



## myMU FINAL GRADE ENTRY INSTRUCTIONS

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

**\*\*PLEASE USE FIREFOX OR GOOGLE CHROME WHEN ENTERING GRADES\*\***

Summer A – Grade entry available 8:00a Friday, May 31st.

Summer B – Grade entry available 8:00a Friday, July 26th.

Summer C – Grade entry available 8:00a Friday, June 14th.

Summer D – Grade entry available 8:00a Friday, July 26th.

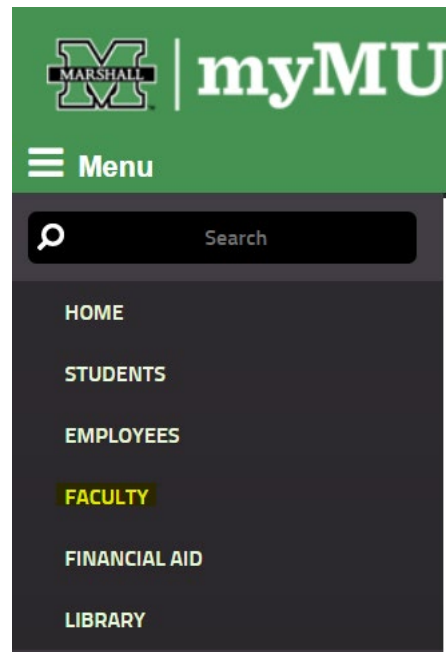
### Instructions:

[Accessing the Grade Entry Section](#) [Selecting a Course](#)

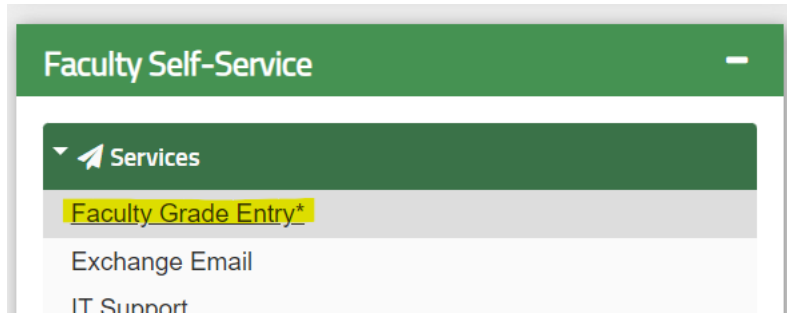
[Entering a Grade](#) [Submitting Grades](#)

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

Choose the Faculty Tab at the top of the screen

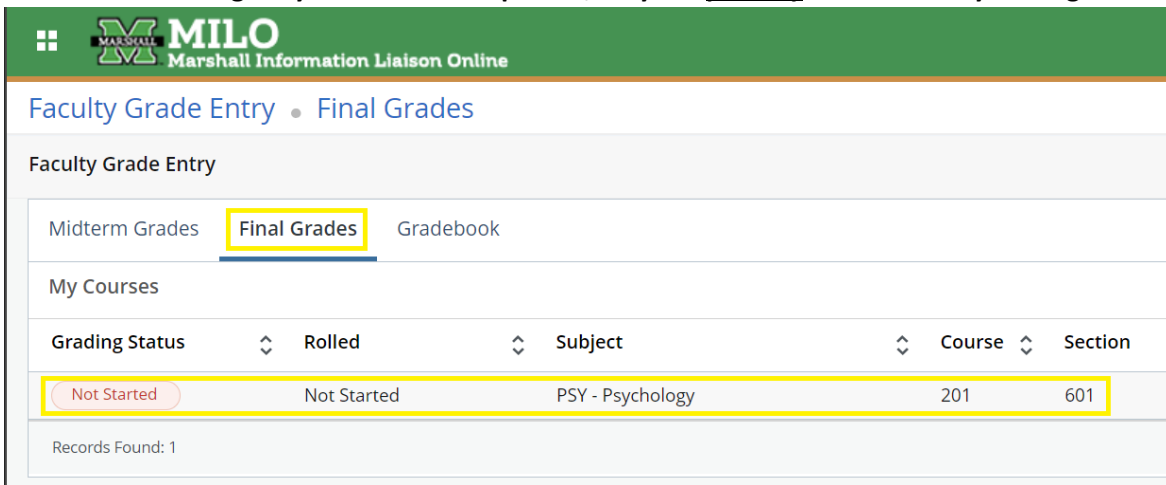


Once you are on the faculty page, choose **Faculty Grade Entry\*** from the left column under services.



