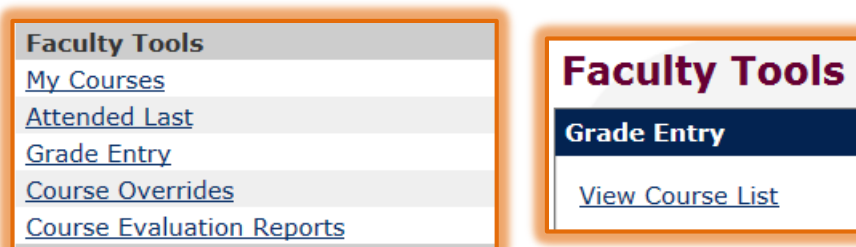


## Faculty Tools-Grade Entry

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).

The screenshot shows the 'Grade Entry - Grading Course List' window. It includes a breadcrumb trail 'Grade Entry > Grading Course List' and a header 'Course List for: Wanda I House'. A message box states: 'To enter/change grades, first select a Course Program and Term, and click the Search button. When the list of courses has been displayed, click on a course title to see the class list.' Below this is a 'Search Criteria' section with 'Course Program' set to 'All' and 'Term' set to 'SU 2015', and a 'Search' button. A table of courses is displayed with the following data:

Course	Catalog	Title	Cr Hrs	Clock Hrs	Grading Period Open?	
					Midterm	Final
<a href="#">EDU321-AA</a>	UG15	Technology for Educators	3.00	0.00	N	Y

- ✦ 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).

The screenshot shows the 'Faculty Course Control - Update Student Grades' window. It includes a breadcrumb trail 'Faculty Course Control > Update Student Grades' and a header 'EDU321-AA Technology for Educators - Update Student Grades'. It shows 'Student List for: Undergraduate Summer - 2015' and 'EDU321-AA Technology for Educators' selected in a dropdown. Below this is 'Catalog: UG15', 'Instructors: House, Wanda Ilene', and 'Cross-listed Courses:'. The 'Course Grading Type' is set to 'Letter Grade' and 'Default Grade' is set to 'Select...'. A message box states: 'If the grading period is open and you have permission to enter grades, the default grade you select will be applied to students that have no grade and that have a grading type that matches the course grading type. Please note that the midterm grading type is not displayed on this screen, but if it is available, it is compared to the course grading type to determine whether or not to apply the selected default grade.' Below this is 'Default Last Date of Attendance: 6/25/2015' and 'Set Default LDoA'. A message box states: 'The default date you select will be applied to students that have no last date of attendance.' Another message box states: 'The Grading Type for students will only be displayed if it is different than the Course Grading Type.' At the bottom is a table with the following columns: FERPA Restr., Student ID, Grad?, Final Grade, Grading Type, Cr Hrs, Last Date of Attendance, Absences, Cross-listed Course, Class, and Program.

- ✦ 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.