

Faculty Grade Entry



1. Login to [myOswego](#)
2. Select Faculty Grade Entry



The screenshot shows the 'Faculty Services' page with a list of menu items. An orange arrow points from the second step of the instructions to the 'Faculty Grade Entry' link, which is also highlighted with an orange box. Below the menu items, there is a notice about spring midterm grades and a footer with the release date.

 **Faculty Services**

[Advisor Menu](#)
Advisee lists, grades, Degree Works, BDMS imaged documents, transcripts, etc.

[Term Selection](#)
Select a term for your schedule and class lists.

[CRN Selection](#)
Select a Course Reference Number for class lists.

[Faculty Detail Schedule](#)

[Faculty Schedule by Day and Time](#)
Course schedule calendar by week.

[Summary Class List](#)
Basic class roster.

[Detail Class List](#)
Class roster with student information.

[Download Class List](#)

[Faculty Grade Entry](#)
Instructor for entering midterm and final grades, including grade upload options.

Spring midterm grades are due Friday March 24.
Midterm Grade submission is required for all full-semester 100 and 200-level courses.

[Faculty Grade Summary](#)
Past semester grade information.

[Student Id Selection](#)

[Student Menu](#)
Display student contact information, schedule, Prerequisite Indicators and Test scores.

[Registration Overrides](#)
Submit Registration Overrides for your class electronically.

RELEASE: 8.8.1S

Select Midterm or Final Grades

Oswego

Faculty Grade Entry • Midterm Grades

Faculty Grade Entry

Midterm Grades Final Grades

My Courses

Grading Status	Subject	Course	Section	Title
Not Started	SPA - Spanish	399	100	IS: Mexican Women Writers
Not Started	POL - Political Science	499	150	IS: Anarchist Theory

Select which course you want to grade

(Simply click on the row. Once selected, the row will be highlighted and individual student names will appear at the bottom)

The screenshot displays the Oswego Faculty Grade Entry system. At the top, the header shows 'Oswego' and a user profile for 'Tracy Gray'. Below the header, the navigation path is 'Faculty Grade Entry > Midterm Grades'. The main content area is titled 'Faculty Grade Entry' and has two tabs: 'Midterm Grades' (selected) and 'Final Grades'. Under 'Midterm Grades', there is a 'My Courses' section with a search bar and a table of courses. The table has columns for Grading Status, Subject, Course, Section, Title, Term, and CRN. Two rows are visible: 'Not Started' for 'SPA - Spanish' (Course 399, Section 100, Title 'IS: Mexican Women Writers', Term '201801 - Spring 2018', CRN 12937) and 'Not Started' for 'POL - Political Science' (Course 499, Section 150, Title 'IS: Anarchist theory', Term '201801 - Spring 2018', CRN 13400). A yellow box highlights the first row. Below the table, it says 'Records Found: 2' and shows pagination controls for Page 1 of 1, Per Page 10. Below the table is an 'Enter Grades' section with a search bar and a table with columns for Full Name, ID, Midterm Grade, and Last Attend Date. One row is visible with 'Rocío P. Hernández' (ID 80: 8071919) and a dropdown for the Midterm Grade. Below this, it says 'Records Found: 1' and shows pagination controls for Page 1 of 1, Per Page 25. At the bottom right, there are 'Save' and 'Reset' buttons. An orange arrow points to the 'Enter Grades' section.

Grading Status	Subject	Course	Section	Title	Term	CRN
Not Started	SPA - Spanish	399	100	IS: Mexican Women Writers	201801 - Spring 2018	12937
Not Started	POL - Political Science	499	150	IS: Anarchist theory	201801 - Spring 2018	13400

Full Name	ID	Midterm Grade	Last Attend Date
Rocío P. Hernández	80: 8071919		

- Select a grade for each student using the drop-down box.

NOTE: if the full drop down list of grades isn't displaying correctly, change the number of students displaying per the page to a smaller number. **

- Enter a Last Attend Date for failing grades.
- Click **SAVE** before navigating to the next page of students

Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date
Sc...			A		02/07/2017
Mic...			A-		
Jos...			B+		
Sar...			B		
Gur...			B-		
Nic...			C+		
Hyl...			B		
Bry...			C		
Ste...					
Ant...			E		
An...			D-		
Zac...					

