

Once logged in, be sure to enter the correct TERM and CRN for any inquiry.

Q. What should I do if I get a message "No active semester available for faculty"?

A. If you get a message that there is no semester available, check with your academic department to determine if you are listed as active for the chosen semester. Your chair will work with the Provost's office to resolve any issue.

Q. What should I do when my CRN is not displayed?

A. First check that you have selected the correct semester. If you are trying to grade, it is possible that you are not the primary instructor. If a CRN is not appearing for the correct semester and you are the primary instructor, check with your academic department to be sure you are assigned to the section. The academic area can check in Banner Proper. If you do not appear as the primary instructor and your department has submitted the correct information, have your department contact the Office of Academic Records, X3 6740.

Q. What if the CRN selected does not show a student that is in my class?

A. First check that you have selected the correct CRN and semester. If there are two sessions of the same course, it is possible that some students may be listed in a different session. If the student does not appear on any roster, the student is unregistered and should have registered for the course prior to the deadline for the specific term. Students who are not registered by the deadline should not have been permitted to remain in your class and cannot receive a grade at this point.

Q. Are all students in a class always displayed on the same web page?

A. No. Larger classes may display students on more than one page. When this happens, you will notice a link to the additional page(s) at the bottom. Until paper rosters are run, students will appear in order of registration.

Q. When must grades be entered?

A. This may vary from school to school. General rule is that faculty should enter grades within 72 hours of the final exam or class. The web, however, is available for entering grades during hours of operation without limit at this time. By contract, the grades should be entered within 5 days.

Q. What does the "Not Gradable" designation mean?

A. This designation appears for any student who may not be in compliance with university forms submission policy and is noted on the rosters you receive during the semester. Grades must be submitted on an official change of grade form to 207 Memorial Hall. Mark the student's grade in the "TO" column. This automates grading once the student completes the missing requirements.

Q. Can I enter grades for one student one day and others on a subsequent day?

A. Yes. However you cannot change grades after they are "Rolled". Grades are rolled into Academic History approximately every evening. If you review your Web Final Grades Worksheet for a specific CRN and the "Rolled" column indicates "Y" next to a student's name, then any grade changes for that student must be performed through the usual manual submission procedure. If the "Rolled" column indicates "N", you may change or enter and submit the grade via the Web.

Q. What if I notice that a grade is incorrect and rolled?

A. If you recognized a grade error and a "Y" appears in the Rolled column, you must submit a grade change for that student through the usual manual form submission procedure.

Q. How do I grade a student who never attended class or stopped attending class and has not officially withdrawn?

A. Enter grade "UW" and the last attend date as described below.

NOTE: The last attend date you enter must fall within your scheduled meeting dates. If it does not, an error will occur. Refer to the "Faculty Detailed Schedule" for your scheduled meeting times.

Q. When can I change a Last Attend Date?

A. All Last Attend Dates were recorded from the audit roster that faculty periodically submit to Academic Records. If the Last Attend Date is inaccurate, correct it when submitting a UW grade. If a letter grade is given to the student other than UW, delete the Last Attend Date.

Q. What is the Last Attend Date for a student who NEVER attended my session, appears on my Final Grading Worksheet and has not officially withdrawn?

A. If a student never attended your session, enter the Last Attend Date as the first day of your session.

Q. When a session has more than 25 students, they are displayed in Record Sets of 25 on the Final Grades Worksheet. How do I navigate between Record Sets?

A. Enter digits as instructed and click on the link to the Record Set of students you wish to grade or review. Example: 1-25 26-42

Q. Must I submit my grades before moving to another Record Set of students?

A. No. Moving between Record Sets automatically saves any grades you have entered or changed.

Q. When can the students see grades?

A. Once the grades are marked "Y" in the rolled column, the student can view grades on the Web.

Q. Can I change a grade once it has been submitted?

A. You may change anytime during the calendar day in which you submit the grade. Grades are rolled into Academic Records approximately every evening. If you review your Web Final Grades page for a specific CRN and the "Rolled" column indicates "Y" next to a student's name, then any grade changes for that student must be performed through the usual manual submission procedure. If the "Rolled" column indicates "N", you may change or enter and submit the grade via the web.

Q. Will I be able to see that a grade change submitted on an official form has been processed?

A. Yes. Changes to rolled grades can be viewed on the student's transcript. Only original grades submitted online and rolled will be viewable on the Final Grades Worksheet on the Hofstra Online Information System or the Class Roster in Banner Proper.

Q. What if a grade is not entered for a student within two weeks after the last day of final examinations?

A. The Provost, Chair and Dean's Office are informed of missing grades. After that time an "NR" (never received) is entered as the student's grade. Any subsequent changes must be made via the usual manual submission change of grade form sent to 207 Memorial Hall.