Entering Grades - Faculty

The following are instructions for faculty entering grades.

After logging in at MyCentral, click the Faculty Services tab.

Click Term Selection to choose the term then click MidTerm or Final Grades

**Note:** Midterm grades are only entered for students receiving a D or F at midterm.
Click the **drop down arrow** under the Grade column for the grade choices. Click on the appropriate grade.

Click **Submit** at the bottom of the page often to save grades entered especially when working with a large class or multiple interruptions.

After clicking Submit, check to be sure you get a message that says “The changes you made were saved successfully.” at the top of the page.

**Note:** You will be able to make changes to grades, if necessary, after they have been submitted until the deadline for grade submission (noon on Tuesday following finals week). If a grade change is needed after the grades have been processed use the Change Student Grade form in MyCentral.
When assigning an \textbf{F} grade Last Date of Attendance must be entered or grades will NOT be saved. When assigning an \textbf{F} grade Last Date of Attendance must be within the date range of the course or grades will NOT be saved. After clicking Submit, check to be sure you get a message that says “The changes you made were saved successfully.” at the top of the page.

When assigning a \textbf{U} grade and you click Submit the system will:
1. Give you a warning message
2. Load F as the replacement grade and
3. Load the date that it will be changed to an F at the end of the following term.

You must click \textbf{Submit} again.
After clicking Submit the second time, check to be sure you get a completion message that says:

✅ Grades successfully processed.

Click CRN Selection at the bottom of the page to return to the list of CRNs to enter additional grades.

**Note:** *ALWAYS go back into your roster to verify that all of your grades are saved and that each student has a grade.*

Dean’s, Department Chairs can be sure all of your grades are entered by running an ARGOS report in Academic Department Reports > Grade Information > Missing Grades > Missing Grade Report.

If a grade is not assigned the Registrar’s Office will enter an NR grade. This does not impact the GPA, but does affect the completed hours, possibly for graduation or financial aid.

For clarification of the grade entry process:
- Call or stop by the Information Services HELP DESK, 543-4357, WDE 0200
- Call or stop by the Registrar’s Office, 543-4914, WDE 1000

Fn = GradesEntryforFaculty