

To: All Full-Time and Adjunct Faculty

From: Office of the Registrar

Date: February 23th 2017

Re: **Final Grades Due for Mini A Spring Term**

This notice serves to remind all faculty that final grades for the mini A Spring term are due on **Thursday, 3/2/2017 at 4:30pm**. **Please note that 'End of Term' processes are scheduled to begin immediately after.**

To enter final grades:

1. Log into the [FSW Portal](#).
2. Select the *Faculty Academics* tab.
3. In the *Faculty Banner Web Services* box, select *Final Grades*.
4. Select the appropriate term from the drop down menu and click *Submit*.
5. Select the course from the drop down menu and click *Submit*.
6. In the *Grade* column, enter the appropriate grade for each student from the drop down menu.
- **Please note that the 'M' Grade should only be used for MAT 0057**
7. For any students who have a "W" already issued, do not change the grade.
8. For any students for which an "F" (fail) or "I" (incomplete) will be issued, faculty must list the student's last date of attendance in the *Last Attend Date* column and in this format MM/DD/YYYY.
9. Once the grades are entered for every student and the dates entered for any "F" or "I" grades issued, select *Save*.
- **For 'I' grades, an Incomplete form must be completed- contact the Dean for details**
10. Review the submission for the wording, **"Your changes have been saved. Final grades processed."** to confirm that you have submitted final grades.*

***Please note that grades roll overnight on the evening submitted and can be verified the following day.**

Tip: To verify that grades were submitted and have been processed, log out of the portal and log back in and return to the Final Grades worksheet for each class. The screen and specifically the *Grade*, *Rolled*, and *Last Attend Date* columns will look like this:

Grade	Rolled	Last Attend MM/DD/YYYY
B	Y	None
A	Y	None
A	Y	None
A	Y	None
C	Y	None

Grade	Rolled	Last Attend MM/DD/YYYY
C	Y	None
F	Y	10/15/2014
C	Y	None
B	Y	None
C	Y	None

11. Note that it is required that all students have a grade issued by the deadline. If a student never attended a class, faculty must enter an "F" for the student and list the first day of classes for the term in the *Last Attend Date* column.
12. The final grades worksheet in the portal is closed promptly by the deadline, **Thursday, 3/2/2017 at 4:30pm**. For faculty who do not submit grades for one or more students, a hard-copy *Change of Grade* form will need to be completed for each student. For security reasons, the Final Exam worksheet in the FSW portal is never reopened after it has closed.

If you have any questions, please contact the Office of the Registrar at Registrar@FSW.edu.