

# Faculty Web

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Grade Entry

# RULES FOR ENTERING GRADES

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- Use your mouse
- DO NOT ENTER “AU”, “WD” or “I” Grades
- Enter only grades authorized by UMSSW
- Click “Submit” often as system will log off after 30 minutes of no activity
- System will only save grades that are submitted

# Rules for Grade Entry

## Faculty Enter:

- A+, A, A-
- B+, B, B-
- C+, C, C-
- F
- P or F (if applicable to course)

## Faculty DO NOT Enter:

- AU
- WD
- I (Incompletes can only be entered by the office of records and registration once the appropriate paperwork is received)

**System will allow you to enter any grade. Change of grade form required for all unauthorized grade entries.**

# Choose Final Grades



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## Faculty and Advisors

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Click "Final Grades"

RELEASE: 8.5.3

# Select Term



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 Danielle Ward  
Apr 24, 2019 01:09 pm

## Select Term

Select a Term:

1. Choose "Spring 2019"

Submit

DEL CR 5.1.3

2. Click Submit

# Select Class



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Danielle Ward  
Spring 2019  
Apr 24, 2019 11:06 am

Select a CRN

CRN:

1. Choose the right class

Submit

2. Click Submit

[ [Enter CRN Directly](#) ]

# Procedure for Entering Grades

## Final Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
1			3.000	**Web Registered** Nov 08, 2018	None ▾	N			12
2			3.000	**Web Registered** Nov 08, 2018	A	N			
3			3.000	**Web Registered** Nov 08, 2018	A+	N			
4			3.000	**Web Registered** Nov 15, 2018	A-	N			
5			3.000	**Web Registered** Nov 08, 2018	B	N			
6			3.000	**Web Registered** Nov 15, 2018	B+	N			
7			3.000	**Web Registered** Nov 08, 2018	B-	N			18
8			3.000	**Web Registered** Nov 15, 2018	C	N			26
9			3.000	**Web Registered** Nov 08, 2018	C+	N			16
10			3.000	**Web Registered** Nov 08, 2018	C-	N			4
11			3.000	**Web Registered** Nov 08, 2018	F	N			9
12			3.000	**Web Registered** Nov 15, 2018	P	N			27
13			3.000	**Web Registered** Nov 15, 2018	None ▾	N			25
14		fidential	3.000	**Web Registered** Nov 08, 2018	None ▾	N			7
15			3.000	**Web Registered** Nov 08, 2018	None ▾	N			30
16			3.000	**Registered** Jan 18, 2019	None ▾	N			35
17			3.000	**Web Registered** Nov 08, 2018	None ▾	N			17

Grades may be manually entered or via checkbox:


1. Must use mouse to select student
2. Do NOT Enter any grades with "AU", "WD" or "I"
3. Use only A+, A, A-, B+, B, B-, C+, C, C-, F or if P/F (if applicable)

# Continue Entering Grades & Saving Grades

22		3.000	**Web Registered**	None ▾	N	<input type="text"/>	<input type="text"/>	5
			Nov 08, 2018					
23		3.000	**Web Registered**	None ▾	N	<input type="text"/>	<input type="text"/>	10
			Nov 08, 2018					
24		3.000	**Web Registered**	None ▾	N	<input type="text"/>	<input type="text"/>	29
			Nov 15, 2018					
25		3.000	**Web Registered**	None ▾	N	<input type="text"/>	<input type="text"/>	11
			Nov 08, 2018					

Record Sets: 1 - 25 26 - 30

Remember Time Limit

 Please submit the grades often. There is a 30 minute time limit starting at 11:26 am on Apr 24, 2019 for this page.

1. Click Submit before moving to next page & submit often

2. Click a set of numbers to go the next group of students



# Confirmation of Saved Grades

⚠ Please submit the grades often. There is a 30 minute time limit starting at 10:29 am on Nov 19, 2015 for this page.

Click here to roll grades:

✔ The changes you made were saved successfully.

Grades Saved.

## Final Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours	Registration Number
1			8.000	**Web Registered** Apr 09, 2015	A	N			
2			8.000	**Web Registered** Apr 14, 2015	B	N			14
3			8.000	**Web Registered** Apr 08, 2015	None	N			10
4			8.000	**Web Registered** Apr 06, 2015	None	N			5
5			8.000	**Web Registered** Apr 10, 2015	None	N			12
6			8.000	**Web Registered** Apr 06, 2015	None	N			3

Grades saved but not rolled

# Roll Grades

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- After entering grades you must “Roll Grades” for the grades to be saved to the transcript. Submitting grades does *not* roll grades
- Once grades are “rolled” they are permanent and appear on students’ transcripts
- Rolled grades can only be changed with a Change of Grade Form for EACH student
- **Only roll grades after you have confirmed each grade is correct!!**

# Roll Grades

⚠ Please submit the grades often. There is a 30 minute time limit starting at 10:29 am on Nov 19, 2015 for this page.

