



myMU FINAL GRADE ENTRY INSTRUCTIONS

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

****PLEASE USE FIREFOX OR INTERNET EXPLORER WHEN ENTERING GRADES****

Summer A – Grade entry available 8:00 a.m. Friday, June 2nd.

Summer B – Grade entry available 8:00 a.m. Friday, Aug 4th.

Summer C – Grade entry available 8:00 a.m. Friday, July 7th.

Summer D – Grade entry available 8:00 a.m. Friday, Aug 11th.

Instructions:

[Accessing the Grade Entry Section](#)

[Selecting a Course](#)

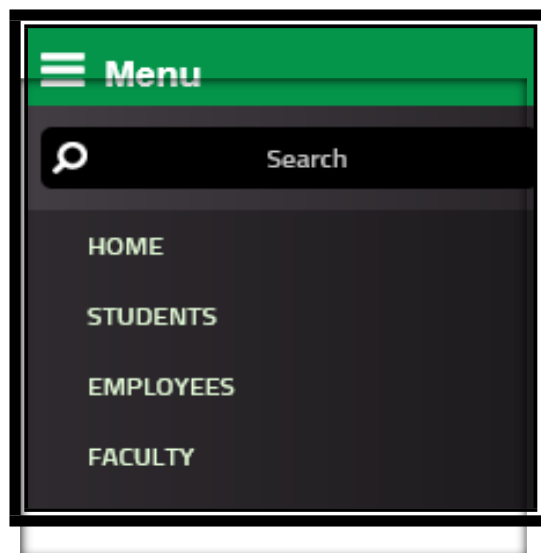
[Entering a Grade](#)

[Submitting Grades](#)

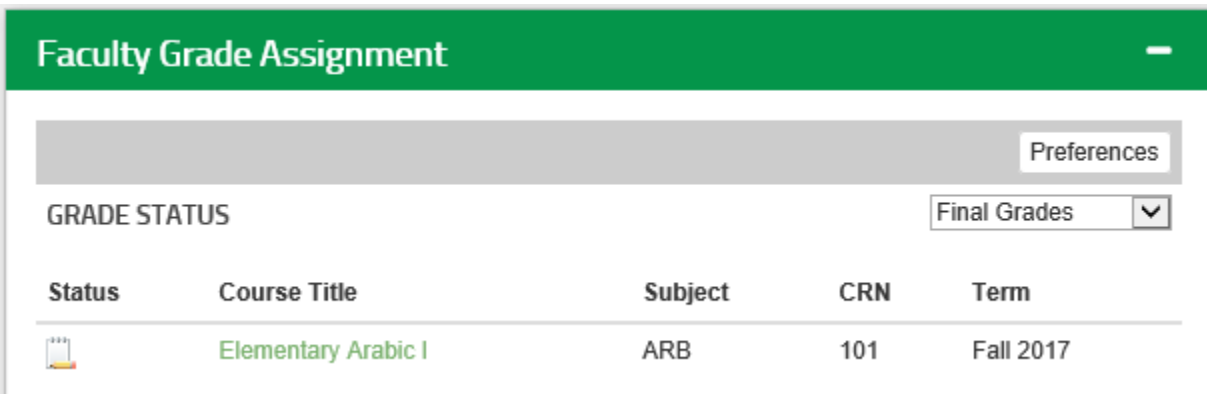
[Students Assigned F or NC Grades - How to Enter](#)

[Problems or Questions?](#)

Choose the Faculty Tab at the top of the



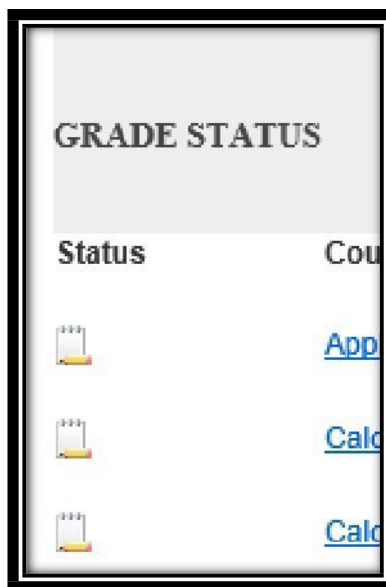
Once you are on the faculty page, the “Faculty Grade Assignment” box is located on the middle of the screen.



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.

****This could be a notepad or a green or yellow triangle****



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 A status code of "WC", "TW", or "NW" indicates that the student has withdrawn and the student must receive a "W" grade.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 ▼

- **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.


 Please enter the CRN you wish

CRN:

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

GRADE STATUS

Status



 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 6/20/21. 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 Student Financial Assistance (sfa@marshall.edu). If you have any questions regarding this, please contact Financial Aid 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.

All Summer 2023 grades are due Monday, August 14th at noon.

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-Johnson, University Registrar - 304-696-2258 cantrel1@marshall.edu

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