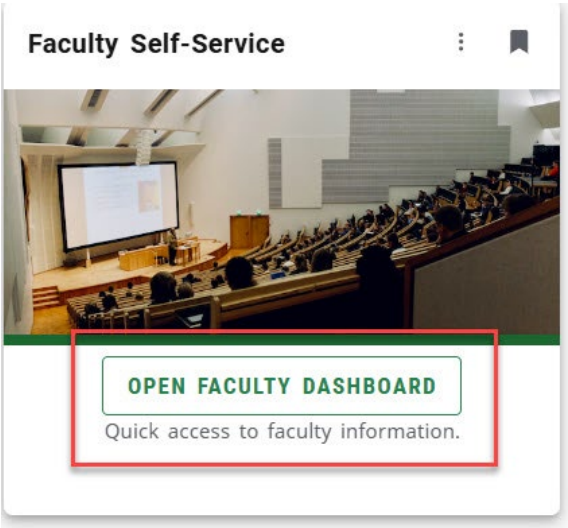
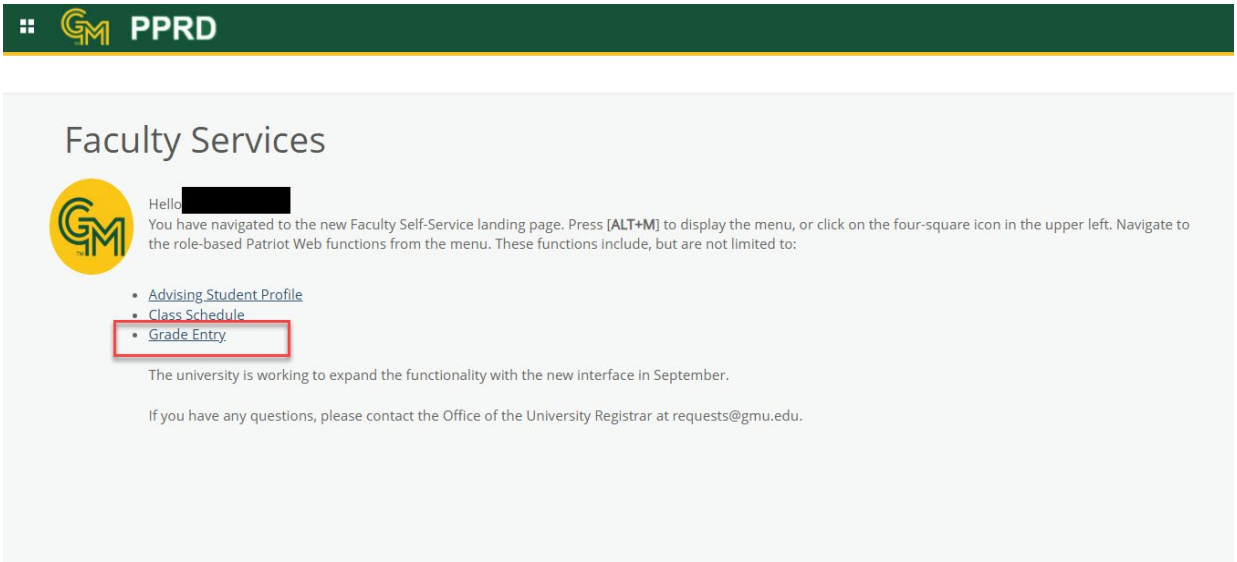
Faculty Grade Entry

This guide provides instructions for using the Faculty Grade Entry page, which can be used to enter and update midterm, final, incomplete, and if a student stopped attending, to record the last date of attendance or hours attended. Each academic unit has a designated grading coordinator who can be consulted on questions of policy or deadlines, or if the instructor of record is unable to enter grades due to an emergency.

