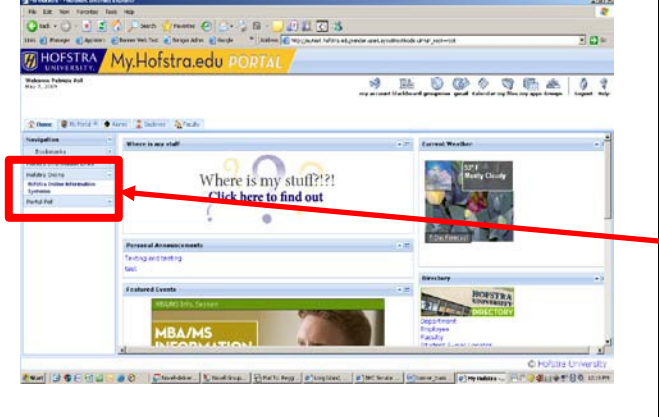
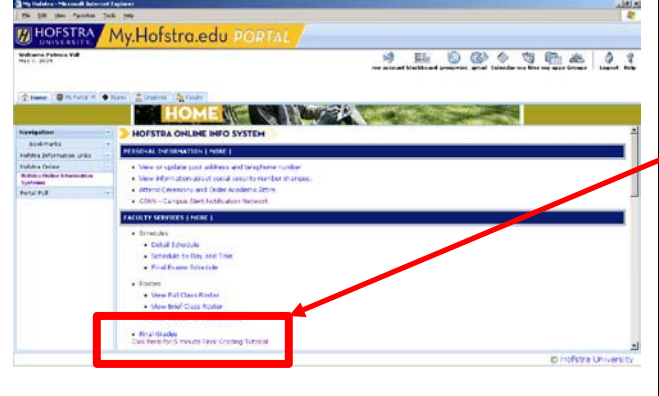
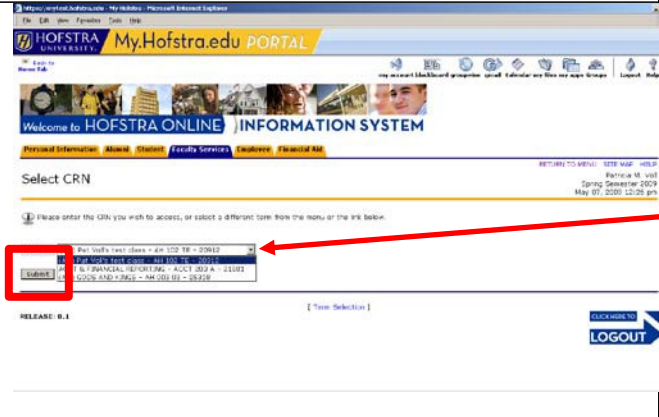
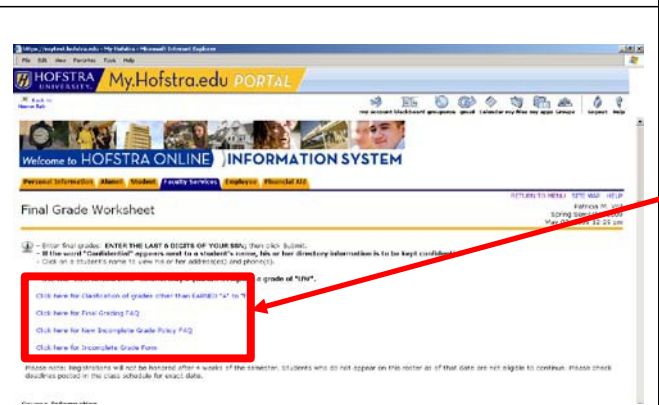


Final Grading

| Form/Function | # | Procedure |
|-------------------------------------------------------------------------------------|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | 1) | <p>To enter grades, login to the My.Hofstra.edu portal.</p> <p>Open the Hofstra Online category in the left navigation pane and click the Hofstra Online Information System link.</p> |
|  | 2) | <p>Select the FINAL GRADES option that appears under the Faculty Services menu.</p> <p>Note: A link to a five minute grading video is provided.</p> |
|  | 3) | <p>If you have not already selected a semester/term and CRN, you will be prompted to do so.</p> <ul style="list-style-type: none"> Click the drop-down arrow, Highlight and click on the appropriate choice and Click the SUBMIT box. |
|  | 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>“F” and “UW” grades require additional information.</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 03:14 pm on Jan 27, 2009 for this page.

