

Weekly Email Advising Tip

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Faculty Access System Grade Entry Feature

The end of the semester is here which means that faculty can enter grades using the Faculty Access System. Whether you have already experimented with the Grade Entry feature or not, here are a few tips to keep in mind when entering grades:

- When giving students an F or WA grade, be sure to enter the student's actual **Date of Last Attendance** in the column on the right. This is necessary for financial aid purposes.
- If you assign students a WA grade, you cannot change the grade once it has been submitted (whether it was the final grade or not).
- To save the grades you have entered and return to them later, check **NO** when you see the box that reads: **Check here if this is your final grade posting**. This will allow you to go back and make changes to the grade roster. Students will *not* be able to view the grades.
- To submit final grades, check **YES** when you see the box that reads: **Check here if this is your final grade posting**. If you mark this as the final grade posting, the roster becomes "locked" and you can no longer access it. After this point, you must submit any changes to the Registrar's Office. Because these are final grades, students will be able to view them immediately on Campus Connect.
- Each time you submit grades, the Registrar's Office receives an email with the grades you entered.
- **Grades are due by 9:00 a.m. on Wednesday, May 18th**. After that time, you will not be able to access the grade reporting menu.
- Entering grades through the Faculty Access System eliminates the need to fill out the paper roster sheets. Full-time faculty still need to stop by the Registrar's Office to sign their grade reports.