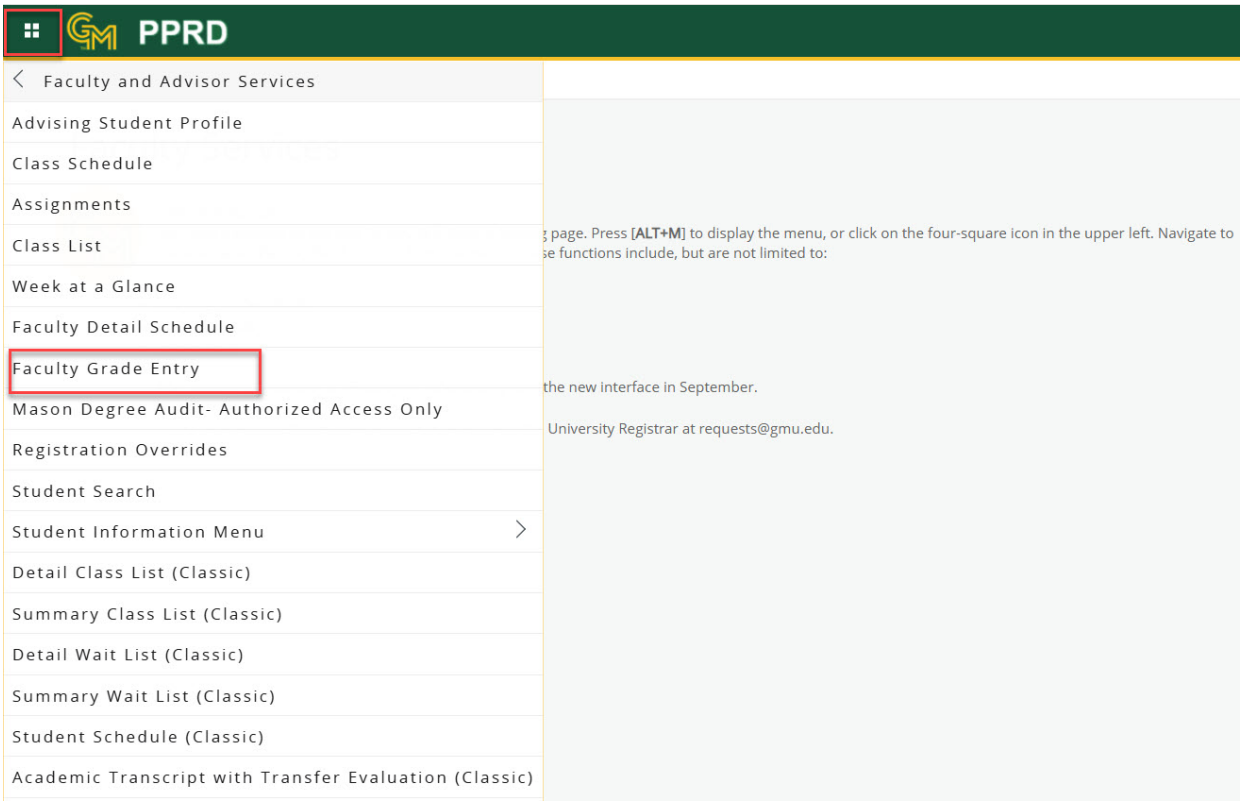
1. Log on to Patriot Web.
2. Find the “Faculty Self-Service” tile. If you aren’t seeing the tile display in your customizable Home tab, you select the Faculty & Advisor tab, which will display the Faculty and Advisor Self-Service tiles. Click “Open Faculty Dashboard”.



3. Click “Grade Entry”.



Note: You can also access the Grade Entry page via the menu at the top left of the Faculty landing page. Click on the four squares, click “Banner”, click “Faculty and Advisor Services”, click “Faculty Grade Entry”.

