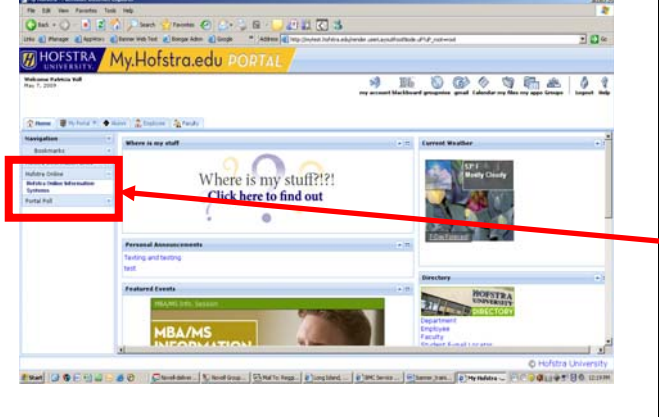
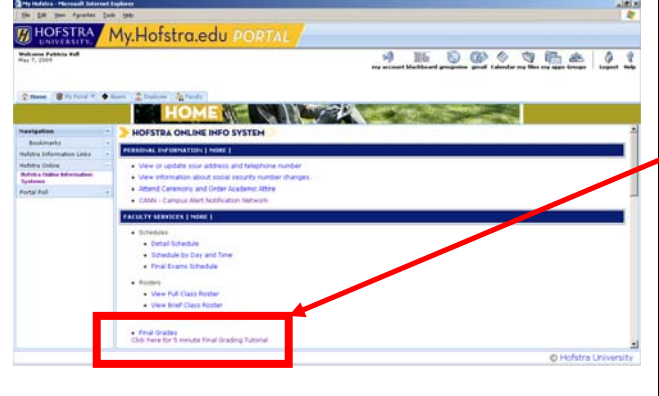
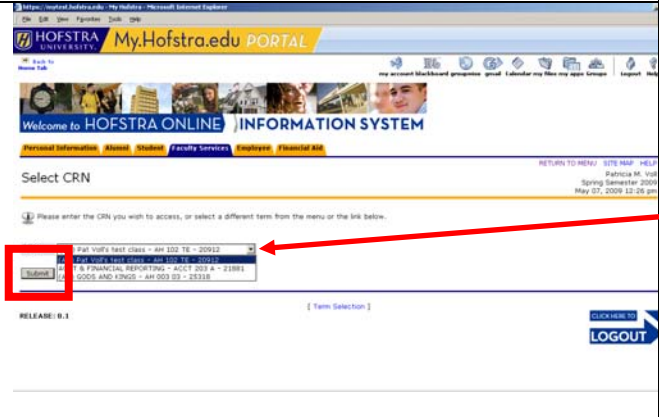
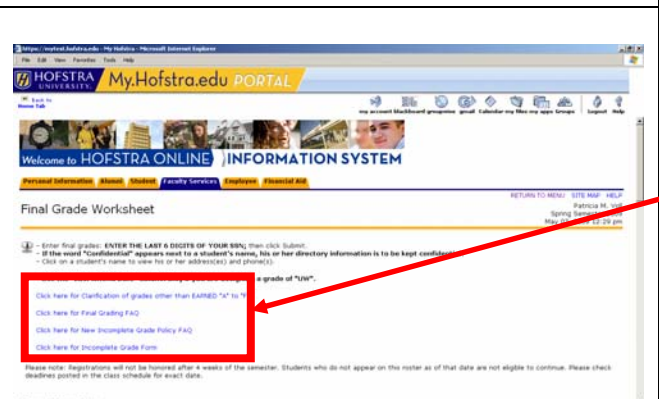


