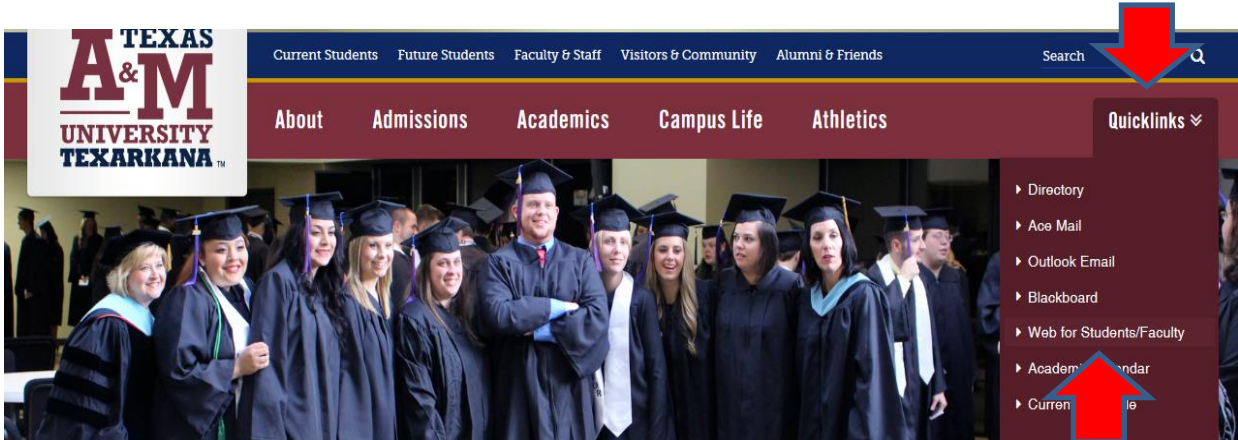


# INSTRUCTIONS FOR ENTERING FINAL GRADES

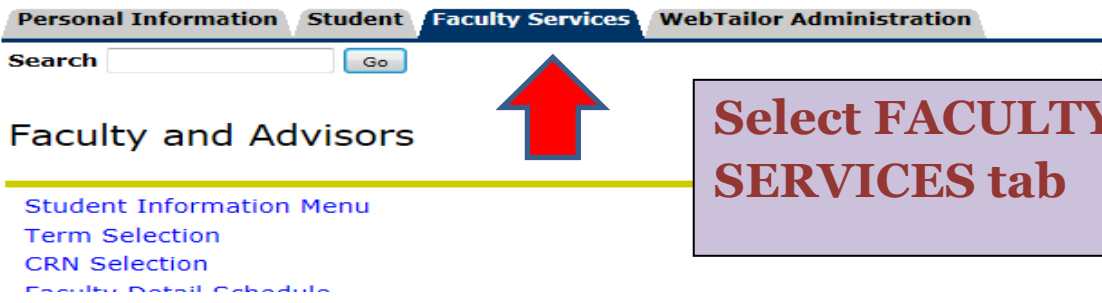
- Go to [www.tamut.edu](http://www.tamut.edu)
- Click on **QUICK LINKS** at the top of the page
- Select **WEB FOR STUDENTS/FACULTY** from the drop down menu



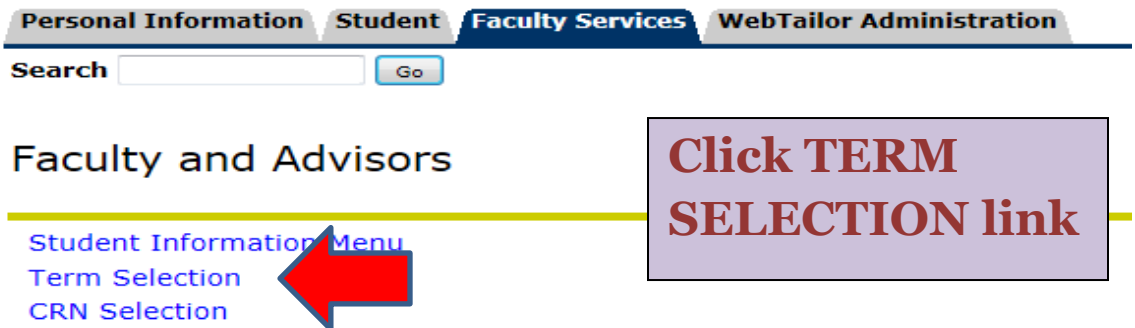
User ID:

