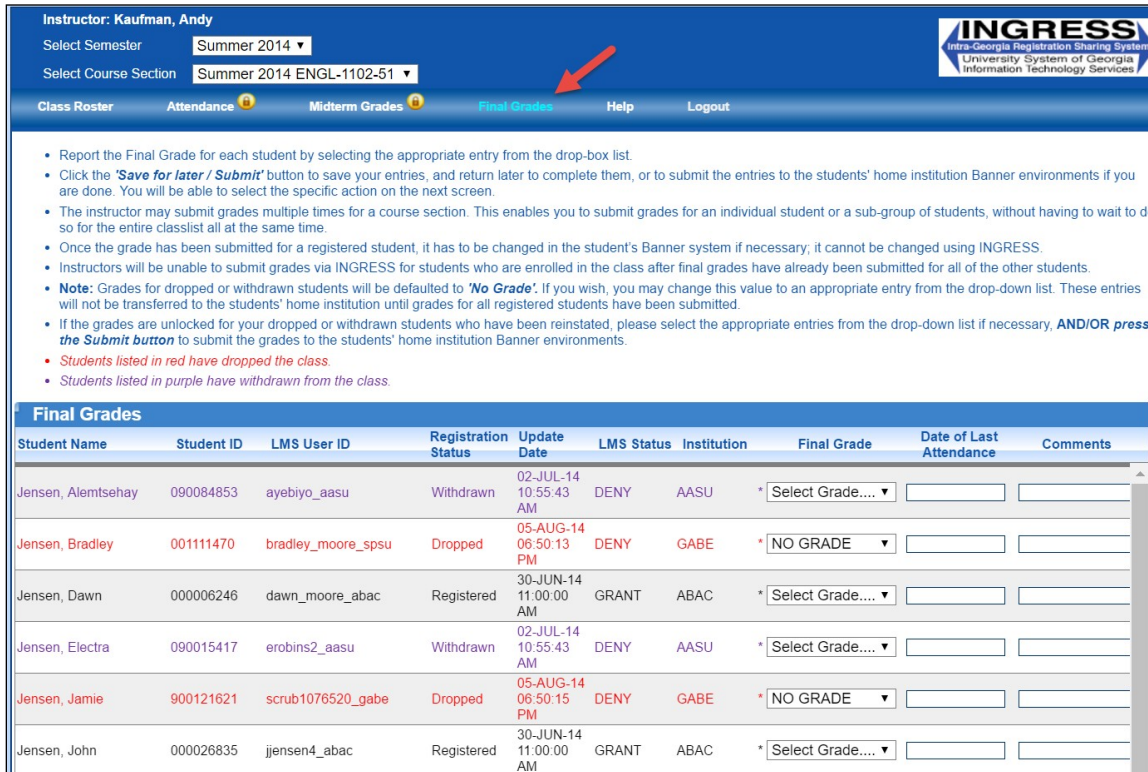


Entering and Submitting Final Grades

The **Final Grades** function is where final grade information for students enrolled in shared courses is entered. Faculty have the ability to submit this information for an individual or sub-group of students multiple times for a course section.

Final Grade Entry Process

1. Select the semester and course section by using the drop-down menus.



Instructor: Kaufman, Andy

Select Semester: Summer 2014

Select Course Section: Summer 2014 ENGL-1102-51

INGRESS
Intra-Georgia Registration Sharing System
University System of Georgia
Information Technology Services

