INSTRUCTIONS FOR ENTERING FINAL GRADES

- Go to www.tamut.edu
- Click on QUICK LINKS at the top of the page
- Select WEB FOR STUDENTS/FACULTY from the drop down menu

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
Select TERM from drop down menu, click SUBMIT

Select FINAL GRADES link

Select a CLASS/CRN from drop down menu. Click SUBMIT
Spring 2020 1st 8 week final grades are due **March 23, 2020 by 5 pm.**

If **CONFIDENTIAL** appears next to a student’s name, the personal information is to be kept confidential.

Enter the **LAST DAY OF ATTENDANCE** for any student who has failed the course. It is extremely important that the last date of attendance be recorded. The Aid Office must have the last date of attendance for those students who have received any type of financial aid. If the student did not attend, please enter the last Day of Attendance blank.

Grading instructions: Click here to view PDF instructions.

**PLEASE NOTE:** If the last date of attendance was not entered for students.

**REMINDER:** Please submit (save) grades often. After **60 minutes**

**Course Information**
- Art Appreciation - ARTS 1301 001
- CRN: 21783
- Students Registered: 29

Please submit the grades often. There is a 60 minute time limit starting at 03:57 pm on Mar 06, 2020 for this page.

**Entering Final Grades**

- Select the appropriate grade from the drop down box in the Grade column.
- There is a **60 MINUTE** time limit. **SUBMIT grades OFTEN** to ensure the grades have been submitted.
  - Not all grades for a class have to be submitted in one sitting. **Faculty can submit grades at various times, as long as the grades entered have been saved/submitted and any errors corrected before exiting the page.**
- Grades A-D, S (Satisfactory), Developmental Grades (ADV, BDV, CDV, & DDV) **do not** require a last date of attendance.
- Students with grades of DR (drop) or W (withdraw) should not be changed.

![Grading Worksheet Image]

- Click **SUBMIT** when done entering grades.
- **SUCCESS!!** The following will be displayed if grades were submitted successfully.

![Eagles.tamut.edu Image]

You will be directed to the grading worksheet. Class information and currently enrolled students will be listed. *Students who dropped/withdraw after census will also be listed.

Click **OK** to continue.
Grade Verification

To verify if your grades were saved/submitted:

- Exit Web for Faculty (if haven’t already done so)
- Follow steps above to log back into Web for Faculty and access grading worksheet
- Grades have been saved/submitted if listed in the “Grade” column on the grading worksheet.

Failing grades & Last Date of Attendance

Required!! - Last Date of Attendance must be entered for any student who receives grades of F, FDV (Developmental grade), or U (Unsatisfactory).

- Last date of Attendance required format: MM/DD/YYYY
- Last date of Attendance date range: Must be between session start/end date that the class is offered.
  - Session start/end dates can be found on the Academic Calendar, http://catalog.tamut.edu/academic-calendar/, or listed with the class section on the online class schedule.

Last Date of Attendance Errors

- The following error will be displayed if the Last Date of Attendance is not entered for a student with a failing grade.
- Note: Any grades entered on the worksheet that have not been saved/submitted when the error message below is received, will not be saved/submitted, if the errors are not corrected and the grading worksheet is exited.
- Error messages shown in red will be displayed above the list of students as well as the student row to show where corrections are needed.

- **Invalid date:** The following error will be shown in red on the grading worksheet if the last date of attendance is not between the session start/end dates that the class is offered.

- Session start/end dates can be found on the Academic Calendar, [http://catalog.tamut.edu/academic-calendar/](http://catalog.tamut.edu/academic-calendar/), or listed with the class section on the online class schedule.
• Once all errors have been resolved, click Submit to enter grades
• The following message will be displayed if grades were submitted successfully.

成功提交成绩

成功提交成绩时会显示以下消息。

The changes you made were saved successfully.

更改学生成绩

• 学生成绩可以在保存/提交后更改，除非它们已被滚动到学术记录。
• 一旦成绩被滚动到学术记录，必须提交成绩更改表单给注册处更新成绩。
• Rolled列指示成绩是否已被滚动到学术记录。
  o Rolled=Y
  o Not Rolled=N

请提交成绩。在2018年10月16日的00:24开始有60分钟的时间限制。

请通过registrar@tamut.edu与我们联系，如果您有任何问题或需要帮助以输入最终成绩。谢谢您。