*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 the Friday after the end of the semester/term. Any late grades need to be submitted in person, via mail, or email from your NDNU email account.

1. **Log into Campus Portal (https://campusportal.ndnu.edu/ICS/default.aspx?) using your NDNU ID# and password. If you don't remember your password, click the 'I forgot my password' link next to the 'Login' button.**
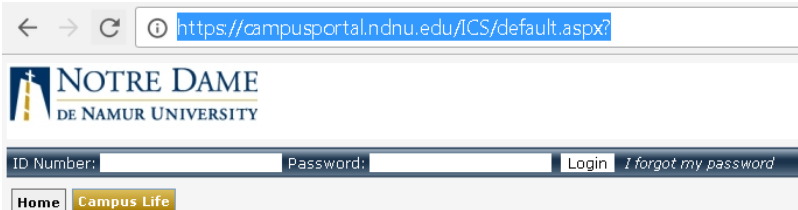
2. **Click on the 'Faculty' tab, and then click 'Class Lists and Grade Entry on the left side.**
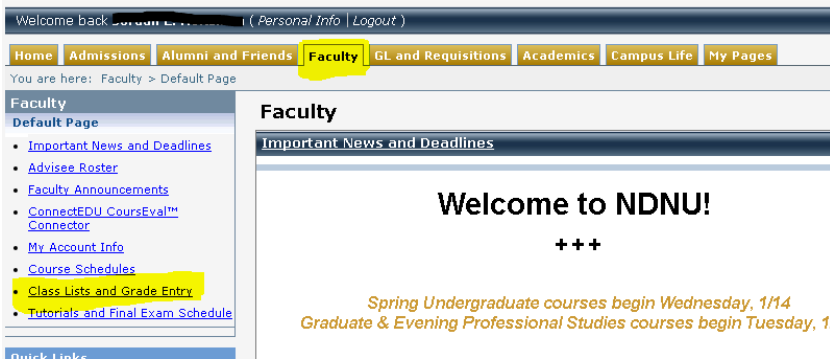
3. **Choose 'Grade Entry' from the drop-down menu for the course for which you want to enter grades. You can sort by course division (Grad, Undergrad, etc.) to narrow down your list.**

Faculty

Class Lists and Grade Entry

Course List for [

| Term: | 2016-2017 - Fall Term ▼ | Division: | All ▼ |

[Search]   View My Faculty Sche

2016-2017 - Fall Term			
Course	Title	Division	Go Directly To
MTH		a Undergraduate – 1st Degree	Select Area ... ▼
MTH		a Undergraduate – 1st Degree	Select Area ... ▼

4. **Your class list will appear. Any student with a 'W' or 'AW' in the final grade column has already received a final grade. All other students will have a drop down menu in the 'Final Grade' column.**

5. **Choose a grade for each student. Once you click 'Save', the grades are submitted to the Office of the Registrar, and cannot be changed electronically. Please be careful when submitting grades.**

6. **Please submit a copy of all grades to the Office of the Registrar – by fax, mail, or NDNU email.**
   a. **Fax: 650-508-3520**

b. **Mail: NDNU Office of the Registrar; 1500 Ralston Ave, Belmont, CA 94002**
c. **Email: jkubel@ndnu.edu**
d. **Person: Saint Mary's Hall, room 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 Office of the Registrar 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.

"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 Office of the Registrar.

"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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12/7/2016