

Faculty Grade Entry Guide

Click “Faculty Grade Entry” on the new My.emich Faculty Services card.

The screenshot shows the 'Faculty Grade Entry' interface. At the top, there's a green header with a logo and user information. Below it, the page title 'Faculty Grade Entry • Final Grades' is displayed. The main content area has a tabbed interface with 'Final Grades' and 'Gradebook'. Under 'Final Grades', there's a 'My Courses' section. A table lists courses with columns: Grading Status, Rolled, Subject, Course, Section, Title, Term, and an ID. The first three rows are marked 'Not Started' and are highlighted with a red box and a callout '1'. The next two rows are marked 'Completed' and are highlighted with a green box and a callout '2'. A callout '3' points to a dropdown menu icon in the top right of the table area. A callout '4' points to a search box in the top right. At the bottom, it says 'Records Found: 5' and has pagination controls showing 'Page 1 of 1' and 'Per Page 10'.

Grading Status	Rolled	Subject	Course	Section	Title	Term	
Not Started	Not Started	ACC - Accounting	240	002	Principles of Financial Acct	202510 - Fall 2024	10195
Not Started	Not Started	WGST - Women's and Gender Studies	200	06	Intro to Women's Studies	202510 - Fall 2024	11842
Not Started	Not Started	WRTG - Writing	121	26	Comp II: Resrchng the Publ Exp	202510 - Fall 2024	13425
Completed	Completed	CHEM - Chemistry	121	0	General Chemistry I	202450 - Summer 2024	50005
Completed	Completed	ACC - Accounting	240	0	Principles of Financial Acct	202450 - Summer 2024	50021

1. Courses for the current term are sorted to the top.
2. Graded courses for past terms are sorted below.
3. Use this drop-down to add/remove columns from the displayed list
4. Use this search box to narrow your list. The search is dynamic and allows key words, portions of words, and phrases found in the Subject and Course Title columns. As you begin to type search criteria, the list will begin to shift automatically.

Faculty Grade Entry

Final Grades Gradebook

My Courses

Grading Status Rolled Subject Course Section Title Term

Not Started	Not Started	ACC - Accounting	240	002	Principles of Financial Acct	202510 - Fall 2024	10195
Not Started	Not Started	WGST - Women's and Gender Studies	200	06	Intro to Women's Studies	202510 - Fall 2024	11842
Not Started	Not Started	WRTG - Writing	121	26	Comp II: Resrchng the Publ Exp	202510 - Fall 2024	13425
Completed	Completed	CHEM - Chemistry	121	0	General Chemistry I	202450 - Summer 2024	50005
Completed	Completed	ACC - Accounting	240	0	Principles of Financial Acct	202450 - Summer 2024	50021

Records Found: 5

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Enter Grades (Read Only)

Full Name ID Final Grade Rolled Last Attend Date Hours Attended

[REDACTED]	[REDACTED]				
[REDACTED]	[REDACTED]				
[REDACTED]	[REDACTED]				

5. Click within a row to open the "Enter Grades" section
 - a. If final grade submission is not yet available, you'll see "(Read Only)" displayed

Faculty Grade Entry

Final Grades
Gradebook

My Courses

Search

Grading Status	Rolled	Subject	Course	Section	Title	Term	
Not Started	Not Started	ACC - Accounting	240	002	Principles of Financial Acct	202510 - Fall 2024	10195
Not Started	Not Started	WGST - Women's and Gender Studies	200	06	Intro to Women's Studies	202510 - Fall 2024	11842
Not Started	Not Started	WRTG - Writing	121	26	Comp II: Resrchng the Publ Exp	202510 - Fall 2024	13425
Completed	Completed	CHEM - Chemistry	121	0	General Chemistry I	202450 - Summer 2024	50005
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Records Found: 5

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Enter Grades

Search

Full Name	ID	Final Grade	Rolled	Last Attend Date	Hours Attended
			✓		
			✓		
			✓	06/23/2024	

6. Click within a row to open the “Enter Grades” section

- When viewing a “Completed” section, you’ll see the grade entered, rolled status, last attend date (if applicable), and hours attended (if applicable).

Faculty Grade Entry

Final Grades Gradebook

My Courses

Grading Status	Rolled	Subject	Course	Section	Title	Term	
Not Started	Not Started	ACC - Accounting	240	002	Principles of Financial Acct	202510 - Fall 2024	10195
Not Started	Not Started	WGST - Women's and Gender Studies	200	06	Intro to Women's Studies	202510 - Fall 2024	11842
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Records Found: 5

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Enter Grades

Full Name	ID	Final Grade	Rolled	Last Attend Date	Hours Attended
		7			

7. Once your section is open for grading; Final Grade, Last Attend Date, and Hours Attended become enterable.

- The "Final Grade" dropdown list will list all applicable grade options
- "Last Attend Date" must be entered for any EXAMPLE grades. If you attempt to save without entering one, you'll be stopped by an error message;

A last attend date is required for this grade.

Final Grade	Rolled	Last Attend Date	Hours Attended
F			

		A-		
		B+		
		A-		

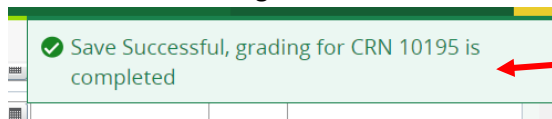
Records Found: 17

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Save Reset


8. Enter all grades. Remember to use the pagination buttons to navigate to additional pages. The grade entry sheet defaults to displaying 25 students at a time.

9. Click "Save" once all grades have been entered. If no errors have been found, you'll see the following confirmation message;



10. Click "Reset" at any time during entry if needed. This will reset all unrolled grades back to blanks.

Rolled

NOTE: You have the ability to change an entered grade post-save until the green check is displayed  (Rolled Indicator). Once the rolled indicator is present, the grade has been rolled to the student's academic history and you will need to submit a grade change request to update it.