

## Entering Midterm & Final Grades

1. Log in to the Employee Hub
2. Navigate to the
3. Click on the link for “Faculty Grade Entry”

- Faculty Services:
  - Active Assignments
  - Class List
  - Office Hours
  - Faculty Grade Entry 
  - Faculty Detail Schedule
  - Week at a Glance

4. Select either Midterm Grades or Final Grades by clicking on the heading.

**Faculty Grade Entry**

Midterm Grades   **Final Grades**   Gradebook

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My Courses

5. Select the course you wish to grade by clicking on the course.

**Faculty Grade Entry**

Midterm Grades   **Final Grades**   Gradebook

My Courses

Grading Status	⌵	Rolled	⌵	Subject	⌵	Course	⌵	Section	⌵	Title
Not Started		Not Started		ENGL - English		101		01		English Composition
Not Started		Not Started		ENGL - English		101		999		English Composition

Records Found: 2

6. Select the appropriate grade from the drop down menu.

Enter Grades			
Full Name	ID	Midterm Grade	Final Grade
<a href="#">Chambers, Diane</a>	000770776		<input type="text"/>
<a href="#">Crane, Frasier</a>	000770775		<input type="text"/>
<a href="#">Peterson, Norman</a>	000770774		<input type="text"/>
Records Found: 3			

7. When grading is complete click the save button at the bottom left of the submission form. If there are any errors or any grades missed, the grading of the course will continue to be listed with a Grading Status of "In Progress" until all grades are successfully entered.

8. Once all grades are successfully entered, the grading of the course will be listed as "Complete" in green. You may still adjust grades until the Rolled status says "Completed". After that point, a grade change form must be submitted to change any grades.

Midterm Grades		Final Grades		Gradebook			
My Courses							
Grading Status	⌵	Rolled	⌵	Subject	⌵	Course	⌵
In Progress		Not Started		ENGL - English		101	
Completed		Not Started		ENGL - English		101	
Records Found: 2							

Enter Grades						
Full Name	⌵	ID	⌵	Midterm Grade	⌵	Final Grade
<a href="#">Chambers, Diane</a>		000770776				B+
<a href="#">Crane, Frasier</a>		000770775				A
<a href="#">Peterson, Norman</a>		000770774				F
Records Found: 3						

Note(s):

- Students who have withdrawn will already have a grade of W. You do not need to do anything with these.
- VF (Vanishing Failure) grades should be used if a student failed to officially withdraw from the course or stopped attending.
- When assigning a grade of F, VF, or U the Last Attended Date is required.** See the [Last Date of Attendance tip sheet](#) for assistance.
- Incomplete grades (I or E) should be utilized if a student has been granted an extension on their assignment past the end of the course. The In Progress grade (IP) should only be used for a long term project when such continuation is the expectation of the program.

e. Please note, the grade sheet defaults to 25 results. If you have more than 25 students in the course, you must either change the number of results or use the arrows at the bottom of the sheet to go to the next page.