

1. Log into your Faculty Center/My Schedule and make sure you are in the correct term you are entering in your grades for.

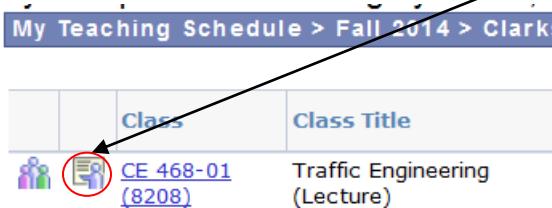


Faculty Center

My Schedule



2. Under My Teaching Schedule, click on the grade roster icon  to the left of your schedule class(es):



3. Once your Grade Roster opens, you will need to make sure you are on the Grade Roster Type of Final Grade, you will see your list of students enrolled in this class.

Last Date of Attendance Information ?							
Student Grade							
	ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
<input type="checkbox"/>	35				GRD	Non-Degree - Non-Degree	Not Set
<input type="checkbox"/>	82				GRD	Non-Degree - Non-Degree	Not Set

4. When you give a student the final grade of F, another box will appear. This is where you must fill in a Failing Grade Code.

Click on the black down button to view the 2 options you have.

Roster Grade	*Failing Grade Code
F ▼	▼

2 options

- Earned F - Completed Course
- Unearned F-Ceased Participat

5. If the student completed the course and therefore earned the F grade, click on

Earned F - Completed Course

You can now move on to the next student.

6. If the student ceased participation in your class, the Failing Grade Code would be unearned. Click on

Unearned F-Ceased Participat

7. You will see a new box appear – Last Date of Attendance

Roster Grade	*Failing Grade Code	*Last Date of Attendance
F ▼	Unearned F-Ceased Participat ▼	▼

You are now required to enter in the last date the student participated in your class.

For additional information on what the Last date of Attendance is, click on the  on the blue bar above the grade roster.

Last Date of Attendance Information ?

Student Grade

Last Date of Attendance Information ?

Help - Last Date of Attendance Information

Last Date Of Attendance

Enter the most recent date (last date) the student participated in an academically related activity including, attended class, submitted a written assignment, participated in a required group activity, or took an exam or quiz.

You must enter in a date before you can save your roster.