Class Roster Attendance Midterm Grades **Final Grades** Help Logout

- Report the Final Grade for each student by selecting the appropriate entry from the drop-box list.
- Click the **'Save for later / Submit'** button to save your entries, and return later to complete them, or to submit the entries to the students' home institution Banner environments if you are done. You will be able to select the specific action on the next screen.
- The instructor may submit grades multiple times for a course section. This enables you to submit grades for an individual student or a sub-group of students, without having to wait to do so for the entire classlist all at the same time.
- Once the grade has been submitted for a registered student, it has to be changed in the student's Banner system if necessary; it cannot be changed using INGRESS.
- Instructors will be unable to submit grades via INGRESS for students who are enrolled in the class after final grades have already been submitted for all of the other students.
- **Note:** Grades for dropped or withdrawn students will be defaulted to **'No Grade'**. If you wish, you may change this value to an appropriate entry from the drop-down list. These entries will not be transferred to the students' home institution until grades for all registered students have been submitted.
- If the grades are unlocked for your dropped or withdrawn students who have been reinstated, please select the appropriate entries from the drop-down list if necessary, **AND/OR press the Submit button** to submit the grades to the students' home institution Banner environments.
- *Students listed in red have dropped the class.*
- *Students listed in purple have withdrawn from the class.*

Student Name	Student ID	LMS User ID	Registration Status	Update Date	LMS Status	Institution	Final Grade	Date of Last Attendance	Comments
Jensen, Alemtsehay	090084853	ayebiy0_aasu	Withdrawn	02-JUL-14 10:55:43 AM	DENY	AASU	* Select Grade....		
Jensen, Bradley	001111470	bradley_moore_spsu	Dropped	05-AUG-14 06:50:13 PM	DENY	GABE	* NO GRADE		
Jensen, Dawn	000006246	dawn_moore_abac	Registered	30-JUN-14 11:00:00 AM	GRANT	ABAC	* Select Grade....		
Jensen, Electra	090015417	erobins2_aasu	Withdrawn	02-JUL-14 10:55:43 AM	DENY	AASU	* Select Grade....		
Jensen, Jamie	900121621	scrub1076520_gabe	Dropped	05-AUG-14 06:50:15 PM	DENY	GABE	* NO GRADE		
Jensen, John	000026835	jjensen4_abac	Registered	30-JUN-14 11:00:00 AM	GRANT	ABAC	* Select Grade....		

2. Select the **Final Grades** tab.

The grade field default for dropped students is **No Grade**, which can be changed before the entries are submitted. For active and withdrawn students, the grade field default is **Select Grade**. If necessary, instructors may submit grades for students' in a piecemeal manner. Final grade entry is locked for the course section once grades have been submitted for all registered students on the roster. Faculty members must enter a final grade value for each student before the course section grades can be locked.

3. Use the **Final Grade** field next to the student's name to select a valid grade from the drop-down menu. Faculty may enter final grades for students who have been dropped or withdrawn from the course, if necessary. Plus (+) and minus (-) grades not are available. Entry of the date of last attendance will be mandatory when instructors submit an F grade. The date will be transferred to affected students' home institution Banner environments, where it may be applied to their records during the grade load process, if needed.

The list of valid grades for shared courses are: NO GRADE, A, B, C, D, F, I (Incomplete), IP (In Progress), S (Satisfactory), U (Unsatisfactory), CR (Credit by Exam) or K (Other). The grade submission choices, W and WF, are available only for students whose Registration Status is 'Withdrawn' in the class.

Final Grades									
Student Name	Student ID	LMS User ID	Registration Status	Update Date	LMS Status	Institution	Final Grade	Date of Last Attendance	Comments
Jensen, Alemtsehay	090084853	ayebiyo_aasu	Withdrawn	02-JUL-14 10:55:43 AM	DENY	AASU	* Withdraw		
Jensen, Bradley	001111470	bradley_moore_spsu	Dropped	05-AUG-14 06:50:13 PM	DENY	GABE	* NO GRADE		
Jensen, Dawn	000006246	dawn_moore_abac	Registered	30-JUN-14 11:00:00 AM	GRANT	ABAC	* Select Grade... Select Grade...		
Jensen, Electra	090015417	erobins2_aasu	Withdrawn	02-JUL-14 10:55:43 AM	DENY	AASU	* NO GRADE		
Jensen, Jamie	900121621	scrub1076520_gabe	Dropped	05-AUG-14 06:50:15 PM	DENY	GABE	* A B C D F		
Jensen, John	000026835	jjensen4_abac	Registered	30-JUN-14 11:00:00 AM	GRANT	ABAC	* Incomplete In Progress Satisfactory		
Jensen, John	000026835	jjensen8_spsu	Dropped	05-AUG-14 06:50:13 PM	DENY	GABE	* Unsatisfactory Credit by Exam Other (K)		
Jensen, Nicole	000009126	nicole_page_abac	Registered	30-JUN-14 11:00:00 AM	GRANT	ABAC	* Select Grade...		