Record Set: 1 - 25 25 - 43

| Record Number | Student Name | ID | Credits | Registered | Status | Grade | Rolled | Last Attend Date | Registration Number |
|---------------|----------------|-----------|---------|--------------------|--------|-------|--------|------------------|---------------------|
| 1 | | | 300 | **Web Registered** | None | N | | 1/27/2009 | 25 |
| 2 | | | 300 | **Web Registered** | None | N | | Nov 05, 2004 | 19 |
| 3 | | | 300 | **Web Registered** | None | N | | Nov 05, 2004 | 15 |
| 4 | | | 300 | **Web Registered** | None | N | | Nov 01, 2004 | 32 |
| 5 | | | 300 | **Web Registered** | None | N | | Nov 05, 2004 | 20 |
| 6 | | | 300 | **Web Registered** | None | N | | Nov 05, 2004 | 47 |
| 7 | | | 300 | **Web Registered** | None | N | | Nov 01, 2004 | 12 |
| 8 | | | 300 | **Web Registered** | A | N | | Nov 01, 2004 | 28 |
| 9 | | | 300 | **Web Registered** | C | N | | Oct 25, 2004 | 6 |
| 10 | | | 300 | **Web Registered** | C | N | | Oct 25, 2004 | 3 |
| 11 | | | 300 | **Web Registered** | C | N | | Nov 01, 2004 | 13 |
| 12 | | | 300 | **Web Registered** | C | N | | Nov 09, 2004 | 41 |
| 13 | | | 300 | **Web Registered** | None | N | | Nov 12, 2004 | 44 |
| 14 | | | 300 | **Web Registered** | None | N | | Nov 08, 2004 | 29 |
| 15 | | | 300 | **Web Registered** | None | N | | Nov 09, 2004 | 43 |
| 16 | | | 300 | **Web Registered** | None | N | | Nov 09, 2004 | 22 |
| 17 | | | 300 | **Web Registered** | None | N | | Nov 02, 2004 | 17 |
| 18 | | | 300 | **Web Registered** | None | N | | Nov 08, 2004 | 35 |
| 19 | | | 300 | **Web Registered** | None | N | | Oct 25, 2004 | 1 |
| 20 | | | 300 | **Web Registered** | None | N | | Nov 01, 2004 | 14 |
| 21 | | | 300 | **Web Registered** | None | N | | Oct 25, 2004 | 7 |
| 22 | | | 300 | **Web Registered** | None | N | | Dec 17, 2004 | 46 |
| 23 | | | 300 | **Web Registered** | None | N | | Nov 15, 2004 | 46 |
| 24 | Leanne, Carol | 700690246 | 3.000 | **Web Registered** | None | N | | Nov 15, 2004 | 51 |
| 25 | Leanne, Ecan M | 700690256 | 3.000 | **Web Registered** | None | N | | Nov 20, 2004 | 51 |

Record Set: 1 - 25 25 - 43

ENTER LAST 6 DIGITS OF SSN: Submit Grades

Roll

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. A **“Last Attend DATE” (MM/DD/YYYY)** should only be entered for **“UW” or “F” grades when the student has stopped attendance.** Enter the first day of class as the LDA for any student who NEVER attended your class. **The “Earned F Grade” indicator should be checked for “F” grades not due to a stop in attendance.**

When you are finished entering grades for students on this page, enter your password 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 your password and click on the link to move from page to page of students and submit grades at the same time.

****New Functionality for Undergraduate Incomplete Grades – Please see step 6.****

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.

Final Grading

Course Information
 (AA) MUSIC APPRECIATION - MUS 603 01
 CRN: 90176
 Students Registered: 34

Please submit the grades often. There is a 60 minute time limit starting at 11:32 am on Apr 08, 2010 for this page.
 The extension date default is May 15, 2010. The extension date may have constraints according to level.

| Record Number | Student ID | Grade | Incomplete Final Grade | Extension Date MM/DD/YYYY | Reason for Assigning Incomplete Grade |
|---------------|---------------------|-------|------------------------|---------------------------|---------------------------------------|
| 1 | Adkins, Jan R. | N | C | 12/15/2009 | Missing Assignment(s) |
| 2 | Brennan, Patrick J. | N | C | 12/15/2009 | Missing Assignment(s) |
| 3 | Dayan, Jessica | N | B+ | 05/15/2010 | Prerequisite Required |
| 4 | Fink, Emily R. | N | None | 05/15/2010 | Missing Assignment(s) |
| 5 | German, Bret | N | None | 05/15/2010 | Missing Assignment(s) |

Submit Cancel Reset

6) If you submit an Incomplete grade for an Undergraduate student, you will automatically be brought to the “Incomplete Final Grades” page for the roster. Note: Only the students who received Incomplete Grades will appear.

- **Incomplete Final Grade** – Please enter the default grade students should receive, if they DO NOT complete the outstanding course work.
- **Extension Date** – This field is populated with the standard Undergraduate deadline. You may shorten the deadline in this field.
- **Reason for Assigning** – Please select a reason from the drop down menu of choices. If unchanged, the default reason is “Missing Assignment(s).”

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

You can review the information submitted by going directly to the “Incomplete Grades Summary” 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 Undergraduate 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/UGIncompleteGradePolicy