PIN:

**Enter User ID (CWID) and PIN, click Login.** *If this is the first time logging in, you will need to reset your pin and enter your security question and answer.*



**Select FACULTY SERVICES tab**



**Click TERM SELECTION link**

Search  Go

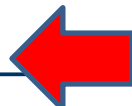
### Select Term

Select a Term:

RELEASE: 8.5.4

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- Fall 2014
- Fall 2014
- Summer II 2014
- Summer I 2014
- May Term
- Spring 2014
- Fall 2013
- Summer II 2013



Select TERM from drop down menu, click SUBMIT

Search  Go

### Faculty and Advisors

- Student Information Menu
- Term Selection
- CRN Selection
- Faculty Detail Schedule
- Week at a Glance
- Detail Class List
- Summary Class List
- Detail Wait List
- Summary Wait List
- Midterm Grades
- Final Grades
- Incomplete Grades Summary



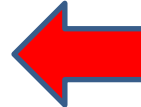
Select FINAL GRADES link

Search

### Select a CRN

CRN:

- ACCT 2301 001: Principles of Accounting I, 40007 (11)
- ACCT 2301 001: Principles of Accounting I, 40007 (11)
- ACCT 425 001: Cost Accounting, 40006 (26)



Select a CLASS/CRN from drop down menu. Click SUBMIT

Spring 2020 1st 8 week final grades are due **March 23, 2020 by 5 pm.**

If **CONFIDENTIAL** appears next to a student's name, the personal information is to be kept confidential.

Enter the **LAST DAY OF ATTENDANCE** for any student who has failed the course. It is extremely important that the last date of attendance be e Aid Office must have the last date of attendance for those students who have received any type of financial aid. If the student dr withdrew, please leave the Last Day of Attendance blank.

Grading instructions: [Click here to view PDF instructions.](#)

**PLEASE NOTE:** If the last date of attendance was not entered for a student receiving a failing grade, and you exit the page, the grades for the other students MAY NOT be saved. The grades will students.

**REMINDER:** Please submit (save) grades often. After 60 minut

Course Information  
Art Appreciation - ARTS 1301 001  
CRN: 21783  
Students Registered: 29

**You will be directed to the grading worksheet. Class information and currently enrolled students will be listed. \*Students who dropped/withdrew after census will also be listed.**

Please submit the grades often. There is a 60 minute time limit starting at 03:57 pm on Mar 06, 2020 for this page.

## Entering Final Grades

- Select the appropriate grade from the drop down box in the Grade column.
- There is a **60 MINUTE** time limit. **SUBMIT** grades **OFTEN** to ensure the grades have been submitted.
  - Not all grades for a class have to be submitted in one sitting. **Faculty can submit grades at various times, as long as the grades entered have been saved/submitted and any errors corrected before exiting the page.**
- Grades A-D, S (Satisfactory), Developmental Grades (ADV, BDV, CDV, & DDV) **do not** require a last date of attendance.
- Students with grades of **DR (drop)** or **W (withdraw)** should not be changed.

Please submit the grades often. There is a 60 minute time limit starting at 09:24 am on Oct 16, 2018 for this page.

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Atte 0-99
1				**Web Registered** Apr 12, 2018	None	N		
2				**Web Registered** Aug 27, 2018	None	N		
3				**Web Registered** Aug 06, 2018	None	N		
4				**Web Registered** Aug 15, 2018	None	N		
5				**Web Registered** Jun 01, 2018	A	N		
6				**Web Registered** Jul 30, 2018	F	N		
7				**Web Registered**		N		

- Click **SUBMIT** when done entering grades.
- **SUCCESS!!** The following will be displayed if grades were submitted successfully.

eagles.tamut.edu says

Congratulations! The grades you assigned were successfully submitted.

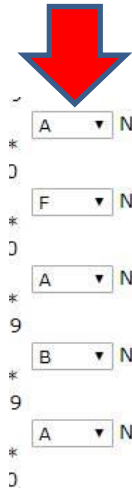
**Click OK to continue.**

OK

## Grade Verification

To verify if your grades were saved/submitted:

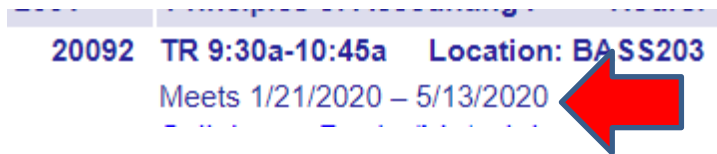
- Exit Web for Faculty (if haven't already done so)
- Follow steps above to log back into Web for Faculty and access grading worksheet
- Grades have been saved/submitted if listed in the "Grade" column on the grading worksheet.



