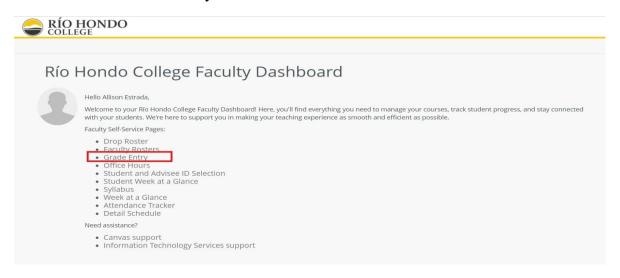
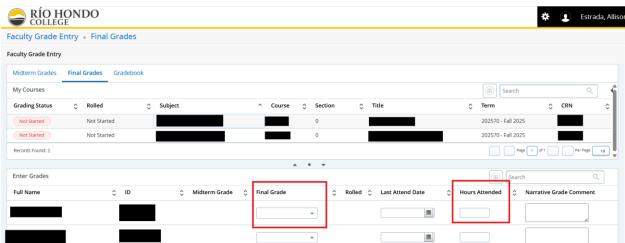
How to Enter Final Grades

1. Click on "Grade Entry"



- 2. Enter Grade, and hours if applicable.
 - a. **Final Grade**: enter the grade/symbol for student. If your course is non graded, leave blank.
 - b. Last Attend Date: enter when appropriate
 - **Example**: When you have a Positive Attendance course.
 - c. **Hours Attended**: enter the hours students attended for the course only for Positive Attendance courses.
 - d. Tips:
 - Make sure you have selected the correct course
 - Search: Faculty members can search for the specific sections they want to grade by entering either the CRN, Course Title, Course Number or Term Code. If you search by CRN, copy and paste in the search space. This will filter out any other sections and only list desired section(s), just make sure it's the one for the correct term/semester.



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3. Click "Save"



- Save Successful" should appear at the top of the page. Also, under "Grading Status", it will show "Completed". <u>Important</u>: For courses where there are no grades, after saving hours and last attendance date, the Grading Status column will remain as "not graded".
 - a. Note: Under the column "Rolled", it will show "Not Started" until Admissions & Records rolls the grades into history. Until then, you will be able to update any grades. After it shows "completed", you will need to submit a Grade Change Request form.

