

How to enter Midterm and Final Grades

Step 1:



The screenshot shows the OwlNet interface for William Woods University. The top navigation bar includes links for Home, Students, Tutoring, Faculty (highlighted with a red circle), Alumni, Employees, Library, Help, and My Pages. The user is logged in as Aleta Vestal. The main content area displays the course page for HIS 103 03 FUL - History Of The US I -H. The Faculty tab is highlighted in red in the original image.

Navigation Bar: Home | Students | Tutoring | **Faculty** | Alumni | Employees | Library | Help | My Pages

Course Page: HIS 103 03 FUL - History Of The US I -H

Tools: Access | Options | Settings | Layout | Rearrange

About This Course: There is no content in this portlet. You can add content in the following way(s):
Create Content | Load From Server File

Calendar: November 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

Right Sidebar: HIS 103 03 FUL - History Of The US I -H
Attendance
Collaboration
Course Information
Coursework
Gradebook
Main Page
Syllabus
Add a Page
Context Manager
Usage Statistics

Quick Links: My Courses | My Pages


- To enter Midterm and Final grades, begin by clicking the “Faculty” tab on OwlNet.

Step 2:

Faculty

Help

Learn How to Get Instant Help on Using OwlNet



 As you navigate around OwlNet you will notice that when you hover on a topic's title bar, a small blue question mark icon will be displayed. Clicking on this icon takes you directly to specific online help topics. This context-sensitive help is available in practically all areas of OwlNet. Making use of this feature will help you to learn OwlNet very quickly.

For a quick demo, click on the blue Help icon above. The Help topic will open in a new tab. Now you've got the hang of it. Keep your eyes open for other help links as you navigate to other locations on OwlNet.

Faculty Course Control

Faculty Course Control > Default View

Course List for Aleta Vestal

 View Details  View My Faculty Schedule

Course	Title	Go Directly To
HIS 103 03 FUL	His Of US I-H	Select Area ...

Grade Entry

View Course List


Advisee Roster

Course Schedules

Course Search

Alert: The Add and Drop Period is closed but you may be able to add or drop one or more registrations.

Current Term: Fall 2015
Add Period Closed / Drop Period Closed

 Course Search

Downloadable Forms

How To's

- Faculty How To... (.pdf, 170K)
- Faculty Instructions for Self-Reports for MAC Users (.pdf, 378K)
- Faculty Instructions for Self-Reports for PC users (.pdf, 397K)
- Chair Instructions for Faculty Self-Reports (.pdf, 253K)

Faculty Forms

- Under Faculty Course Control, chose the course you want to enter grades for and select the drop down menu under “Go Directly To”. On the drop down menu, select “Grade Entry”.

Step 3:

- Enter the Midterm or Final grades for each student. Once this is completed, click “Save”.