Click here to roll grades:

1. Click here to roll grades

✓ The changes you made were saved successfully.

## Final Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
1			8.000	**Web Registered** Apr 09, 2015	A	N			11
2			8.000	**Web Registered** Apr 14, 2015	B	N			14
3			8.000	**Web Registered** Apr 08, 2015	None	N			10
4			8.000	**Web Registered** Apr 06, 2015	None	N			5
5			8.000	**Web Registered** Apr 10, 2015	None	N			12
6			8.000	**Web Registered** Apr 06, 2015	None	N			3

2. Click Submit button

Submit

# Confirmation Roll Grades

## Final Grades

Enter final grades and last attendance date and hours. If Confidential appears next to a student's name, the personal information is to be kept confidential.

### Course Information

CRN:

Students Registered:

25

Please submit the grades often. There is a 30 minute time limit starting at 09:47 am on Sep 10, 2015 for this page.

Click here to roll grades:

The grades have been rolled to academic history.

Confirmation message

### Final Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
1			3.000	**Web Registered** Apr 30, 2015	A	Y	None	None	21
2			3.000	**Web Registered** Apr 08, 2015	B	Y			13
3			3.000	**Web Registered** Apr 06, 2015	A	Y	None	None	4
4			3.000	**Web Registered** Apr 20, 2015	None	N	<input type="text"/>	<input type="text"/>	17
5			3.000	**Web Registered** May 08, 2015	None	N	<input type="text"/>	<input type="text"/>	24
6			3.000	**Web	None	N	<input type="text"/>	<input type="text"/>	18

Column shows "Y" for rolled grade

# Roll Grades

## Course Information

CRN: [REDACTED]

Students Registered: 14

⚠ Please submit the grades often. There is a 30 minute time limit starting at 10:32 am on Nov 19, 2015 for this page.

Click here to roll grades:

✔ The changes you made were saved successfully.

Message only  
confirm grades  
saved

## Final Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/	Attend \$	Registration Number
1	Student Name	@00000		**Web Registered** Apr 09, 2015	A	Y		0.99	11
2	Student Name	@00000		**Web Registered** Apr 14, 2015	B	Y	None	None	14
3	Student Name	@00000		**Web Registered** Apr 08, 2015	A	N			10
4	Student Name	@00000	000	**Web Registered** Apr 06, 2015	C	N			5
5	Student Name	@00000	000	**Web Registered** Apr 10, 2015	None	N			12
6	Student Name	@00000	00	**Web Registered** Apr 06, 2015	None	N			3
7	Student Name	@00000	100	**Web	None	N			7

Column shows  
"Y" for rolled  
grade

Column shows  
"N" if grades  
not rolled

# Roll Grades

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@00000 Faculty Name  
Date and time

## Final Grades

Enter final grades and last attendance date and hours. If Confidential appears next to a student's name, the personal information is to be kept confidential.

### Course Information

CRN:

Students Registered:

25

Please submit the grades often. There is a 30 minute time limit starting at 09:48 am on Sep 10, 2015 for this page.

Click here to roll grades:

The changes you made were saved successfully.

The grades have been rolled to academic history.

Confirmation message  
appear at top of page

### Final Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
1	Student Name	@00000		**Web Registered** Apr 30, 2015	A	Y	None	None	21
2	B Student Name	@00000		**Web Registered** Apr 08, 2015	B	Y	None	None	13
3	Student Name	@00000		**Web Registered** Apr 06, 2015	A	Y	None	None	4
4	Student Name	@00000		**Web Registered** Apr 20, 2015	B	Y	None	None	17
5	Student Name	@00000		**Web Registered**	None	N	<input type="text"/>	<input type="text"/>	24

# Grade Summary

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- You may log-in and log out of SURFS multiple times to enter grades
- Only grades “submitted” are saved
- You are able to change saved grades
- **You must click “Roll Grades” and submit to make permanent on transcript.**
- Change of Grade form required to alter any rolled grades.

# Start New Course



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Select a CRN

 Danielle Ward  
Spring 2019  
Apr 24, 2019 12:52 pm

CRN:

[\[ Enter CRN Directly \]](#)

RELEASE: 8.3



# Log Off



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Click "Exit"

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