

## Campus Portal – Faculty Grade Entry

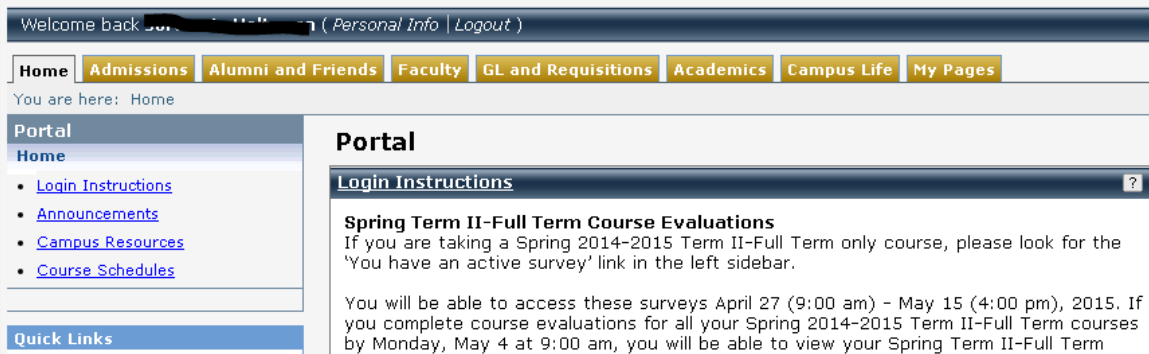
**Deadlines for grade submission are extremely important, as they affect the students' financial aid, academic standing, degree posting date and employment.**

**Please see the Academic Calendar for grade deadline submissions.**

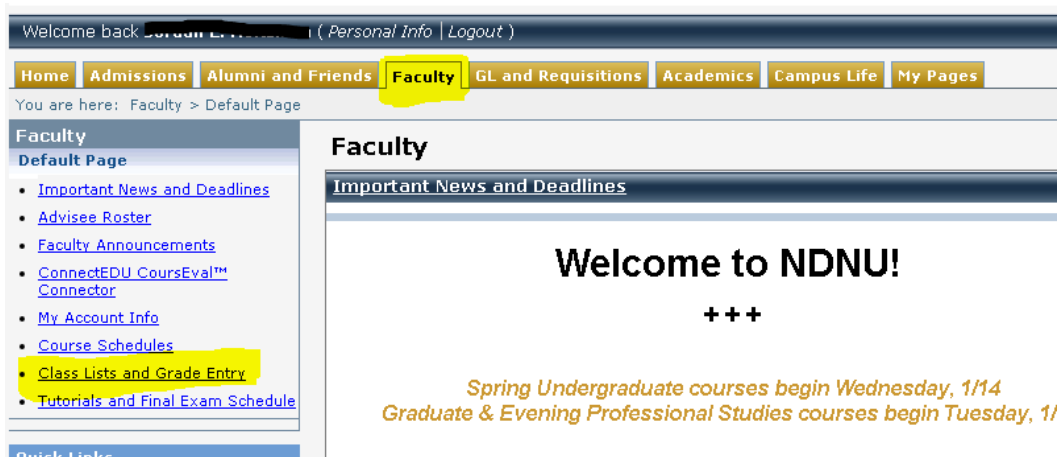
**As a reminder, grade entry turns off at 4pm. Any late grades need to be submitted in person, via mail, or email from your NDNU email account.**

1. The main page, after logging in. Across the top of the screen you can see the various tabs for which you've been given access. Click the "Faculty" tab.

**(Note: The "Gradebook" portlet on the Academics tab is not official grade entry. "Gradebook" is a courtesy tool for sharing unofficial course/grade information with students over the course of a semester. It is not connected to the NDNU records database – you must enter your final grades on the Faculty tab as instructed below.)**



2. The Faculty Tab – Here is where you can handle advisees and enter grades. Click "Class Lists and Grade Entry", on the left hand side.



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3. Choose “Grade Entry” from the drop-down menu for the course for which you want to enter grades. You can sort by course division (Grad, Undergrad) to narrow down your list, or you can change the term to view grades for previous semesters.

4. All students who have not yet been given a grade for a class will appear with a blank in the “Midterm Grade” or “Final Grade” column, and a dropdown menu next to their name where you can select the grade they are to receive. You can make changes using the drop-down list prior to clicking “Save”. **Once the Save button is clicked, grades are submitted to the students’ records and the Registrar’s office. Please be careful when submitting grades. If you are submitting midterm grades, please be sure to enter the grade in the Midterm column, and not the Final Grade column.**

Please be sure to submit a midterm grade for all undergraduate students, and all graduate students who are earning a grade of C or lower.

**If a student has not attended at all, please select a grade of NA.**

**If a student attended at least once, but has stopped attending, please select a grade of SA.**

**You will be contacted for a last date of attendance on all students who are marked as SA.**

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5. Current Grade List – After any grade is entered and saved, the system will take you to a Current Student Grade List. If there are any grades left un-submitted, you can click “Update Student Grades” to input them. Once grades have been submitted, all changes must be made on paper in the Registrar’s Office.

### Faculty

#### Class Lists and Grade Entry - Current Student Grade List

[Class Lists and Grade Entry](#) > [Update Student Grades](#) > Current Student Grade List

#### Student List for: Graduate - 1st Degree 2016-2017 - Fall Term BUS 4000 01

Instructors: ██████████

Cross-listed Courses:

Course Grading Type: Regular Academic Credit

#### Grades successfully updated.

The Grading Type for students will only be displayed if it is different than the Course Grading Type.

FERPA Restr.	Student	ID	Grad?	Midterm Grade	Final Grade	Grading Type	Ab
C	██████████	██████████	N	NA		GN-No Credit	0
C	██████████	██████████	N	C			0
K	██████████	██████████	N	SA		GN-Audit	0

6. Please submit a copy of all grades to the Registrar’s Office – either via fax, mail, from your NDNU email or in person. They can be faxed to us at 650-508-3520, mailed to us at NDNU Registrar’s Office, 1500 Ralston Ave, Belmont, CA 94002, or submitted in person to St Mary’s 110.

### Grades you may not see in the dropdown menu, and why:

**“I” – Incomplete.** Incompletes are only available to students passing a course in good standing if not for an extenuating circumstance preventing their completion of final assignments. Incomplete Grade forms should be submitted to the Registrar’s Office by the Instructor (as this constitutes a grade sheet) prior to the end of class, and must include:

- a student signature (or acknowledgement from the student via NDNU email address),
- detail of work to be completed and a default grade to be assigned if the work is not completed,
- a deadline of up to one calendar year from the end of the course (but appropriate to the amount of work remaining).

The instructor must then submit the updated grade when work is completed. If a new grade is not submitted by the deadline stated on the contract, the Incomplete will default.

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**“IP” – In Progress.** This grade is only applicable to Student Teaching, Clinical Practicum, and Internship, which by design extend past the end of the semester. They have completed most of the hours. Students have a year from the end of the class to complete the work. This grade cannot be assigned online. You will need to submit this grade in person at the Registrar’s Office.

**“AW” – Administrative Withdrawal.** If a student attends at least one class meeting, but does not complete subsequent coursework and does not attend the course for two consecutive meetings, an instructor may submit an AW prior to the withdrawal deadline. The student’s last date of attendance is **required**. (This is the administratively-submitted equivalent of a “W”, which is given when a student self-withdraws from a course, and follows the same academic calendar deadlines – a grade of AW or W does not affect the GPA, but it may affect the student’s Financial Aid.)

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