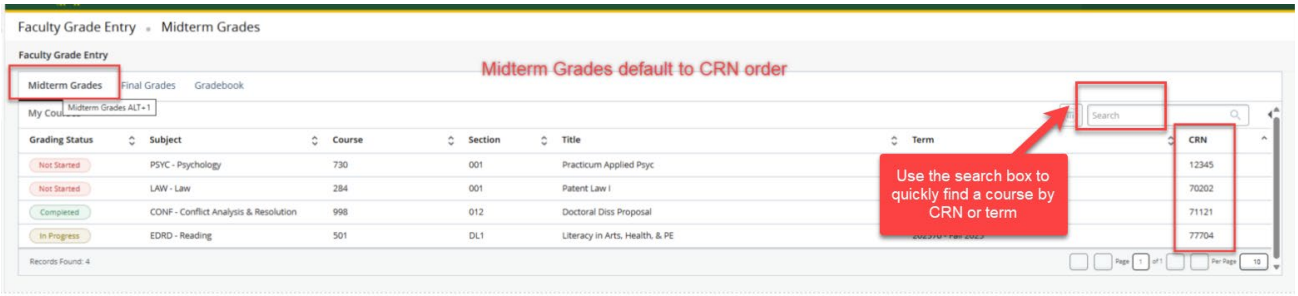


4. All courses in which you are assigned as an instructor will be displayed. Midterm Grades, Final Grades, and the Gradebook are combined into one page with separate tabs in a unified interface. If you receive a message that says “Read Only”, you are using the wrong tab or grading is not available for the section at the time you are trying to submit a grade.

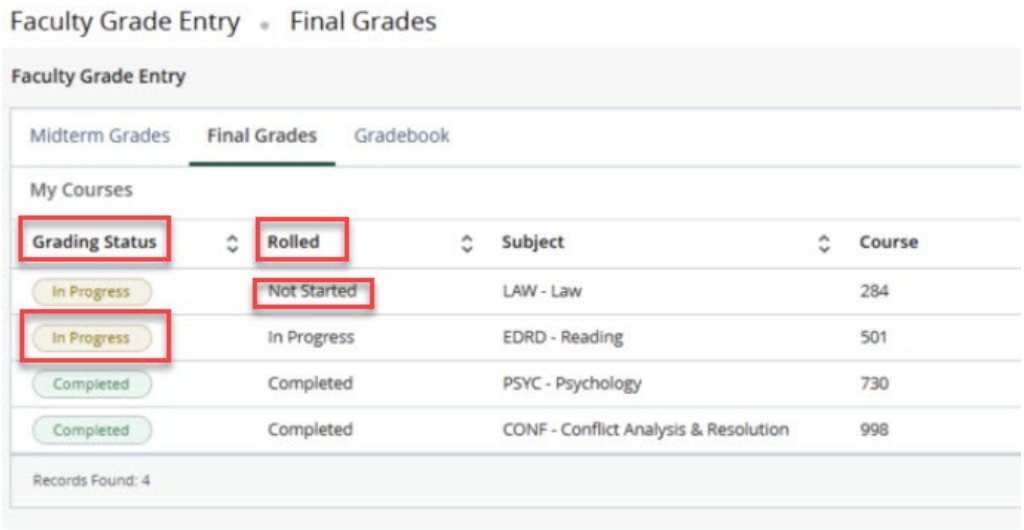
   The default tab is **Final Grades**. Final grade display defaults in descending order (most recent first) by: Term > Grading Status > CRN. Any column can be sorted by using the arrows at the top of the column (the correct arrows for each column are to the *right* of the column label, not the left). If you teach many courses, we recommend that you use the search box to search for the desired course by CRN or semester. Select a course by clicking on it.

   The default tab is Final Grades. If you are entering **Midterm Grades**, you need to change the selection to the Midterm Grades tab. Midterm grades display default to ascending order by CRN only, which means that the terms may display out of the expected order. Any column can be sorted by using the arrows at the top of the

column (the correct arrows for each column are to the *right* of the column label, not the left). If you teach many courses, we recommend that you use the search box to search for the desired course by CRN or semester. Select a course by clicking on it.