4. Enter **Date of Last Attendance** information in a MM/DD/YYYY format. This field is for the last verified attendance date when grades are submitted. If entered, the date must fall between the start and end dates for the related course section. A date can be selected from a pop-up calendar within the Date of Last Attendance field. If a date is entered in error, highlight the entry and delete it. Entry of the date of last attendance is mandatory when instructors submit an F grade. The date will be transferred to affected students' home institution Banner environments, where it may be applied to their records during the grade load process, if needed.
5. A **Comments** field is available for faculty to enter any desired comments. This is an optional field with a limit of 1,000 characters including special characters.

Faculty may enter and save final grades several times before final entry by selecting **Save for later / Submit**.

A confirmation window will display with three options.

Please Confirm Action:

*Press **Save for later**, to save your entries and return later to make further updates.*

*Press **Submit** to transmit your entries for this course section to the students' home institutions. You will not be allowed to make further updates once you have submitted your entries.*

*Press **Cancel** to close this window.*

Save for Later will save the current information with the option to complete data entry at another time before final submission.

Submit will transmit the students' final grades to their home institutions. The transmission is processed through INGRESS and the grades are made available to the home institutions every two hours daily, beginning at 9:20 a.m. Once submitted, these entries may not be updated using the Faculty Console.

Cancel will close the window and return to the previous screen.

Missing Final Grade Information

At submission, a warning message will appear for any student who does not have a final grade entered.

WARNING						
Final Grades have not been entered for the following students						
Please click to continue if you would like to submit grades for the following students at later time.						
Final Grades		1 student remaining				
Student Name	LMS User ID	Registration Status	LMS Status	Final	Date of Last Attendance	Comments
O'Brien, Walter	wobrien2_gscu	Registered	GRANT	Select Grade	<input type="text"/>	<input type="text"/>
		<input type="button" value="Cancel"/>	<input type="button" value="Continue"/>			

6. Enter the missing information and select **Continue**.

A screen will display after all final grades have been successfully submitted.


Select **Continue** to submit the final grades for the selected students. The following confirmation window will appear.

FINAL GRADES HAVE BEEN SUBMITTED	
<ul style="list-style-type: none">Final Grades have been successfully submitted for selected students.If you need to change final grades once they have been submitted, please contact your institution's Registrar's office. Your Registrar's office will need to provide final grade change information to the Registrar at the affected students' home institution(s).	
<input type="button" value="Continue"/>	

Repeat steps 1 – 6 to submit final grades for all students in the class list. Rows that are gray in color indicate that the grade has been submitted. An asterisk adjacent to a student's grade indicates that the entry has not been submitted to Banner.

Confirmation

Final grades will be locked when they have been submitted for all active students in the course section.

FINAL GRADES HAVE BEEN LOCKED	
	
<ul style="list-style-type: none">Final Grades have been successfully submitted.Final Grades are now locked.If you need to change final grades once they have been submitted, please contact your institution's Registrar's office. Your Registrar's office will need to provide final grade change information to the Registrar at the affected students' home institution(s).	
<input type="button" value="Continue"/>	

A notification email is automatically sent to the students' home institution Registrar office stating that final grades have been submitted for the class.

If a change to a student's final grade is required after the roster has been locked, faculty should contact their Registrar office with the name of the student, the student's home institution, course title and correct final grade information. The faculty member's Registrar office will contact the student's Registrar office with the change.

Faculty can view or download an Excel spreadsheet of final grade entries for all students from the consolidated **Class Roster** tab.