Entering Midterm & Final Grades

1. Log in to the Portal
2. Navigate to the Faculty Resources Tab
3. Click on the link for “Enter Final Grades” or “Enter Midterm Grades”
4. Select the appropriate Term
5. Select the course you wish to grade from the drop down menu
6. The grading screen will look like the example on the right.
   a. Select the appropriate grade from the drop down menu.
   b. Students who have withdrawn will already have a grade of W. You do not need to do anything with these.
   c. VF (Vanishing Failure) grades should be used if a student failed to officially withdraw from the course or stopped attending. When assigning a VF the Last Attended Date and/or the Attendance Hours are required.
   d. Incomplete grades (I or M) should be utilized if a student has been granted an extension on their assignment past the end of the course.
   e. Students who have successfully audited a course should receive a grade of AU.
   f. When grading is complete click the submit button at the bottom of the submission form. At this point you should receive a message that says the following:

   ✔ The grades you have submitted were saved successfully. Until the "Roll" indicator is "Y", you can make changes to the grades you have submitted.

   The Rolled column indicates whether you can make changes to the student’s grade. Once the Rolled indicator changes to “Y” the grade is now a permanent fixture of their academic record and cannot be changed using online tools.

   Grades for a course can be partially submitted. A partially graded course can be revisited at a later time in order to enter any outstanding grades.

For policies relating to the submission of grades, please consult with the University Catalog at www.xavier.edu/registrar