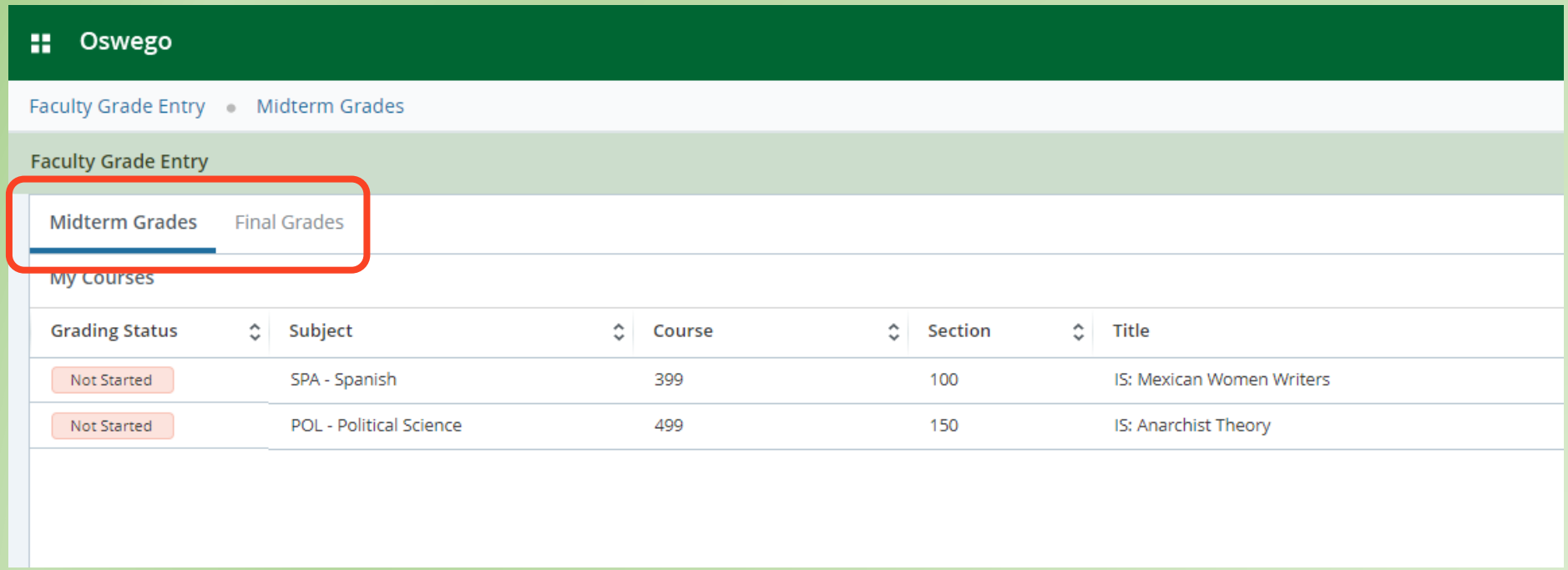
Faculty Grade Entry

OSWEGO
STATE UNIVERSITY OF NEW YORK

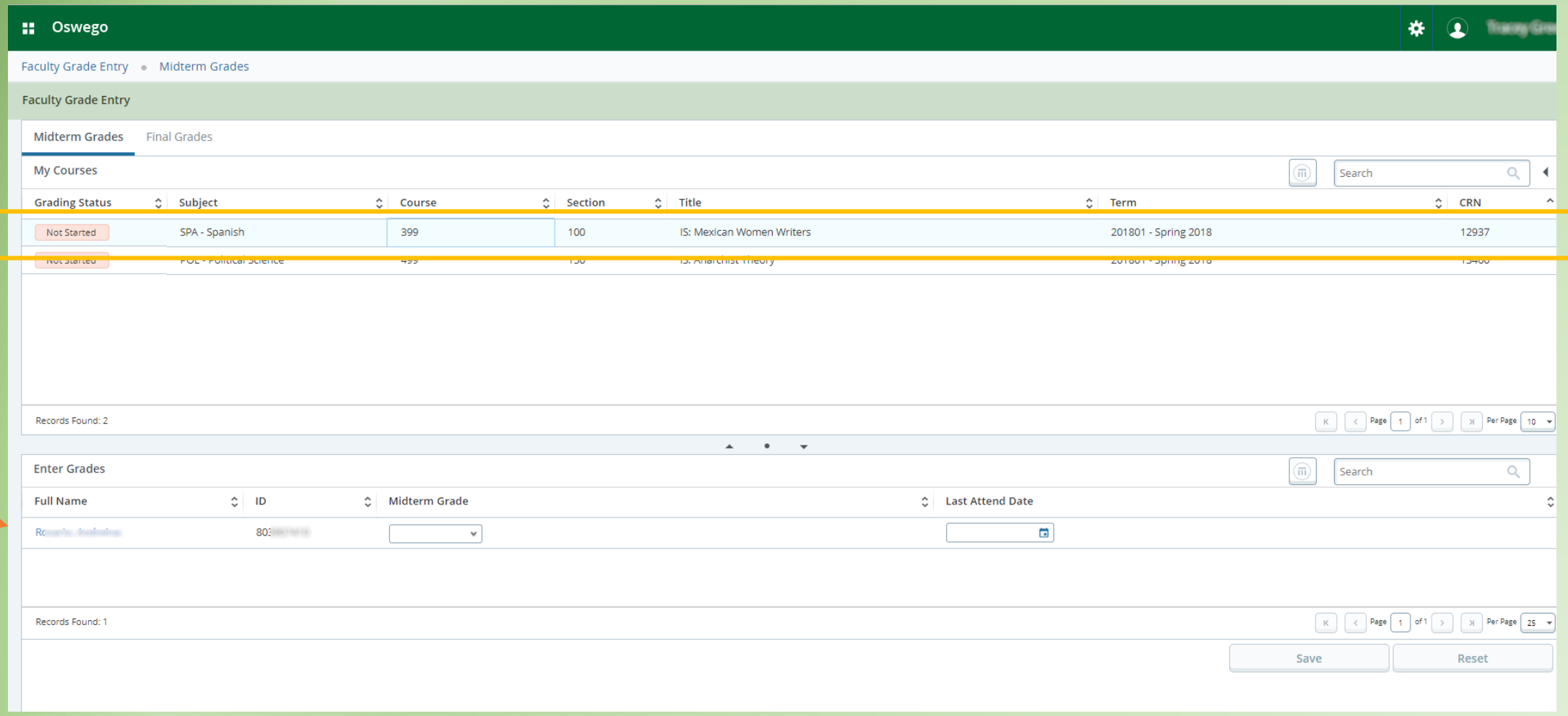
1. Login to myOswego
2. Select Faculty Grade Entry

Select Midterm or Final Grades



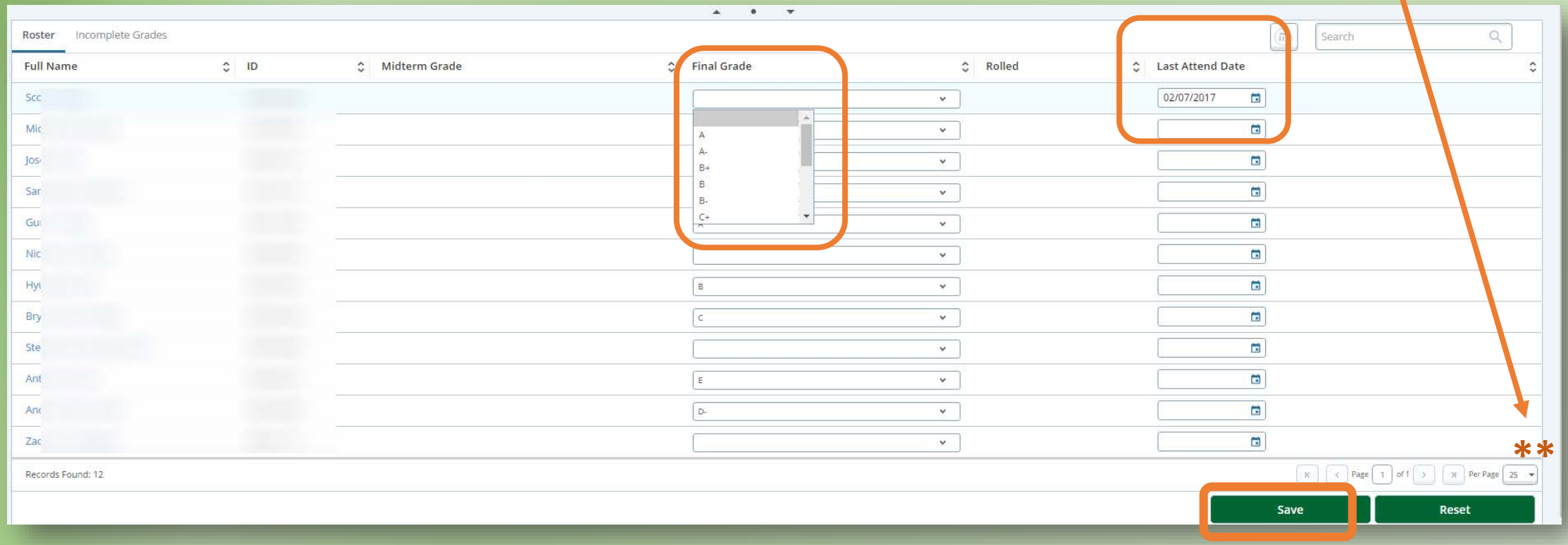
Select which course you want to grade

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



- 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** <u>before</u> navigating to the next page of students



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 fist 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.

