
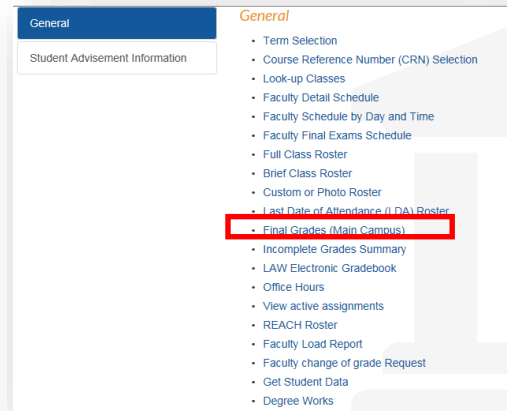


- 1) After login to the My.hofstra.edu portal, click the Hamburger icon  and select

Faculty Services

- 2) Under the General category select Final Grading Main Campus



- 3) Select a semester (i.e. TERM) and CRN, as prompted using the drop-down arrow and click Submit

### Select Term

Home > Faculty Services > Select Term

Select a Term:

RELEASE: 8.4

- Medical School Fall 2011
- Paralegal Fall 2011
- Fall Semester 2011
- Summer Session III 2011
- Summer Session II 2011
- Summer Session I 2011
- Paralegal Summer 2011
- Paralegal Spring 2011
- Spring Semester 2011
- January Session 2011
- Paralegal Fall 2010
- Fall Semester 2010

### Select CRN

Home > Faculty Services > CRN Selection

Spring Semester 2011  
Jun 30, 2011 01:51 pm  
[PRINT](#)

Please enter the CRN you wish to access, or select a different term from the menu or the link below.

CRN:

ITAL 001 03: ELEMENTARY ITALIAN 1, 22203 (22)

- 4) The Final Grades Worksheet will appear for the CRN you have chosen.

Links for a clarification of grades, a final grading FAQ, and Incomplete Grades policy and forms are provided here.

**Note: All "UW" grades require a Last Attend Date.**

Student Services | Financial Aid Services | **Faculty Services** | Employee Services | Alumni Servi

### Final Grade Worksheet

Home > Faculty Services > Final Grades

Spring Semester 2011  
Jun 30, 2011 02:07 pm  
[PRINT](#)

- Enter final grades: ENTER THE LAST 6 DIGITS OF YOUR SSN; then click Submit.  
- If the word "Confidential" appears next to a student's name, his or her directory information is to be kept confidential.  
- Click on a student's name to view his or her address(es) and phone(s).  
- Use the "Last Attend Date" column only if you are assigning a grade of "UW".

[Click here for Clarification of Undergraduate grades](#)  
[Click here for Clarification of Graduate grades](#)  
[Click here for Final Grading FAQ](#)  
[Click here for New Incomplete Grade Policy FAQ](#)  
[Click here for Incomplete Grade Form](#)

Please note: Registrations will not be honored after 4 weeks of the semester. Students who do not appear on this roster as of that date are not eligible to continue. Please check deadlines posted in the class schedule for exact date.

- 5) Scroll down the Final Grade Worksheet to display session and student information.

**Course Information**

(HP) WESTERN CIVILIZATN 2 - HIST 012 03

CRN: 24500

Students Registered: 33

⚠ Please ENTER THE LAST 6 DIGITS OF YOUR SSN and click Submit Grades button. There is a 60 minute inactivity time out starting at 02:07 pm on Jun 30, 2011 for this page.

Record Sets: 1 - 25 26 - 33

**Final Grades**

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Registration Number
1	Alestra, Arielle R.	700878375	3.000	***Web Registered*** Nov 01, 2010	None	N		15
2	Baldwin, Elizabeth V.	701290775	3.000	***Web Registered*** Nov 08, 2010	A	N		28
3	Barbagallo, Dominique	701358520	3.000	***Web Registered*** Jan 28, 2011	B+	N		52
4	Bozsnyak, Taylor B.	701362298	3.000	***Web Registered*** Nov 08, 2010	C	N		23
5	Brennan, Austin C.	701345252	3.000	***Web Registered*** Nov 08, 2010	C+	N		27
6	Campagna, Kristina M.	701120121	3.000	***Web Registered*** Nov 01, 2010	D+	N		9

To enter grades, click on the drop-down menu for each student and highlight and click on the desired grade.