### Final Grading

Form/Function	#	Procedure
	1)	<p>To enter grades, login to the My.Hofstra.edu portal.</p> <p>Open the <b>Hofstra Online</b> category in the left navigation pane and click the <b>Hofstra Online Information System</b> link.</p>
	2)	<p>Select the FINAL GRADES option that appears under the Faculty Services menu.</p> <p><b>Note: A link to a five minute grading video is provided.</b></p>
	3)	<p>If you have not already selected a semester and CRN, you will be prompted to do so.</p> <ul style="list-style-type: none"> <li>Click the drop-down arrow,</li> <li>Highlight and click on the appropriate choice and</li> <li>Click the SUBMIT box.</li> </ul>
	4)	<p>The Final Grades Worksheet will appear for the CRN you have chosen.</p> <p>Links for a clarification of grades other than “A” through “F”, an FAQ, and information and forms for Incomplete grades are provided here.</p> <p><b>All “UW” grades require a Last Attend Date.</b></p>

## Final Grading

Course Information

Please ENTER THE LAST 6 DIGITS OF YOUR SSN and click Submit Grades button. There is a 60 minute inactivity time out starting at 02:14 pm on Jan 11, 2005 for this page.

Record Sets: 1-25 26-42

Record Number	Student Name	ID	Credits	Registration Status	Grade	Roll'd	Last Attend Date	Registration Number
							MM/DD/YYYY	
1	**Web Registered**	000	Nov 05, 2004	None	N		01/27/2005	25
2	**Web Registered**	000	Nov 05, 2004	None	N			19
3	**Web Registered**	000	Nov 01, 2004	None	N			15
4	**Web Registered**	000	Nov 05, 2004	None	N			32
5	**Registered**	000	Nov 05, 2004	None	N			20
6	**Web Registered**	000	Nov 05, 2004	None	N			42
7	**Web Registered**	000	Nov 01, 2004	None	N			12
8	**Web Registered**	000	Nov 05, 2004	A	N			26
9	**Web Registered**	000	Oct 25, 2004	B-	N			6
10	**Web Registered**	000	Oct 25, 2004	B-	N			3
11	**Web Registered**	000	Nov 01, 2004	C+	N			13
12	**Web Registered**	000	Nov 05, 2004	D	N			41
13	**Web Registered**	000	Nov 05, 2004	None	N			44
14	**Web Registered**	000	Nov 12, 2004	None	N			29
15	**Web Registered**	000	Nov 05, 2004	None	N			40
16	**Web Registered**	000	Nov 05, 2004	None	N			22
17	**Registered**	000	Nov 02, 2004	None	N			17
18	**Web Registered**	000	Nov 13, 2004	None	N			44
19	**Web Registered**	000	Nov 05, 2004	None	N			29
20	**Web Registered**	000	Nov 05, 2004	None	N			40
21	**Web Registered**	000	Nov 05, 2004	None	N			22
22	**Registered**	000	Nov 02, 2004	None	N			17
23	**Web Registered**	000	Nov 05, 2004	None	N			35
24	**Web Registered**	000	Oct 25, 2004	None	N		01/24/2005	1
25	**Web Registered**	000	Nov 01, 2004	None	N			14
26	**Web Registered**	000	Oct 25, 2004	None	N			7
27	**Web Registered**	000	Dec 17, 2004	None	N			09
28	**Web Registered**	000	Nov 15, 2004	None	N			46
29	**Web Registered**	000	Nov 15, 2004	None	N			16
30	**Web Registered**	000	Nov 15, 2004	None	N		01/15/2005	51

Record Sets: 1-25 26-42

ENTER LAST 6 DIGITS OF SSN:  Submit Grades

Please ENTER THE LAST 6 DIGITS OF YOUR SSN and click Submit Grades button. There is a 60 minute inactivity time limit on this page.

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

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.

**When you are finished entering grades for students on this page, enter the last six digits of your Social Security number and click the SUBMIT GRADES box.**

If the class consists of more than 25 students, there will be a link to the next sequence of students. Enter the last six digits of your Social Security number and click on the link to move from page to page of students and submit grades at the same time.

**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.**