Records Found: 12

Page 1 of 1 Per Page 25

Save **Reset**

Successful saves are verified:



NOTES:

- All students must receive a grade. Therefore, please check your roster to ensure there are no missing grades.
- Please indicate a Last Attend Date if any of the following apply:
 - The student never attended class and did not officially withdraw:
 - Assign an E grade
 - Set the Last Date of Attendance to the first date of classes for the semester.
 - If the student stopped attending class and did not officially withdraw:
 - Assign the grade earned
 - Enter the students Last Date of Attendance
 - The student attended all semester and earned a grade of E
 - Set the last date of classes (*excluding exam week dates*) in the Last Date of Attendance field.
- The rolled status (column) indicates when the Registrar's Office has "rolled/processed" grades.
- Once grades have been rolled to Academic History after the grade deadline, grade changes must be submitted using a paper Grade Change form.

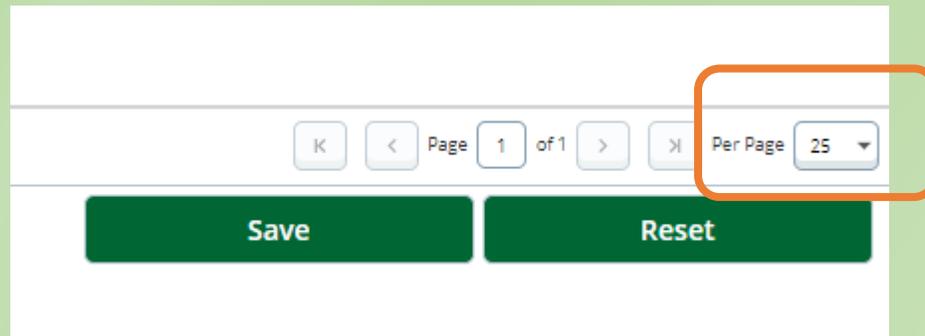


- Be sure to click **SAVE** before you navigate to the next page of students.



Save

You can control how many students display per page.
This function is listed in the very bottom right corner.



If you are having trouble with the grade drop-down fully displaying, try changing to a lower number of students per page.

The listing of classes can be sorted. Click on column headers to sort by subject, course #, term, etc.

You can also search within the roster.

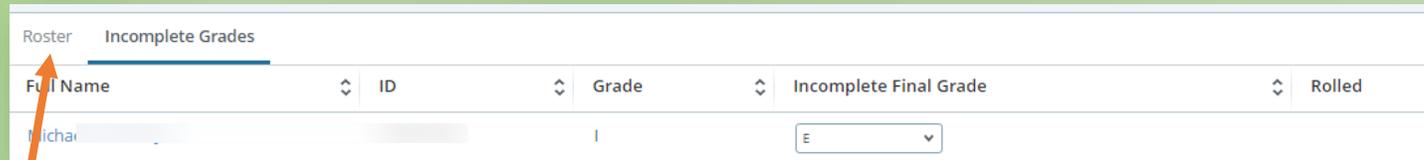
The screenshot shows the 'Faculty Grade Entry' interface for 'Final Grades'. It features a table of courses with columns for Grading Status, Rolled, Subject, Course, Section, Title, Term, and CRN. Each column header has a double-headed arrow indicating it is sortable. A search box is located in the top right corner of the table area, with an orange arrow pointing to it from the text above. The table contains 10 rows of course data.

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
In Progress	In Progress	ACC - Accounting	201	810	Principles of Accounting I	201701 - Spring 2017	10006
Completed	Not Started	ACC - Accounting	202	810	Principles Of Accounting II	201701 - Spring 2017	10009
In Progress	Not Started	ACC - Accounting	440	800	Advanced Accounting	201701 - Spring 2017	10017
Not Started	Not Started	BLW - Business Law	355	ON1	Legal&Regulatory Environ ofBus	201701 - Spring 2017	10024
In Progress	In Progress	CHE - Chemistry	332	800	Organic Chemistry	201701 - Spring 2017	11526
Not Started	Not Started	CHE - Chemistry	332	L51	Organic Chemistry-Lab	201701 - Spring 2017	11534
Completed	Completed	MAX - Mathematics- Remedial	101	100	Intermediate Algebra	201702 - Summer 2017	20000
Not Started	Not Started	SOC - Sociology	100	100	Introductory Sociology	201702 - Summer 2017	20001
In Progress	In Progress	ANT - Anthropology	111	800	Archaeology & Human Evolution	201702 - Summer 2017	20002
In Progress	In Progress	PSY - Psychology	100	810	Introduction to Psychology	201702 - Summer 2017	20006

Incomplete Grades

- When entering incomplete grades, you will be brought to a listing of students with the 'I' grade.

This area simply informs you of the Extension Date as what grades will be assigned, if a Grade Change Form is not received by the extension date.



Full Name	ID	Grade	Incomplete Final Grade	Rolled
Michael		I	E	

- To go back to the full grade roster, simply click Roster.

Questions?

- Email registrar@oswego.edu
- Call (315)312-2180