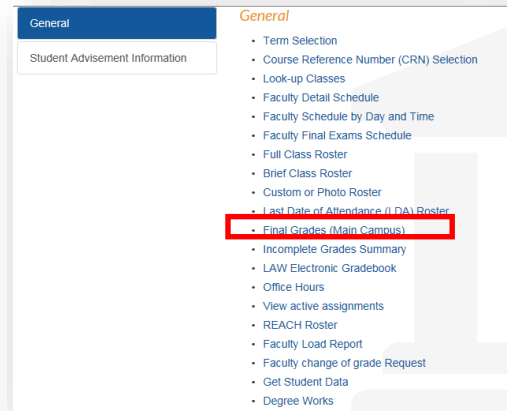# Faculty Services   Final Grading (Main Campus)

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

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.

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 ▾ None A A- B B+ B- C C+ C- D D+ F I PR UW	N		15
2	Baldwin, Elizabeth V.	701290775	3.000	**Web Registered** Nov 08, 2010		N		28
3	Barbagallo, Dominique	701358520	3.000	**Web Registered** Jan 28, 2011		N		52
4	Bozsnyak, Taylor B.	701362298	3.000	**Web Registered** Nov 08, 2010		N		23
5	Brennan, Austin C.	701345252	3.000	**Web Registered** Nov 08, 2010		N		27
6	Campagna, Kristina M.	701120121	3.000	**Web Registered** Nov 01, 2010		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

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 <u>no longer</u> 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**