**Do not enter a “Last Attend DATE” (MM/DD/YYYY) unless you are entering a “UW” grade.** Enter the first day of class as the LDA for any student who NEVER attended your class.

**Note:** You can revise a grade online and resubmit until the grades are marked “Rolled.” Once a grade of any kind is Rolled, it can be changed by submitting a paper-based “Grade Change Form” in accordance with university procedures.

- 6) When you are finished entering grades for students on this page, enter your network password at the bottom of the page and click the SUBMIT GRADES box. A confirmation will be sent to your Hofstra email.

If the class consists of more than 100 students, there will be a link to the next record set of students. Enter your network password and click on the record set link to move from page to page of students and continue grading.

Record Sets: 1-100 101-125

ENTER YOUR NETWORK PASSWORD:

Submit Grades Reset

⚠ Please ENTER your NETWORK PASSWORD and click Submit Grades button. There is a 60 minute inactivity time limit on this page.

- 7) To grade a different CRN, select the link at the bottom of the page.

Term Selection ■ CRN Selection ■ Full Class Roster ■ Final Grades ■ Brief Class Roster



To return to the faculty menu, click the Hamburger icon



and select

Faculty Services

## Functionality for Incomplete Grades

RETURN TO MENU SITE MAP HELP EXIT

Lyne M. Dougherty  
Fall Semester 200909  
Nov 18, 2009 10:24 am

**Incomplete Final Grades**

Review and maintain, when allowed, incomplete final grades and extension dates for incomplete grades.

**Course Information**  
**FINANCIAL ACCOUNTING - ACCT 101 02**  
CRN: 91643  
Students Registered: 72

Please submit the grades often. There is a 60 minute time limit starting at 10:24 am on Nov 18, 2009 for this page.

The extension date default is Jun 14, 2009. The extension date may have constraints according to level.

**Incomplete Final Grades**

Record Number	Student Name	ID	Grade Rolled	Incomplete Final Grade	Extension Date MM/DD/YYYY	Constraints
1	Aceto, Christina M.	700941330 I	N	None	06/14/2009	
2	Adkins, Jon R.	700986846 I	N	None	06/14/2009	

Submit Cancel Reset

Please submit the grades often. There is a 60 minute time limit starting at 10:24 am on Nov 18, 2009 for this page.

If you submitted an Incomplete grade for a student, you will automatically be brought to the “Incomplete Final Grades” page to enter additional information.

Note: Only the students who received Incomplete Grades will appear.

- **Incomplete Final Grade** – Please enter the default grade the student should receive, if they **DO NOT** complete the outstanding course work.
- **Extension Date** – This field is populated with the pre-determined, standard deadline. For all students, you may shorten the deadline in this field. For graduate students you also have the option to lengthen the pre-determined university deadline up to one year from the end of the semester. (If a date greater than one year is entered, the Office of Academic Records/Registrar will automatically change it to the one year deadline.)

Once you have entered the Incomplete Final Grade. Please hit Submit.

You can review the information submitted by going directly to the “Incomplete Final Grades” page under the Faculty Services menu.

**Note: To change the Incomplete grade to any grade other than the default grade, please use the paper “Change of Grade” form.**

- **Academic Records no longer requires the Incomplete Grade Policy Form be submitted.**
- **For more information on the details of this policy as well as an optional template for your use with the students, please visit:**  
[www.hofstra.edu/IncompleteGradePolicy](http://www.hofstra.edu/IncompleteGradePolicy)