Faculty Grade Entry Self Service
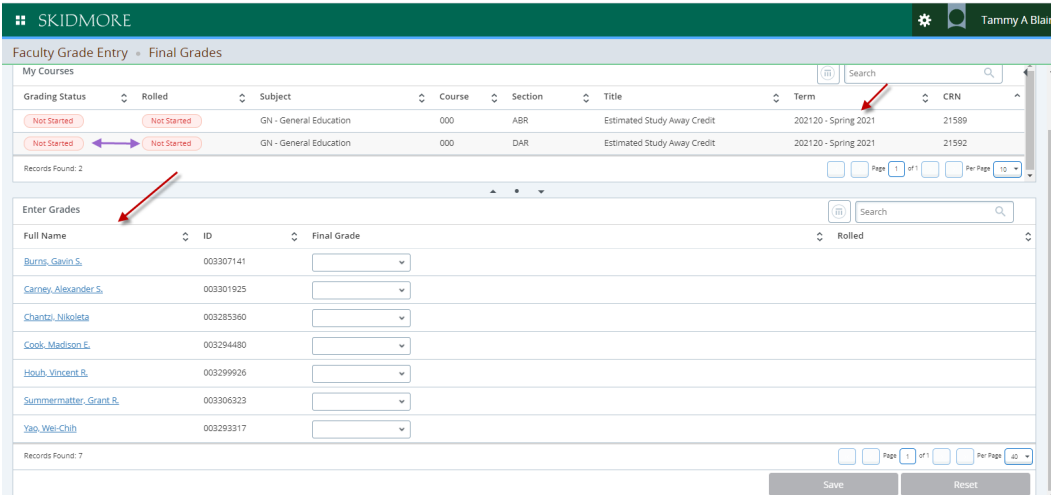
1. From <u>Registrar's Office homepage</u> click on the "STUDENT SYSTEM LOGIN". Or in <u>Okta</u> click on the "Student System" app.
2. Login with your Username and Password.
3. Click on **Faculty**.
4. Click on **Final Grades.**   A list of classes you are teaching for the current term will display.
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.
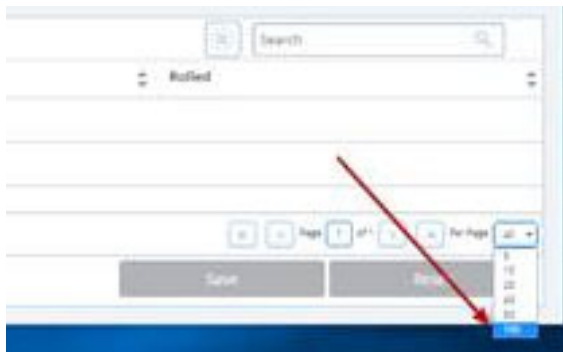
7. To enter a grade, click on the drop down arrow under Final Grades and select the appropriate grade. Click save before you move on to the next class or close the window.

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.

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).