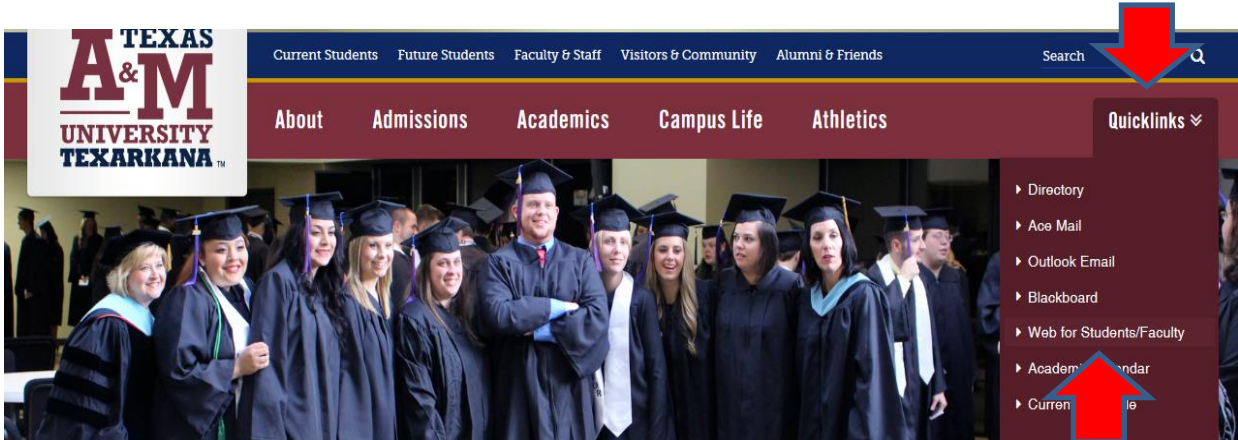


# INSTRUCTIONS FOR ENTERING FINAL GRADES

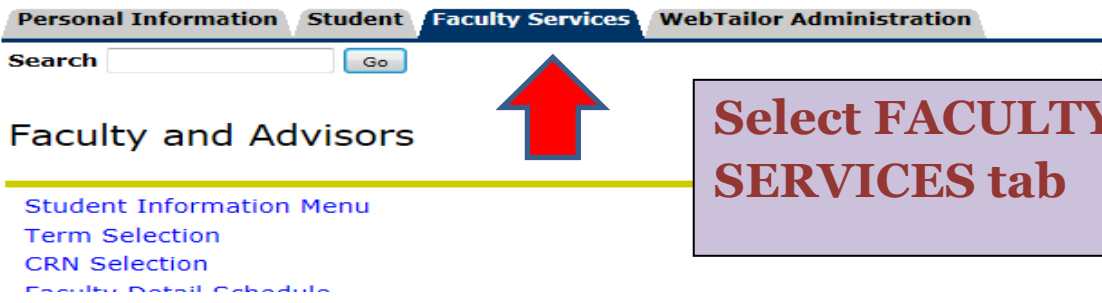
- Go to [www.tamut.edu](http://www.tamut.edu)
- Click on **QUICK LINKS** at the top of the page
- Select **WEB FOR STUDENTS/FACULTY** from the drop down menu



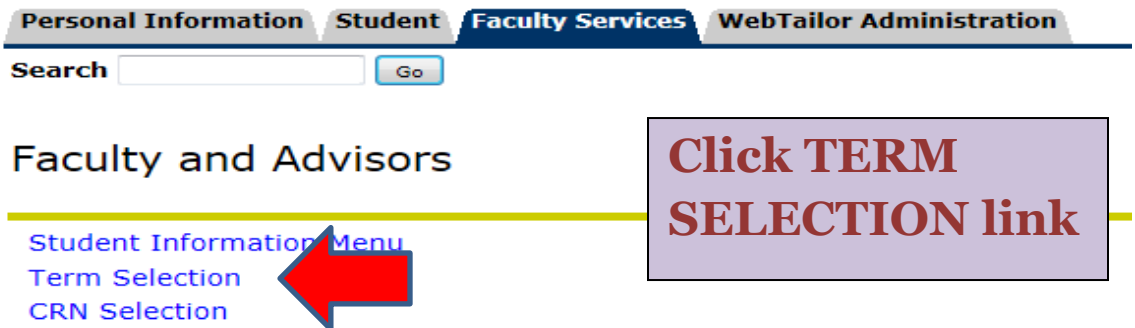
User ID:

PIN:

**Enter User ID (CWID) and PIN, click Login.** *If this is the first time logging in, you will need to reset your pin and enter your security question and answer.*



**Select FACULTY SERVICES tab**



**Click TERM SELECTION link**

Search  Go

### Select Term

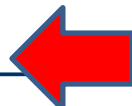
Select a Term:

Submit

RELEASE: 8.5.4

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- Fall 2014
- Fall 2014
- Summer II 2014
- Summer I 2014
- May Term
- Spring 2014
- Fall 2013
- Summer II 2013



Select TERM from drop down menu, click SUBMIT

Search  Go

### Faculty and Advisors

- Student Information Menu
- Term Selection
- CRN Selection
- Faculty Detail Schedule
- Week at a Glance
- Detail Class List
- Summary Class List
- Detail Wait List
- Summary Wait List
- Midterm Grades
- Final Grades
- Incomplete Grades Summary



Select FINAL GRADES link

Search

### Select a CRN

CRN:

Submit

- ACCT 2301 001: Principles of Accounting I, 40007 (11)
- ACCT 2301 001: Principles of Accounting I, 40007 (11)
- ACCT 425 001: Cost Accounting, 40006 (26)



Select a CLASS/CRN from drop down menu. Click SUBMIT

- Select the appropriate grade from the drop down box.
- Click **SUBMIT** when done entering grades. **For final grades- the LAST DATE OF ATTENDANCE must be entered for any student who receives a failing grade.**
- There is a **60 MINUTE** time limit. SUBMIT grades OFTEN to ensure the grades have been submitted.

⚠ Please submit the grades often. There is a 60 minute time limit starting at 09:24 am on Oct 16, 2018 for this page.

Final Grades									
Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date	Atte	0-99
1			000	**Web Registered** Apr 12, 2018	None	N			
2			000	**Web Registered** Aug 27, 2018	None	N			
3			000	**Web Registered** Aug 06, 2018	None	N			
4			000	**Web Registered** Aug 15, 2018	None	N			
5			000	**Web Registered** Jun 01, 2018	A	N			
6			000	**Web Registered** Jul 30, 2018	F	N			
7			000	**Web Registered**		N			

**SUCCESS!!** The following message will be displayed above the list of students if grades were submitted successfully.

✓ The changes you made were saved successfully.

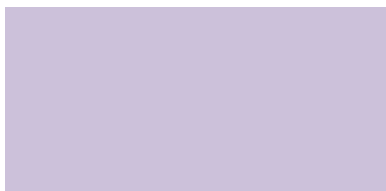
## Errors

- **Please note:** The following error will be displayed if the last date of attendance was not entered for a student receiving a failing grade. ***If the error is not corrected, and you exit the page, the grades for the other students will not be accepted. The grades will have to be re-entered for all students.***



You have errors on the page. Correct the errors to submit all grades for this record set.

- Below is an example of what is displayed for a student needing the last date of attendance entered.



None	N		
F	N		29
None	N		2

Last date of attendance required for this grade.