

# Final Grade Entry

Final Grade Entry can be accessed after signing into [MyIUP \(http://my.iup.edu/\)](http://my.iup.edu/) using your IUP network account and password.

## ACCESSING THE FINAL GRADE WORKSHEET

- Click the **Academics** link
- In the **Course Tools** section, click **Grades: Final**
- Click on **“Select Term.”** Choose the appropriate term by clicking on the down arrow at the right of the term select box, and then clicking on the correct term. Click the **Submit** button.
- Click on **“Select a CRN.”** The courses for which you are the primary instructor will appear. You can see this list and select the appropriate course for which you want to enter grades by clicking on the down arrow at the right of the course shown. Click on the appropriate course and then click the **Submit** button.
- The final grade worksheet for the selected CRN will appear. An alphabetical list of students enrolled in the section will be displayed. The students’ registration sequence, status, and dates are included in the worksheet table. You should not enter anything in the two columns on the right (“Last Attend Date” and “Attend Hours”).

## ASSIGNING GRADES

- In the **Grade** column click on the down arrow of the box beside the student’s name.
- Select and click on the appropriate grade.
- It is not necessary to enter last attendance date and hours.
- **IMPORTANT:** The grade of D does not appear as a choice on graduate level courses. S and U grades are only appropriate for zero-credit courses.
- Scroll down and click on **Submit**.
- You should print a copy of your grade submissions after you have submitted them. You can do so by selecting the **Print** button on your browser.

Final Grades

Attend Date and Attend Hours. After you have submitted your grades, exit the program. Then login again and go into the grade entry forms. If the grades that were previously entered are displayed, your grade submission was successful.

Course Information

College Writing - ENGL 101 001  
CRN: 10758  
Students Registered: 8

Please submit the grades often. There is a 30 minute time limit starting at 01:17 pm on May 16, 2011 for this page.

Record Number	Student Name	ID	Credits	Registration Status	Grade	Roll'd Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
1				Web Add Apr 10, 2011	None			8
2				Web Add Apr 13, 2011	None			11
3				Web Add Apr 11, 2011	None			9
4				Web Add Apr 12, 2011	None			10
5				Web Add Apr 15, 2011	None			13
6				Web Add Apr 10, 2011	None			7
7				Web Add Apr 10, 2011	None			4
8				Web Add Apr 17, 2011	None			15

Submit Reset

Please submit the grades often. There is a 30 minute time limit starting at 01:17 pm on May 16, 2011 for this page.

After you have submitted your grades, exit and login again and go to the grade entry worksheets. If the grades previously entered are displayed, your grade submission was successful.

## **TO SELECT ANOTHER COURSE FOR GRADE ENTRY:**

- Scroll down to the bottom of the screen and click on **“CRN Selection.”** this will take you to the CRN Selection screen you were at previously.
- Choose your next course. click the **Submit** button.
- The final grade worksheet for the selected CRN will appear. Enter grades as you did for the previous course.
- Be sure to log out when you are finished.

## **ADDITIONAL NOTES**

---

- Only primary instructors are permitted to enter grades. Additional instructors (i.e., if the course is team taught), secretaries, or other personnel are unable to assign grades.
- The designation of R is automatically assigned for master’s thesis and doctoral dissertation courses. Actual grades must be submitted on a Change of Grade form when the thesis or dissertation has been completed.
- All grades do not have to be entered during one session. You may login at a later time during the specified window of time to enter or change assigned grades. After the designated period, Change of Grade forms must be used to submit the grade(s).
- There is a time limit feature on the grade submission screen. The user will be logged out after 30 minutes of inactivity. This can be prevented by clicking the **Submit** button periodically within the 30-minute time limit.