








Quick and Easy Directions for Entering Final Grades:

1. On the first tab of the Faculty Center, you will see your class schedule. If not, select the term you are entering grades for (i.e. Spring 2009) and click  to refresh the screen.
2. Select the class you are grading and *click on the*  *icon to the left of the class to open the grade roster.*
3. Select the Final Grade roster from the drop-down list:
*Grade Roster Type 
*Approval Status 
4. Shortcut -- If most of the class has earned the same grade (thesis or Pass/No Credit, for example) use this shortcut to enter all grades at once.  . Change grades for students who did not earn this grade.
5. Enter the grade earned for every student listed using the drop-down box. Please note, students who withdrew from Clarkson or dropped the course after the 4th week will already have a grade of W or LW. **Do not use mid-term grades of S, U, or N.**
6. If you prefer, you can key in the grades. However, **you cannot key a “+”**. If the grade you wish to key is a plus grade, you will need to key the letter grade twice. To enter a B+, key “B” twice. Tab three times to get to the next student.
7. **After completing grade entry, SAVE**, then **change Approval Status** at the top of the page to Approved, and **SAVE again** (bottom left). You will not be able to approve the grades unless every student still enrolled has been assigned a grade.
8. Click on the  link at the bottom of the roster or Faculty Center link on the left to select a different class. Again, be sure the term is set to the term you are working in (i.e. Spring 2009.)
9. **You can change grades until they are posted.** Go back into the class roster, change the Approval Status from Approved back to Not Reviewed and save. At this point, you should be able to change the grade, save, and change the approval status back to Approved, then save again.