

## 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

Status Final Grade Expire Date Last Date of Attendance Never Attended Midterm Grade Class Level Credits CEUs Cross-Listed Section

- 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

Grading Confirmation Form

Class Name INFO\_1001\_WK  
Title Information Systems & Literacy  
Location Online Classes  
Term 14-15 Credit Spring  
Instructor XXXXXXXXXX  
Barbara A. Kantor

\*\* Your changes have been saved. Modified records are shown below \*\*

Student	ID	Status	Final Grade	Expire Date	Last Date of Attendance	Never Attended	Midterm Grade	Class Level	Credits	CEUs	Cross-Listed Section
		N	A					SO	4.50		
		N	A					FR	4.50		
		N	A					FR	4.50		
		N	F		04/16/15			SO	4.50		
		N	A						4.50		

**\*\*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.**

- 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.

**Check List to ensure grades have been entered correctly**

Grades are entered in <i>Grading</i> 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 <b>NOT</b> checked for any students																																				
<b>No error messages appear at the top of the grading roster</b>																																				
Confirmation page appears after grades are submitted																																				
<p>The screenshot shows a 'Grading Confirmation Form' with a 'BACK' button. The form displays the following information:</p> <ul style="list-style-type: none"> <li>Class Name: INFO_1001_WL</li> <li>Title: Information Systems &amp; Literacy</li> <li>Location: Online Classes</li> <li>Term: 2015 Credit Winter</li> <li>Instructor: Barbara A. Kantor</li> </ul> <p>A message states: "** Your changes have been saved. Modified records are shown below **"</p> <p>Below the message is a table with the following columns: Student, ID, Status, Final Grade, Expire Date, Last Date of Attendance, Never Attended, Midterm Grade, Class Level, Credits, CEUs, Cross-Listed Section.</p> <table border="1"> <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-Listed Section</th> </tr> </thead> <tbody> <tr> <td>[Redacted]</td> <td></td> <td>N</td> <td>F</td> <td></td> <td>12/16/15</td> <td></td> <td></td> <td>FR</td> <td>4.50</td> <td></td> <td></td> </tr> <tr> <td>[Redacted]</td> <td></td> <td>N</td> <td>A</td> <td></td> <td></td> <td></td> <td></td> <td>SO</td> <td>4.50</td> <td></td> <td></td> </tr> </tbody> </table> <p>An 'OK' button is visible at the bottom of the screenshot.</p>	Student	ID	Status	Final Grade	Expire Date	Last Date of Attendance	Never Attended	Midterm Grade	Class Level	Credits	CEUs	Cross-Listed Section	[Redacted]		N	F		12/16/15			FR	4.50			[Redacted]		N	A					SO	4.50		
Student	ID	Status	Final Grade	Expire Date	Last Date of Attendance	Never Attended	Midterm Grade	Class Level	Credits	CEUs	Cross-Listed Section																									
[Redacted]		N	F		12/16/15			FR	4.50																											
[Redacted]		N	A					SO	4.50																											
<b>Reenter the Grading</b> screen and verify each student has a grade																																				

# Errors that will prevent grades from being submitted/processed

## Selecting Midterm grading

Grading ✕

Final or Midterm/Intermediate Grading

Choose One	Class Name and Title	Start Date	End Date	Bldg	Room	Meeting Times	Days of Week	Loc	Term
<input type="radio"/>	INFO_1001_WL Information Systems & Literacy	12/03/15	02/29/16	NET	NET		MTH	NET	15/WI

## Entering the wrong date format

VL  
Systems & Literacy  
Online Classes  
Credit Winter  
[Redacted]  
Kantor

Status	Grade	Expire Date	Last Date of Attendance	Never Attended	Midterm Grade	Class Level	Credits	CEUs	Cross-Listed Section
N	<input type="text" value="f"/>	<input type="text"/>	<input type="text" value="12/16/09"/>	<input type="checkbox"/>		FR	4.50		

## Checking the Never Attended Box

Class Name INFO\_1001\_WL  
Title Information Systems & Literacy  
Location Online Classes  
Term 2015 Credit Winter  
Instructor [Redacted]  
Barbara A. Kantor

Student	ID	Status	Grade	Expire Date	Last Date of Attendance	Never Attended	Midterm Grade	Class Level	Credits	CEUs	Cross-Listed Section
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>		FR	4.50		

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

Class Name INFO\_1001\_WL

Title Information Systems & Literacy

Location Online Classes

Term 2015 Credit Winter

Instructor

Barbara A. Kantor

Student	ID	Status	Grade	Expire Date	Last Date of Attendance	Never Attended	Midterm Grade	Class Level	Credits	CEUs	Cross-Listed Section
		f			12/16/2015	<input checked="" type="checkbox"/>		FR	4.50		

## Entering Last Date of Attendance in Expire Date field

Class Name INFO\_1001\_WL

Title Information Systems & Literacy

Location Online Classes

Term 2015 Credit Winter

Instructor

Barbara A. Kantor

Student	ID	Status	Grade	Expire Date	Last Date of Attendance	Never Attended	Midterm Grade	Class Level	Credits	CEUs	Cross-Listed Section
		f		12/16/2015		<input type="checkbox"/>		FR	4.50		

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

001\_WL

Information Systems & Literacy

Online Classes

2015 Credit Winter

Instructor  
Barbara A. Kantor

Status	Grade	Expire Date	Last Date of Attendance	Never Attended	Midterm Grade	Class Level	Credits	CEUs	Cross-Listed Section
N	f		12/16/2016	<input type="checkbox"/>		FR	4.50		

After clicking submit, if the system does not show a confirmation screen and the following is seen, an error has occurred. Resubmit your grades.

**Grading** ✕

?

**Select a term or date range to restrict your class list**

Term  ▼

Start Date  End Date