

# Entering Grades

1. Click Grade Entry from the Faculty Services page.
2. The Grade Entry page will display options for both Midterm & Final Grade entry along with all sections you are teaching or taught.

Faculty Grade Entry

Midterm Grades Final Grades

My Courses

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
Completed	Completed	ART - Art	2050	800	Art Appreciation	202210 - 2021 Fall	10020
In Progress	Not Started	EDNL - School Administration	5850	850	Curriculum Leadership	202310 - 2022 Fall	11716
Completed	Completed	EDN - Education	5450	850	Intro Curr Design-Best Prac	202220 - 2022 Spring	21339
Completed	Completed	EXER - Physical Education (MA)	5990	800	Capstone Study	202130 - 2021 Summer I	30210

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3. Status indicators will be displayed by each course indicating the grading status.
  - a. Grading Status – Indicates whether grades have been entered partially or fully.
  - b. Rolled – Indicates whether grades are unofficial or have been made official.
4. Click a specific course to begin entering grades.
  - a. Once in the grading menu, select the grade for from the drop down menu for each student.

Faculty Grade Entry

Midterm Grades Final Grades

My Courses

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
Completed	Completed	ART - Art	2050	800	Art Appreciation	202210 - 2021 Fall	10020
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Enter Grades

Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date
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5. Once all grades have been entered, click save at the bottom of the screen. The grading status will then change to Completed.