Faculty Tools-Grade Entry

This option can be used to enter grades for students. It is also possible to enter grades through the My Courses area. Both processes are the same.

† Click the Grade Entry link under the Faculty Tools area on the My Siena Homepage.
† Click the View Course List link in the Grade Entry window (see illustration below).

† The Faculty Tools – Grade Entry window will display (see illustration below).

† Click the link for the course for which grades are to be entered.
† The Grade Entry – Update Student Grades window will display (see illustration below).
Click the **Default Grade** list arrow to view a list of grades that will appear in all the grade boxes for the students.

Click the **Set Default Grade** button to insert the grades for the students.

To set the **Default Last Date of Attendance:**
* Input a date into the appropriate text box.
* Click the **Calendar Icon** and select the appropriate date.

Click **Set Default LDoA** (Last Date of Attendance) button.
* This date is required if a student receives an “E” or an Incomplete (I) in the course.
* It is also required if a student quits attending before the end of the semester.

Scroll down the page and select the grades for each individual student.

If the student has an **Incomplete** grade, click the **Student’s Name** to fill out the **Faculty Authorization of Incomplete Grade** form.

If the student grade is an “E”, input the **Date of Last Attendance**.

Click the **Save** button.

An Email message will be sent showing the grades that were entered.