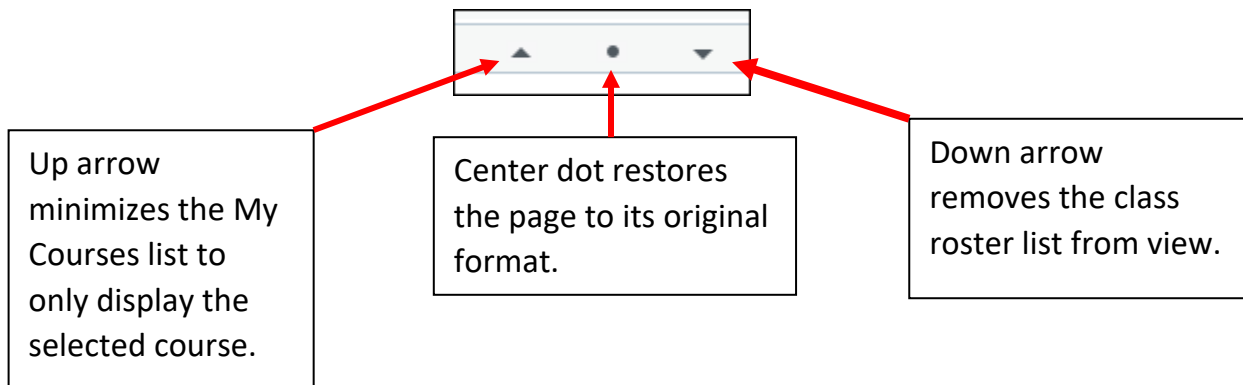
Class Roster

Once you have selected a course for grading, the class roster will display below it. You can use the **search** box if you would like to search for a particular student. Delete your search to exit the search function.

| When submitting a grade of "F" the official last day of the term per the Academic Calendar will be populated after clicking save. However, if the F is based on the student having stopped attending, enter the last day attended.						Search
Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date if Student Stopped Attending	
Student 1	00000001					
Student 2	00000002					

You will also notice up/down arrows and a dot in the middle of the screen located in between the My Courses list and the Class Roster list.

Up arrow minimizes the My Courses list to only display the selected course.

Center dot restores the page to its original format.

Down arrow removes the class roster list from view.

For large class rosters, use the navigation tools at the bottom of the class roster to access additional student records on subsequent pages, or you may adjust the number of records displayed on one page using the **Per Page** drop down menu.

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Save			Reset			

Grading

Click on the **Reset** button at the bottom of the page to automatically reset any grades that have been entered but have **not** yet been saved. After clicking Reset, a message at the top right corner of the page will ask if you want to Reset. Click on **Yes** and you will receive a confirmation message that the reset was successful.
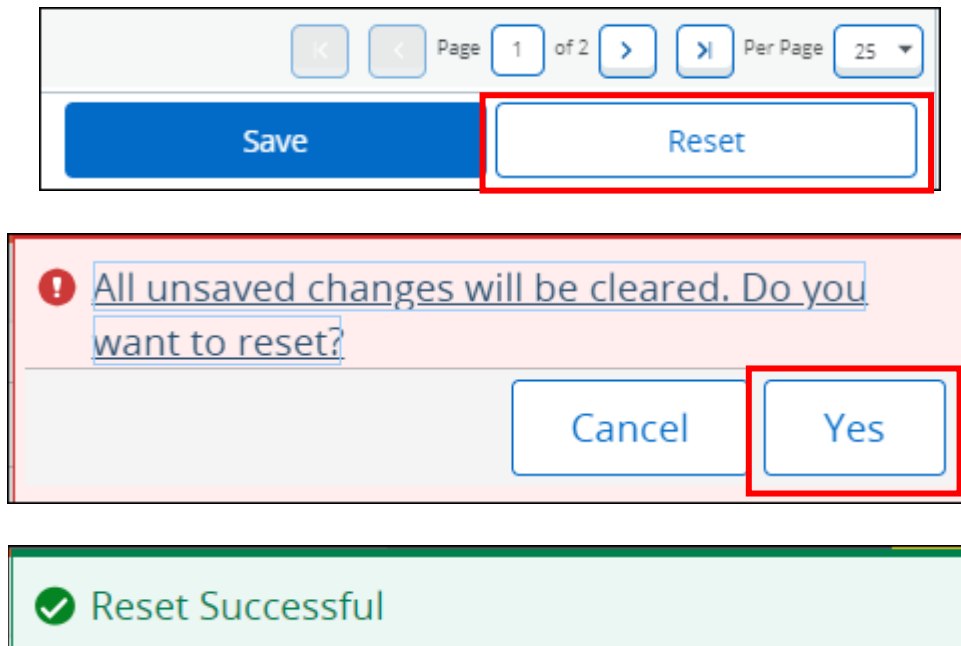
Previously saved grades may still be changed by accessing the final grade drop down menu as long as there is **not** a green check mark under the **Rolled** column for the student. A green check mark under the Rolled column indicates that the grade has already been rolled/posted to the student's academic record. You will also notice that final grade drop down menu is no longer accessible. Any needed grade changes at this point will require submission of a grade change form.