Faculty Tools-My Course-Grade Entry

This area is used to enter the Midterm and Final grades for the selected course.

❖ Click My Courses in the Faculty Tools category under My Tools (see illustration below).

❖ The Course Lists window will display (see illustration below).

❖ To change the semester for which the courses are listed, click the Term list arrow.
❖ Select the program from the Program list. The options are All, Graduate, or Undergraduate.
❖ Click the View Courses button.
❖ The courses for the specified semester will display.
❖ Click the list arrow under Go Directly To for the course for which the information is to be displayed.
❖ Select Grade Entry from the list.
❖ The Update Student Grades window will display (see illustration on next page).
❖ 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.
## Faculty Course Control - Update Student Grades

**EDU321-AA Technology for Educators - Update Student Grades**

**Student List for:** Undergraduate Summer - 2015  
**Catalog:** UG15

**Instructors:** House, Wanda Ilene  
**Cross-listed Courses:**

### Course Grading Type: Letter Grade  
**Default Grade:** Select...  
**Set Default Grade**

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.

### Default Last Date of Attendance: 6/25/2015  
**Set Default LDoA**

The default date you select will be applied to students that have no last date of attendance.

- The Grading Type for students will only be displayed if it is different than the Course Grading Type.

### Table:

<table>
<thead>
<tr>
<th>FERPA Resr.</th>
<th>Student</th>
<th>ID</th>
<th>Grad?</th>
<th>Final Grade</th>
<th>Grading Type</th>
<th>Cr Hrs</th>
<th>Last Date of Attendance</th>
<th>Absences</th>
<th>Cross-listed Course</th>
<th>Class Program</th>
</tr>
</thead>
</table>