

# Final Grades

**ATTENTION: You will be automatically logged out after 30 minutes of inactivity (submit button)**

- 1 Select *Final Grades* from Faculty Services menu.
- 2 Select term (if needed) and choose *Submit* button.
- 3 Select section (CRN) and choose *Submit* button.  
*Only the faculty member teaching the section may enter final grades.*
- 4 Select grade for each student.  
*Grades may only be entered if Rolled column indicates 'N'.*

**PLEASE NOTE: When entering failing or incomplete grade (F, IN, NC) enter Last Attend Date as MM/DD/YYYY. If student never attended, enter the first day class met.**

| Grade                               | Rolled | Last Attend Date<br>MM/DD/YYYY |
|-------------------------------------|--------|--------------------------------|
| A- <input type="button" value="v"/> | N      | <input type="text"/>           |
| F <input type="button" value="v"/>  | N      | 10/31/2006                     |
| A- <input type="button" value="v"/> | N      | <input type="text"/>           |

- 5 Grade roster notes first 25 students. To enter final grades for additional students, select 26-XX at top or bottom of page.

Record Sets: 1 - 25 26 - 30

- 6 When all final grades are verified, select *Submit* button at bottom of page.
- 7 Confirmation appears at top of page.

The changes you made were saved successfully.