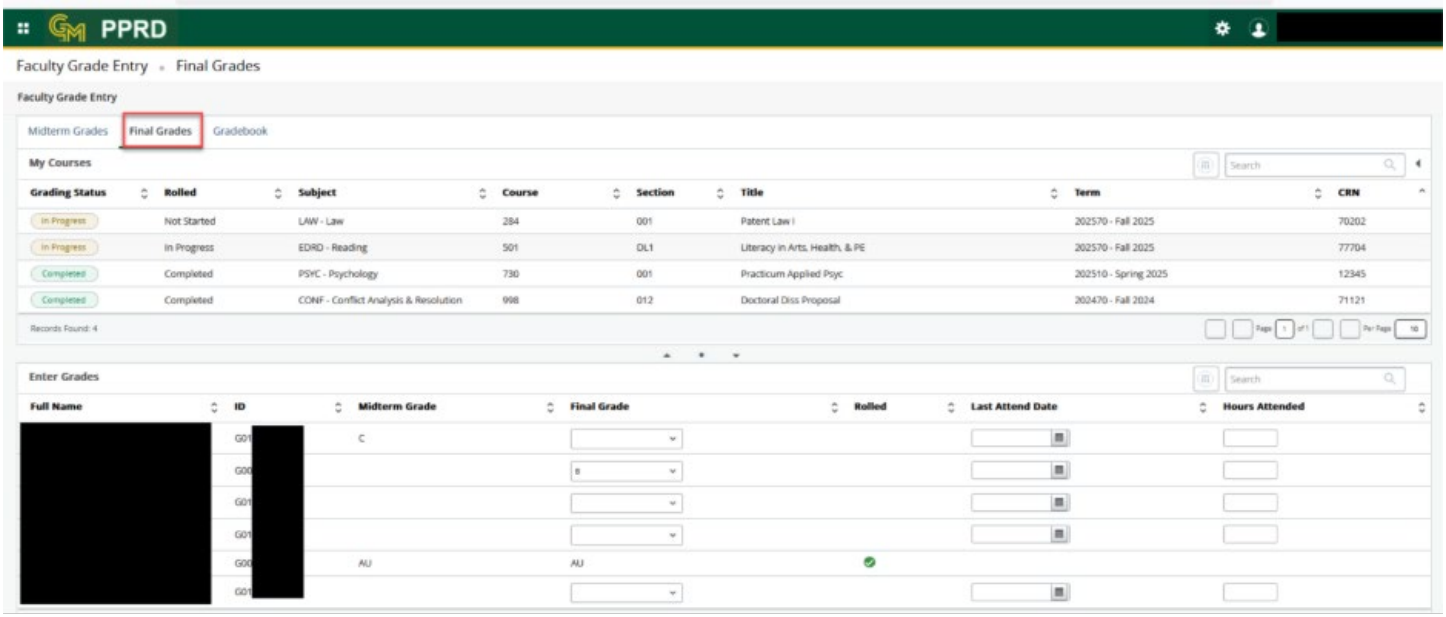


5. The Grading Status column shows your progress towards entering grades. **Completed** indicates that all grades have been entered. **In Progress** means some grades have been entered, but not all. This status will be displayed even if the only grades that have been recorded are "W". **Not Started** indicates that no grades have been entered. The Rolled column indicates that grades have been rolled to academic history. Until the grades have been rolled, changes may still be made.



6. To enter grades, select a course. The class roster will be displayed below or click **Student Roster** button. a. The default option is Final Grades.
    b. If you are entering Midterm Grades, you need to change the selection to the Midterm Grades tab.
    c. If you receive a message that says "Read Only", you are in the wrong tab or grading hasn't opened.

7. Choose a grade from the drop-down list. Do this for each student.
    a. If there are no options in the drop-down list, it means that grading is not yet available, or the grade has been rolled to academic history.



