

Top questions we typically answer:

1. I see my list of students, but no way to enter grades?

Make sure you are choosing the grade roster icon from your list of classes. It is generally the  icon directly to the left of the class title.

2. Where is the final roster -- I only see the mid-terms?

You need to change the Grade Roster Type from Mid-Term Grade to Final Grade

*Grade Roster Type

*Approval Status

3. I entered the grades and get an error.

A grade must be entered for every student unless they already have an official grade of W or LW (drop)

You must Save (bottom left) before changing the Approval Status. With Approval Status set to Not Reviewed:

Save -- Approve -- Save

The order is very important!

4. I made a mistake -- how can I change a grade?

Go back into the roster and change the Approval Status from Approved back to Not Reviewed.

Save

Change the Grade

Save -- Approve -- Save

[Note, you may change grades until they are posted; after that, a Change of Grade Form will be required.]

5. Can I give an Incomplete for a non-thesis course?

Incompletes may be given in extenuating circumstances only, and require an Incomplete Grade Request Form clearly stating the expectations and due date. The I may be entered; just be sure the form is on its way to SAS (<http://www.clarkson.edu/sas/forms/index.html>)

6. What grade do I give for Thesis students?

Thesis students should always be given a grade of S or U. This is changed (by SAS) to a P when the student completes. The importance of giving these students a grade is the opportunity this affords to confirm that all of your thesis students are properly enrolled in the correct thesis section, for the correct number of credits, and to let them know if they are on track or not.