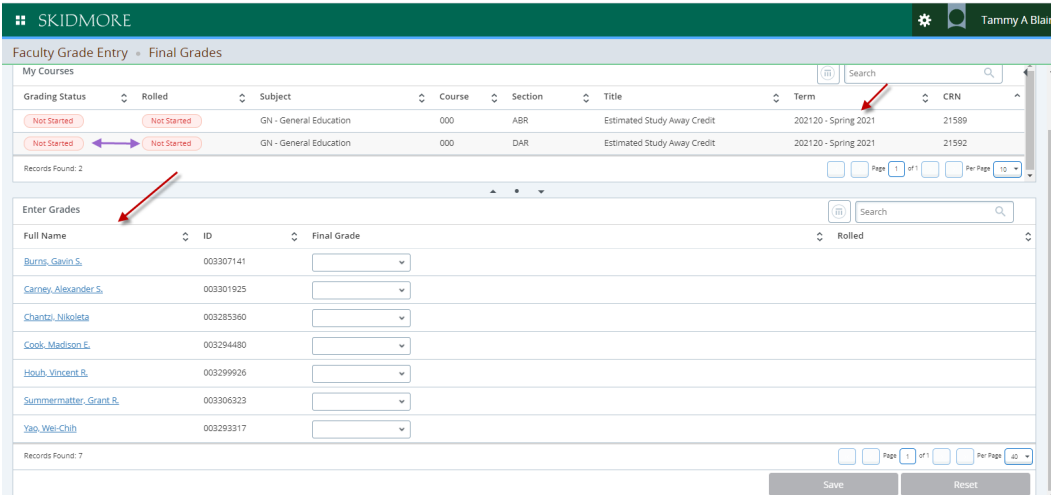
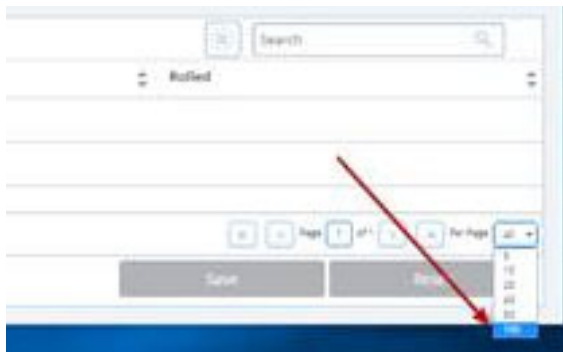


Faculty Grade Entry Self Service

1. From [Registrar's Office homepage](#) click on the "STUDENT SYSTEM LOGIN". Or in [Okta](#) click on the "Student System" app.
2. Login with your Username and Password.
3. Click on **Faculty**.
4. Click on **Final Grades**. A list of classes you are teaching for the current term will display.
5. Click on **Not Started**, scroll down to see the class list



6. At the bottom of the page you can change the number of rows to display up to 100 before you start to grade.



7. To enter a grade, click on the drop down arrow under Final Grades and select the appropriate grade. Click save before you move on to the next class or close the window.

SKIDMORE
Faculty Grade Entry - Final Grades
My Courses
Grading Status: Rolled Subject: Course: Section: Title: Term: CRN:
Not Started Not Started GN - General Education 000 ABR Estimated Study Away Credit 202120 - Spring 2021 21589
Not Started Not Started GN - General Education 000 DAR Estimated Study Away Credit 202120 - Spring 2021 21592
Records Found: 2
Enter Grades
Full Name ID Final Grade Rolled
Burns, Gavin S. 003307141
Carney, Alexander S. 003301925
Chantzi, Nikolaeta 003285360
Cook, Madison E. 003294480
Houb, Vincent B. 003299926
Summermatter, Grant B. 003306323
Yao, Wei-Chih 003293317
Records Found: 7
Save Reset

8. If you enter a grade of "I", it will automatically switch you to the 'Incomplete Grades' tab, click Save. Then click "Roster" to switch back to the Roster tab to continue grading the other students. Click Save again to submit the remaining grades.

Grading Status: Rolled Subject: Course: Section: Title: Term: CRN:
Not Started Not Started GN - General Education 000 DAR Estimated Study Away Credit 202020 - Spring 2020 21592
Not Started Not Started GN - General Education 000 DAR Estimated Study Away Credit 201990 - Fall 2019 91381
Not Started Not Started GN - General Education 000 DAR Estimated Study Away Credit 201960 - Summer 2019 60185
Not Started Not Started GN - General Education 000 ENG Approved Study Away (Transfer) 201760 - Fall 2017 91824
Records Found: 181
Roster: Incomplete Grades
Full Name ID Grade Incomplete Final Grade Rolled Extension Date Extension Date Constraints
Wilson, Morgan J. 003289029 I
Records Found: 1
Save Reset

TIP: Save frequently to ensure your grades are officially recorded.

You will receive a confirmation email the following morning that will list all of the grades you entered and any outstanding grades. If you notice any errors or missing grades you can go back into the system and make updates until grades have been finalized (Rolled to academic history).