

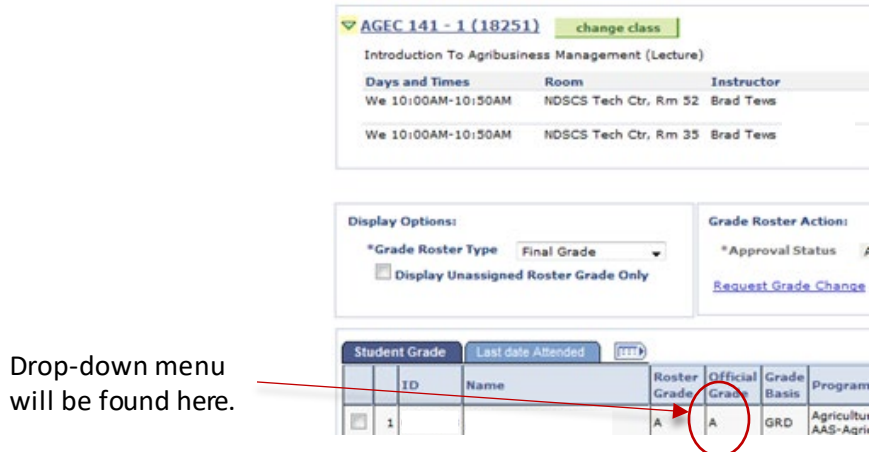
Record Grades

All grades are recorded electronically in [CampusConnection](#). Grades are recorded at the completion of each class. Faculty will be expected to meet the grade deadlines as posted by Enrollment Services.

1. Sign on to [CampusConnection](#).
2. Click Faculty Center
3. Click Grade Roster.
4. Verify the correct term is displayed.
5. Click on to the left of the course for which you want to enter grades.



6. Enter grades into the roster grade field by selecting the grade from the drop-down menu.



7. Once all grades have been entered, click **SAVE**.
8. In Grade Roster Action box, change the approval status to **APPROVED**. Do not set to READY FOR REVIEW.
9. After approving the grades, click **SAVE** again.

Note: Students will not be able to view grades in CampusConnection until faculty have "Approved" grades, Enrollment Services has verified that all grades for all courses have been entered, and the final batch post has been processed. Then there is another day or so before it shows up in Powerschool.

Grading Tips

- If a course you teach doesn't appear on the Grade Roster or if a student is in your class but not on the grade roster- Contact your Dean's Office with the course name and number, days and times taught (example: Intro to Sociology 101 MWF 8-8:50).
- A "W" (withdraw) grade is not a grading option for faculty- Students that have finalized a drop/withdrawal will have a "W" grade displayed in the Official Grade column. Students who do not have a "W" grade displayed have not completed an official drop/withdrawal and should receive the grade earned as of the class end date.
- Audit- If a student has registered for a course as an Audit, an "AU" will be displayed in the Official Grade column of the grade roster. These should be the only students whom you choose an "AU" as a final grade.
- Incomplete Grades- Enter an "I" Incomplete grade for those students you have given extensions. An incomplete should be used only when a student is doing satisfactory work in a course but is unable, for reasons beyond control (death in the family, hospitalization of student, etc.) to complete all assigned requirements before the course end date. If you have not given an extension to a student, enter the appropriate grade earned.