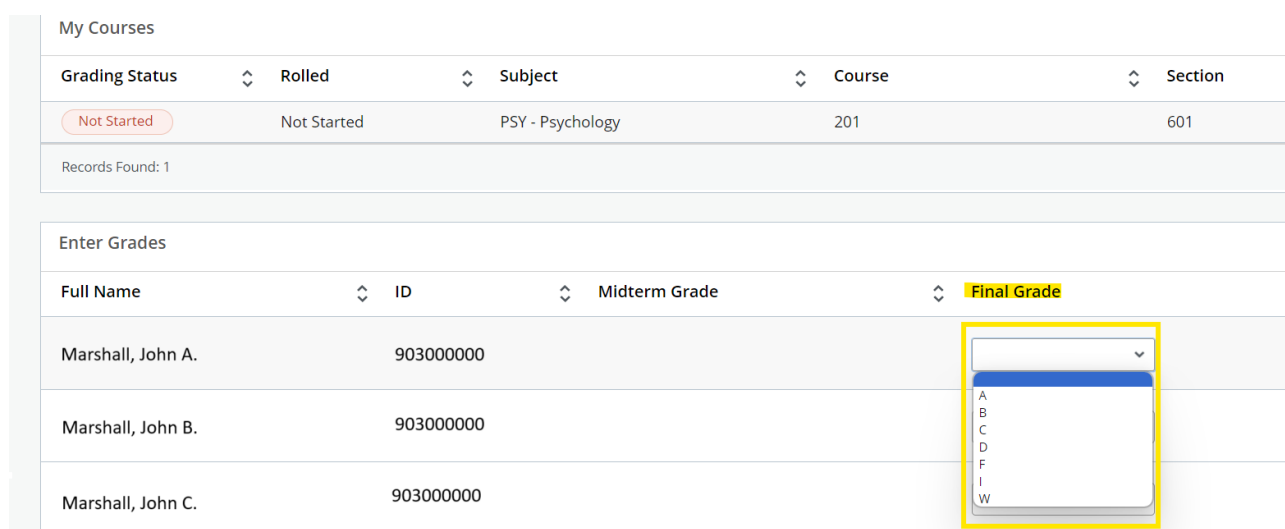
Select **FINAL GRADES**. Then choose the class in the block below.

**\*If a course is taught by more than one person, only the primary instructor may enter grades.**



The roster for the course will now be displayed and in the **Final Grade** column a drop-down menu will appear.

Post grades: **You must enter a grade for every student on the list.** Refer to the drop-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.



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.




A screenshot of a web interface showing a navigation bar. The bar includes a left arrow, a page number '1' in a box, 'of 2', a right arrow, a 'Per Page' label, and a box containing the number '25'. Below the navigation bar are two large grey buttons: 'Save' on the left and 'Reset' on the right.

**Please check all grade entries before exiting.**

When finished entering grades, click the **Save** button at the bottom righthand side of the page.



A screenshot of the same web interface as above, but with a yellow rectangular border highlighting the 'Save' button.

 **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 3/20/23. 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](mailto: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.**

**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](mailto:biggs12@marshall.edu)

Dr. Sonja Cantrell-Johnson, University Registrar - 304-696-2258 [cantrel1@marshall.edu](mailto:cantrel1@marshall.edu)

Mr. Jim Clagg, Assistant Registrar - 304-696-6632 [clagg19@marshall.edu](mailto:clagg19@marshall.edu)