INSTRUCTIONS FOR ENTERING GRADES

- Go to [www.tamut.edu](http://www.tamut.edu)
- Click on QUICK LINKS at the top of the page
- Select WEB FOR STUDENTS/FACULTY from the drop down menu

- Enter your assigned USER ID (CWID) and PIN; click Login. *If this is the first time you have logged in, you will need to reset your pin and enter your security question and answer.*

- Click on the FACULTY SERVICES tab

- Click on TERM SELECTION
- Select the **TERM** from the drop down menu; click **SUBMIT**

- Select **MIDTERM/FINAL GRADES**

- Select a **CLASS/CRN** from the drop down box and click **SUBMIT**
Select the appropriate grade from the drop down box. 
Click SUBMIT when done entering grades. **For final grades- the LAST DATE OF ATTENDANCE must be entered for any student who receives a failing grade.**

There is a time limit. SUBMIT grades OFTEN to ensure the grades have been submitted.

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

**Course Information**
Principles of Accounting I - ACCT 2301 001  
CRN: 49007  
Students Registered: 11

\[\text{Please submit the grades often. There is a 15 minute time limit starting at 04:02 pm on Aug 19, 2013.}\]

\[
\begin{array}{|c|c|c|c|c|c|}
\hline
\text{Record Number} & \text{Student Name} & \text{ID} & \text{Credits} & \text{Registration Status} & \text{Grade} \\
\hline
1 & **Registered** & F & N & 07/01/2014 & 11 \\
2 & **Web Registered** & A & N & 04/06/2014 & 1 \\
3 & **Web Registered** & None & N & 04/25/2014 & 3 \\
4 & **Registered** & None & N & 06/04/2014 & 12 \\
5 & **Web Registered** & C & D & 06/02/2014 & 10 \\
6 & **Web Registered** & None & N & 06/02/2014 & 4 \\
\hline
\end{array}
\]

**SUCCESS!!** The following message will be displayed above the list of students if grades were submitted successfully.

\[\checkmark \text{The changes you made were saved successfully.}\]

**Please note:** The following error will be displayed if the last date of attendance was not entered for a student receiving a failing grade. **If the error is not corrected, and you exit the page, the grades for the other students will not be accepted. The grades will have to be re-entered for all students.**

![Error Message]

You have errors on the page. Correct the errors to submit all grades for this record set.

**Below is an example of what is displayed for a student needing the last date of attendance entered.**

![Example Grade Entry]