

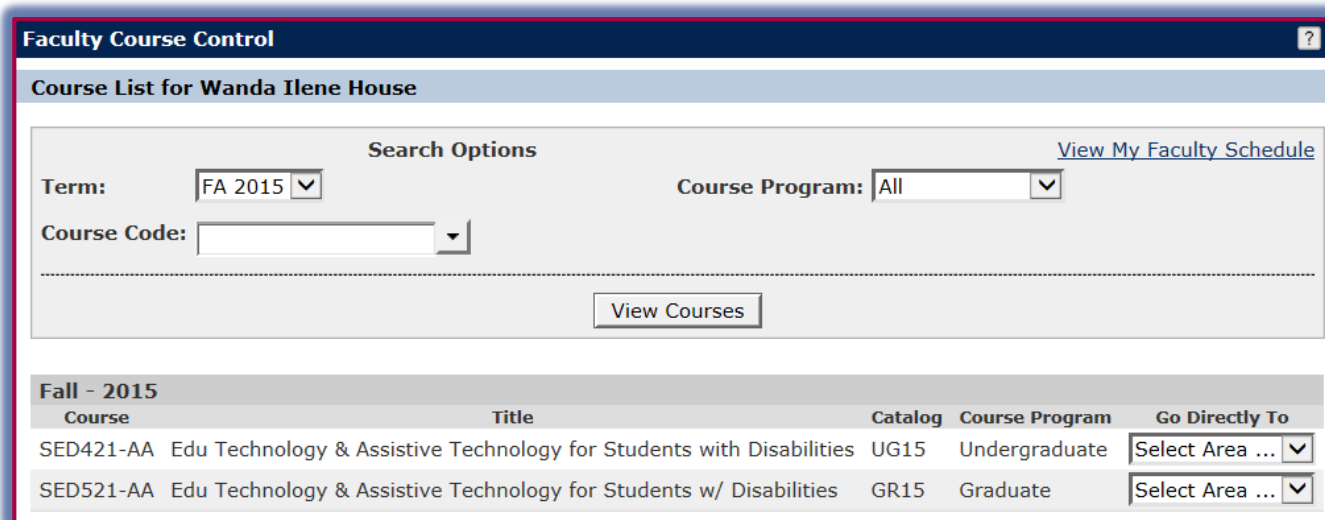
## Faculty Tools-My Course-Grade Entry

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).



The screenshot shows a window titled "Faculty Course Control" with a sub-header "Course List for Wanda Ilene House". Below the header are search options: "Term:" with a dropdown menu set to "FA 2015", "Course Program:" with a dropdown menu set to "All", and "Course Code:" with a dropdown menu. A "View Courses" button is located below the search options. A link "View My Faculty Schedule" is also present. Below the search options is a table of courses for "Fall - 2015".

Course	Title	Catalog	Course Program	Go Directly To
SED421-AA	Edu Technology & Assistive Technology for Students with Disabilities	UG15	Undergraduate	Select Area ...
SED521-AA	Edu Technology & Assistive Technology for Students w/ Disabilities	GR15	Graduate	Select Area ...

- ✦ 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 EDU321-AA Technology for Educators ▼

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.

FERPA Restr.	Student	ID	Grad?	Final Grade	Grading Type	Cr Hrs	Last Date of Attendance	Absences	Cross-listed Course	Class	Program
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