

Faculty Entering and Editing Midterm and Final Grades

- **Graduate and Adult Study faculty will only need to enter Final Grades and Absences.**
- **On-campus Traditional Undergraduate faculty are required to enter midterm grades and final grades.**

1. Login to OWLnet
2. Click on the ACADEMICS Tab
3. On the left hand side of the screen you will see a FACULTY page. Click on the word FACULTY.



4. There are two ways to access the "Grade Entry" portlet for entering grades.

If you see courses listed in the Faculty Course Control portlet use Option 1 below.
If you do not see courses in the Faculty Course Control portlet use Option 2 below.

Option 1:

1. Find the portlet titled "Faculty Course Control"
2. Click on the pull down menu under "Go Directly to"
3. Select "Grade Entry"
4. Skip to Step 7.

Option 2:

1. Find the portlet titled "Grade Entry"
2. Click View Course List
3. Proceed to Step 5.



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5. Select Division and Term
 - a. Leave Division set to "ALL".
 - b. From the "Term" drop down menu select the appropriate term for your course.
(* Please see chart below for term dates and equivalents for help in locating your term.)
 - c. Click the SEARCH button.

Grade Entry - Grading Course List

Grade Entry > Grading Course List

Course List for: _____

To enter/change grades, first select a Division and Term, and click the Search button. When the list of courses has been displayed, click on a course title to see the class list.

Search Criteria:

Division: All Term: Fall 2006 Search

No Courses to display.

Leave Division set to 'All'

From the "Term" drop down menu select the appropriate term for your course.

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Dates	Term	Term Equivalent for Grade Entry
July 1-August 15 th	1	Late Summer
	1A	Late Summer (Accel Grad)
	1B	Late Summer (Accel Under)
August 16-December 31 st	2	Fall
	2A	Fall (Accel Graduate)
	2B	Fall (Accel Undergrad)
January 1 st -April 30 th	3	Spring
	3A	Spring (Accel Graduate)
	3B	Spring (Accel Undergrad)
May 1 st -June 30 th	4	Early Summer
	4A	Early Summer (Accel Grad)
	4B	Early Summer (Acc Under)

6. Select the Course that you need to enter grades for.

Grade Entry - Grading Course List

Grade Entry > Grading Course List

Course List for: _____

To enter/change grades, first select a Division and Term, and click the Search button. When the list of courses has been displayed, click on a course title to see the class list.

Search Criteria:

Division: All Term: Late Summer 2006 (Accel Grad) Search

Click on the course that you need to enter grades for, under the 'Course' header

Course	Title	Cr Hrs	Clock Hrs	Enter/Change Grades?	
				Midterm	Final
BMT 545 01 178	Mgrial Ethics	3.00	0	Y	Y

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7. Select the appropriate Grade for each student.
NOTE: Only select grades A, B, C, D, F. If you need to enter a grade other than A, B, C, D, F please contact the Registrar's Office.
8. Type in days Absent for each student in the Absence textbox.
9. Click the SAVE button to save the grades.

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NOTE: If grades were not saved successfully, the following message displays: "Grades were not successfully saved to the database." In addition, an error message detailing the problem will display. You can click the Return to previous page link to return to the Update Student Grades page where the grade values you entered are still displayed, or you can go to the main Course List page by clicking the Return to Course List link.