## Failing grades & Last Date of Attendance

**Required!!**- Last Date of Attendance **must be** entered for any student who receives grades of F, FDV (Developmental grade), or U (Unsatisfactory).

- Last date of Attendance required format: **MM/DD/YYYY**
- Last date of Attendance date range: Must be between session start/end date that the class is offered.
  - Session start/end dates can be found on the Academic Calendar, <http://catalog.tamut.edu/academic-calendar/>, or listed with the class section on the online class schedule.



## Last Date of Attendance Errors

- The following error will be displayed if the Last Date of Attendance **is not** entered for a student with a failing grade.
- **Note:** Any grades entered on the worksheet that **have not** been saved/submitted when the error message below is received, **will not be saved/submitted**, if the errors are **not corrected** and the grading worksheet is exited.

eagles.tamut.edu says

WARNING! YOUR GRADES WERE NOT SUBMITTED!  
Check the area just above the grade roster for any errors and then take corrective action.

Click OK to continue.

OK

- Error messages shown in red will be displayed above the list of students as well as the student row to show where corrections are needed.

Course Information  
Art Appreciation - ARTS 1301 001  
CRN: 21783  
Students Registered: 29

Please submit the grades often. There is a 15 minute time limit starting at 03:57 pm on Mar 06, 2020 for this page.

You have errors on the page. Check the Errors column below for information. Correct the error to submit all grades for this record set.

**	F	N		18	
**	B	N		3	
**	B	N		19	

Last date of attendance required for this grade.

Last date of attendance format= MM/DD/YYYY

- **Invalid date:** The following error will be shown in red on the grading worksheet if the last date of attendance **is not** between the session start/end dates that the class is offered.

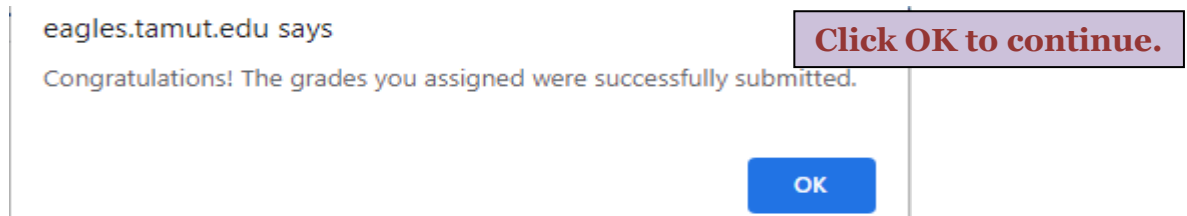
*	F	N	05/20/2020	6	
9	A	N		31	

Last date of attendance cannot be greater than current date. Last date of attendance must be between section start date and section end date.

- Session start/end dates can be found on the Academic Calendar, <http://catalog.tamut.edu/academic-calendar/>, or listed with the class section on the online class schedule.


20092 TR 9:30a-10:45a Location: BASS203  
Meets 1/21/2020 – 5/13/2020

- Once all errors have been resolved, click **Submit** to enter grades
- The following message will be displayed if grades were submitted successfully.




### Successful submission of grades

The following message will be displayed above the list of students when all grades for the class have been successfully submitted.

 The changes you made were saved successfully.

### Changing Student Grades

- Student grades can be changed after they have been saved/submitted, **unless** they have been rolled to academic history
- Once grades have been rolled to academic history a grade change form must be submitted to the Registrar’s Office for the grade to be updated.
- The **Rolled** column indicates if the grade has been rolled to academic history or not.
  - Rolled=Y
  - Not Rolled=N

 Please submit the grades often. There is a 60 minute time limit starting at 09:24 am on Oct 16, 2018 for this



Final Grades								
Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Atte 0-99
1				**Web Registered** Apr 12, 2018	None	N		
2				**Web Registered** Aug 27, 2018	None	N		
3				**Web Registered** Aug 06, 2018	None	N		
4				**Web Registered** Aug 15, 2018	None	N		
5				**Web Registered** Jun 01, 2018	A	N		
6				**Web Registered** Jul 30, 2018	B	N		
7				**Web Registered**		N		

Please contact [registrar@tamut.edu](mailto:registrar@tamut.edu) if you have any questions or need assistance with entering final grades. Thank you.