myMU FINAL GRADE ENTRY INSTRUCTIONS

Please review the following instructions carefully before attempting to enter grades.

Fall 2018 (201901) – Grade entry available 8:00 a.m. December 10th, until Noon Monday, December 17th.

Instructions:

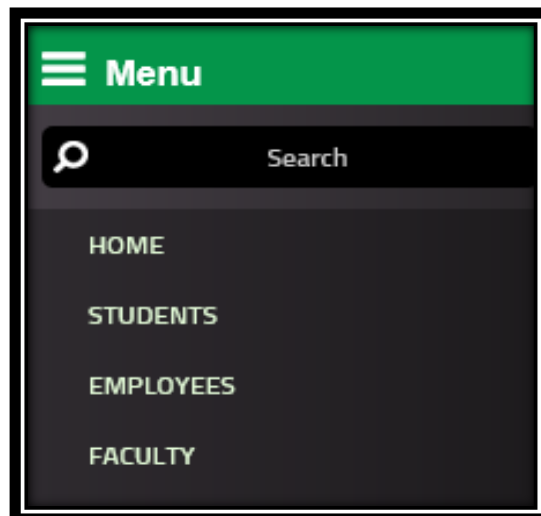**Accessing the Grade Entry Section**

Selecting a Course

Entering a Grade

Submitting Grades

Students Assigned F or NC Grades - How to Enter

Problems or Questions?

Choose the Faculty Tab at the top of the screen.

Once you are on the faculty page, the "Faculty Grade Assignment" box is located on the middle of the screen.

Select **FINAL GRADES**. The final grades option provides the ability for the faculty member to enter final grades for students in a particular course. **If a course is taught by more than one person, only the primary instructor is allowed to enter grades.**

Click on the icon to the left of the course name to start grade entry.

The roster for the course will now be displayed.

Under the "Grade" box a drop down menu will appear.

Post grades: **You must enter a grade for every student on the list.** Please be sure to review the registration status of each student. A status code of "WC", "TW", or "NW" indicates that the student has withdrawn and the student must receive a "W" grade. Refer to the pull-down menu for valid grades for the course level. For each Incomplete grade awarded online, you must submit the Incomplete Grade Documentation Form directly to your Department Chair. Blank forms may be obtained from your Department.

Final Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade
1	Marshall, John M.	901345070	3.000	**Registered** Dec 04, 2017	None ∨

Submit   Reset

- **If you have more than 25 students registered for a course, you must submit grades for the first 25 students and then select the option at the bottom of the page to continue entering grades for the remaining students.**
- **Please check all grade entries before exiting.**

When finished entering grades, click the "Submit" button at the bottom left hand side of the page.

***NOTE: YOU HAVE SUBMITTED GRADES EVEN WHEN YOU SEE THIS!!!

⚠ **Please submit grades often. There is a 60 minute time limit on this page.**

STUDENTS ASSIGNED F OR NC GRADES:

To assist the Office of Student Financial Aid in complying with Title VI regulations, if an F or NC grade is reported, please indicate the student's last date of attendance at an academically related activity in the space provided to the right of the grade reported. This must be in the following format MM/DD/YYYY – example 10/14/18. If the student completed the course earning an F or NC through normal evaluation of academic performance, a date is not required. If the student never attended or participated in an academically related activity for the course, please email Pam Palermo, Director of Student Financial Assistance (palermo@marshall.edu). If you have any questions regarding this, please contact Pam Palermo at 304-696-3162.

You may move to another course by choosing Final Grades again.

If a grade was entered incorrectly, you may change the grade before it is rolled into academic history. After a grade has been rolled to history, it cannot be changed via the Web.

Please do not wait until the NOON deadline to attempt to enter grades online as the server may unexpectedly be unavailable.

If you encounter problems or have any questions, please contact:

Mr. Billy Biggs, Senior Associate Registrar - 304-696-3413 biggs12@marshall.edu

Dr. Sonja Cantrell, University Registrar - 304-696-2258 cantrel1@marshall.edu

Mr. AJ Hubbard, Associate Registrar - 304-696-6632 hubbard36@marshall.edu