How to Enter Grades Using Web for Faculty

After logging into the secure area, select the Faculty and Advisor sub-menu.

From the Faculty Services menu select the Final Grades menu option.

Select the appropriate semester.
Select the appropriate course

You may enter grades if the “Rolled” indicator is ‘N’. If the indicator is ‘Y’ then the grade must be changed with a paper change of grade form.

1. Select the appropriate grade from the pick list.

2. Click on the submit button after you have entered the grades.

Note: You are not required to enter grades for all students at the same time. You may enter grades for some students, click the submit button so that they are processed and then return at a later time to enter the grades for the remaining students. You may also correct a grade previously submitted if the “Rolled” indicator is ‘N’. If this indicator is ‘Y’ then you must submit a change of grade form.