



Entering Final Grades

- 1) Log in to **My.Hofstra.edu** and click the **Hamburger Icon** on the top right.
 - 2) Select **Faculty Services** and **Final Grading** under the General category.
 - 3) Begin grading by selecting a semester. Click the drop-down arrow search box, highlight the semester and click Submit.
 - 3) You will also be prompted to select a CRN (Course Reference Number). Click the drop-down arrow search box, make your choice and click Submit.
 - 5) The Final Grades Worksheet will appear for that CRN and TERM. Scroll down to view your list of students.
 - 6) In the Grade column, click the drop-down arrow search box next to the word "NONE." Highlight your choice and continue to grade students. It is not necessary to enter all grades at once. You may return at another time to post additional grades.
 - 7) When you have finished, enter your Hofstra network password in the space provided at the bottom of the page and click the SUBMIT button. A confirmation message will appear: **THE CHANGES YOU HAVE MADE HAVE BEEN SAVED SUCCESSFULLY.** (You will also receive a confirmation email.)
- There is a 60-minute time limit to enter grades. Clicking the SUBMIT button restarts this time limit.
- 8) If your class has more than 100 students, you will need to navigate to additional students. Simply enter your Hofstra network password and click the link to the Record Set for the group of students you wish to grade or view.

INFORMATION:

Grading Legend: For a clarification of grades other than "A" through "F," click the link on the Final Grades Worksheet above the list of students. (When an "F" is chosen, check the "failure" verification box.)

Last Attend Date: A Last Attend Date must be entered for each student who received a "UW" (Unofficial Withdrawal) grade. Enter this date in MM/DD/YYYY format within the range of class dates only.

Rolled Column: A "ROLL" process is run within 24 hours of submission of grades. Once completed a "Y" code appears in the Rolled Column next to the grade. This means that the grade has rolled into academic history, that the student can view this grade over the Web and that an **online grade change is prohibited**. A change to this grade can only be made by submitting a Change of Grades form obtained from your academic department.

Grading another CRN: Click the CRN SELECTION link at the bottom of the Final Grades Worksheet. Make your choice and then click the Final Grades option to begin again.