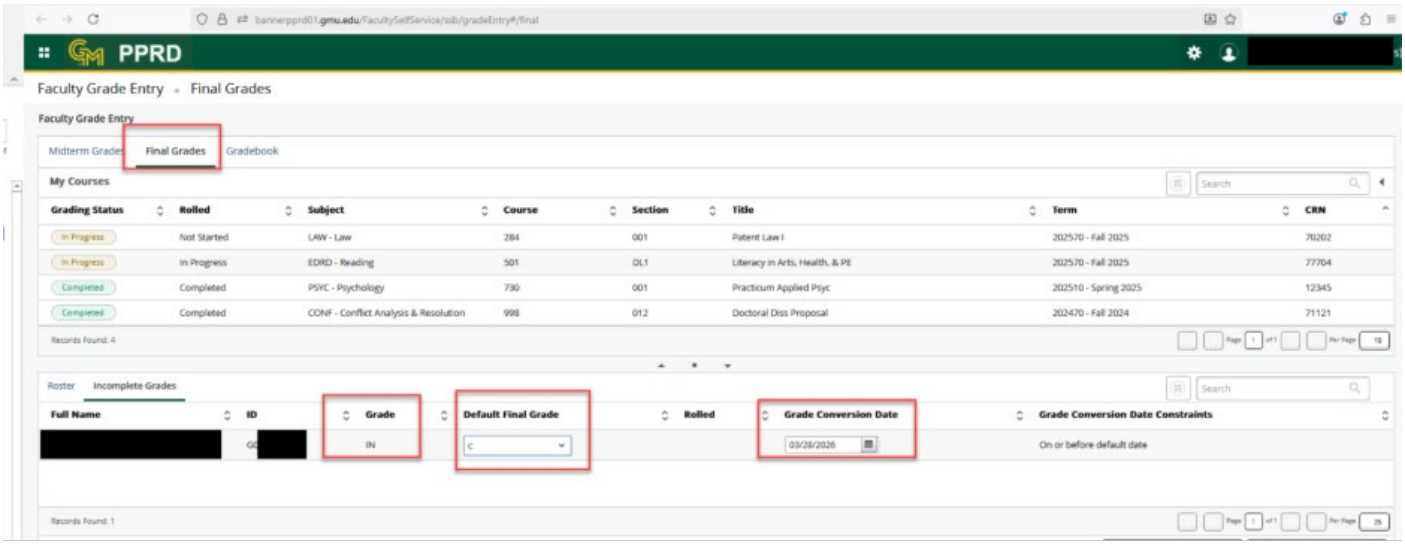
8. When finished, click **Save.** Look for the message, "**Save Successful, grading for CRN ##### is completed**," at the top right of the page – this means your grades have been received. If you see a STOP warning at the top, check the error message, make any necessary corrections and click the Save button again.

For Special Grades, review descriptions on the OUR Special Grades page.

9. If you enter an SA (Stopped Attending), you must also enter the **Last Attended Date** in the format of MM/DD/YYYY

10. For Incomplete (IN) grades, a new tab will display.
    a. Enter a **Default Final Grade** that reflects the student's final grade ***if no additional work is submitted at this point in time***. NOTE: Grades of IP, AB, NA, and SA are inappropriate default grades as these indicate the student has not completed the course.
    b. The **Grade Conversion Date** will automatically populate with the faculty's **Incomplete Grade Submission Deadline** that appears on the Academic Calendar. This represents the date the system will convert the IN to the entered **Default Final Grade,** unless a Grade Change Request has been submitted prior to this date. A Grade Change Request *must* be submitted if the final grade to be recorded is *different* than the **Default Final Grade** entered on Patriot Web.

       NOTE: Students will be expected to adhere to the **Incomplete Work Due to Instructor Date** that appears on the Academic Calendar.



c. A Grade Change Request *must* be submitted in the following situations:
    i. The final grade to be recorded is *different* than the **Default Final Grade** entered in Patriot Web.
    ii. The IN is resolved by the student *prior* to the **Grade Conversion Date** and is different from Default Final Grade submitted in Patriot Web.
d. If you and/or the student needs additional time to resolve the Final Grade, work with your department to submit an Incomplete Extension (IX) form.

11. Export and import grades using the Tools Menu. Instructions for importing your grades from Canvas are available in the ITS Knowledge Base.

For more assistance with this Faculty Grade Entry, contact regsite@gmu.edu