Grading Tips

In order to have your final grades successfully submitted, it is important that you follow these tips:

- All grades must be submitted via Grading in MyServices for Faculty. Even if you use Blackboard, you still must input the final grades in the grading roster.

- All students on the roster MUST receive a grade, even if the student has never attended.

- F and I grades require a last date of attendance in the following format (MO/DA/YEAR; example: 07/31/2013)

- Make sure that you do not check the Never Attended box or put the last date of attendance in the expire date column. It must be in the Last date of Attendance column.

- Scroll back up to the top to see if there are any error messages.

- Make sure that this screen appears after you have submitted the grades.

- Do not hit the back key after submitting the grades.

- If you are encountering problems entering grades, make sure that you are using either FireFox Mozilla or Internet Explorer. Google Chrome is another option that you may try. Instructors in the past have had issues with Safari.

- The grading roster sometimes “times out.” If you are encountering issues, please log out and log back in.

- Grades are verified after midnight, so if you need to make a grade change due to an error, you must submit a grade change form. Instructors are not able to go back and change a change after a grade has been verified in the system.

**Please note that the system will automatically adjust the date format to MM/DD/YY. However, it must be entered into the grading screen as MM/DD/YYYY.
Check List to ensure grades have been entered correctly

Grades are entered in *Grading* in MyServices for Faculty

All students have been issued a grade, regardless of attendance activity. If a student appears on your roster, a grade must be issued.

F and I grades have a last date of attendance associated with them in the following format (MO/DA/YEAR)

Last date of attendance is not in the Expire Date column

Never attended box is **NOT** checked for any students

No error messages appear at the top of the grading roster

Confirmation page appears after grades are submitted

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<table>
<thead>
<tr>
<th>Student</th>
<th>ID</th>
<th>Status</th>
<th>Final Grade</th>
<th>Expire Date</th>
<th>Last Date of Attendance</th>
<th>Never Attended</th>
<th>Midterm Grade</th>
<th>Class Level</th>
<th>Credits</th>
<th>CEUs</th>
<th>Cross-List</th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>N</td>
<td>F</td>
<td>12/16/15</td>
<td></td>
<td>FR</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>N</td>
<td>A</td>
<td></td>
<td></td>
<td>SO</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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*Reenter the Grading* screen and verify each student has a grade
Errors that will prevent grades from being submitted/processed

Selecting Midterm grading

Entering the wrong date format

Checking the Never Attended Box
### Entering Last Date of Attendance and checking the Never Attended Box

<table>
<thead>
<tr>
<th>Student</th>
<th>ID</th>
<th>Status</th>
<th>Grade</th>
<th>Expire Date</th>
<th>Last Date of Attendance</th>
<th>Never Attended</th>
<th>Midterm Grade</th>
<th>Class Level</th>
<th>Credits</th>
<th>CEUs</th>
<th>Cross-Listed Section</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>12/16/2015</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Entering Last Date of Attendance in Expire Date field

<table>
<thead>
<tr>
<th>Student</th>
<th>ID</th>
<th>Status</th>
<th>Grade</th>
<th>Expire Date</th>
<th>Last Date of Attendance</th>
<th>Never Attended</th>
<th>Midterm Grade</th>
<th>Class Level</th>
<th>Credits</th>
<th>CEUs</th>
<th>Cross-Listed Section</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>12/16/2015</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Entering the incorrect year (This error typically occurs for winter term grades.)

<table>
<thead>
<tr>
<th>Status</th>
<th>Grade</th>
<th>Expire Date</th>
<th>Last Date of Attendance</th>
<th>Never Attended</th>
<th>Midterm Grade</th>
<th>Class Level</th>
<th>Credits</th>
<th>CEUs</th>
<th>Cross-Listed Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>N</td>
<td>f</td>
<td>12/16/2016</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
After clicking submit, if the system does not show a confirmation screen and the following is seen, an error has occurred. Resubmit your grades.