TIPS & TRICKS

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

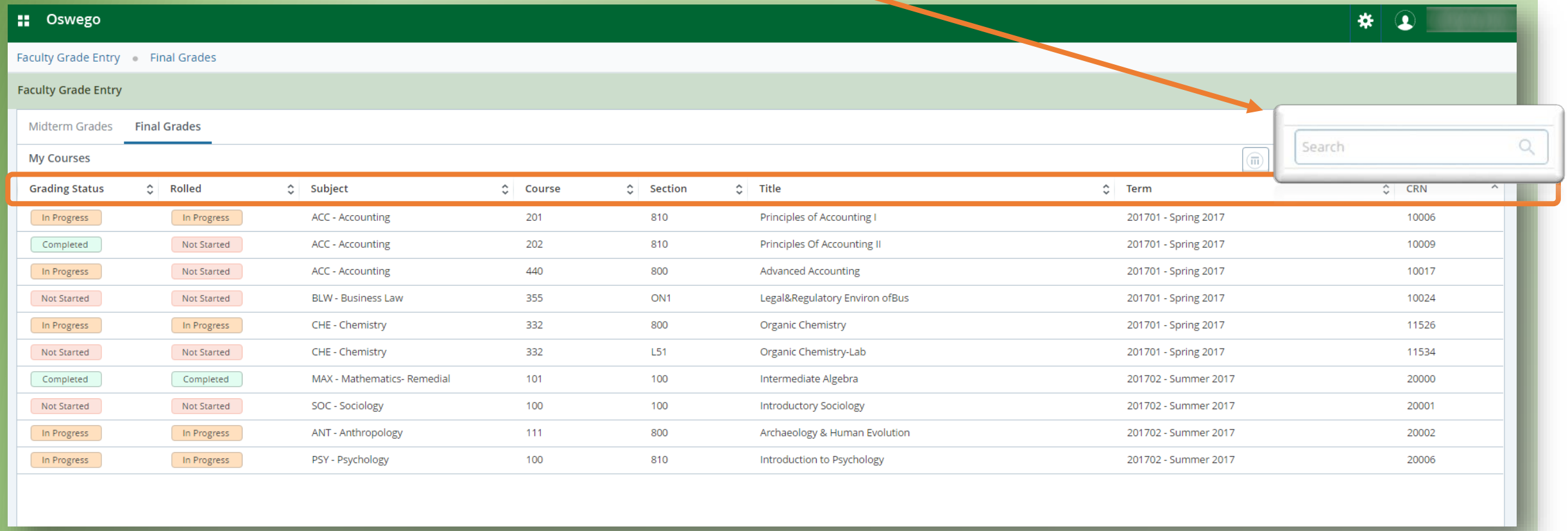
You can control how many students display per page.

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.

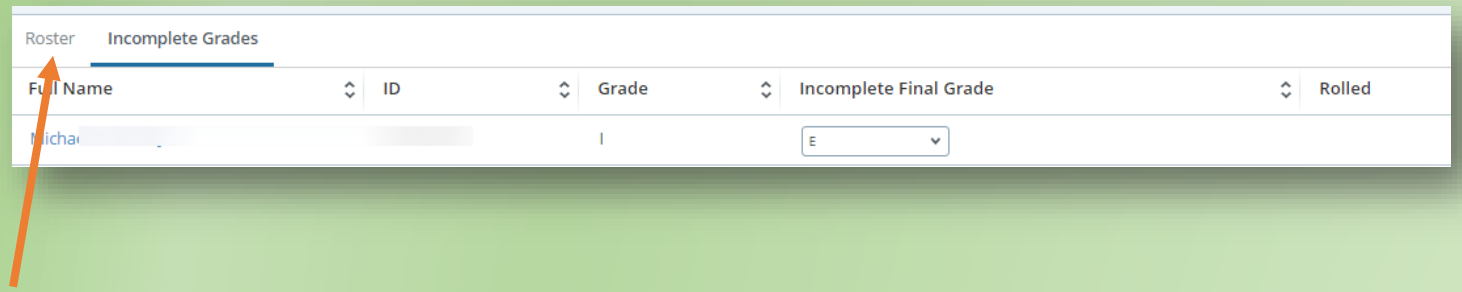


Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
In Progress	In Progress	ACC - Accounting	201	810	Principles of Accounting I	201701 - Spring 2017	10006
Completed	Not Started	ACC - Accounting	202	810	Principles Of Accounting II	201701 - Spring 2017	10009
In Progress	Not Started	ACC - Accounting	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.



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

Questions?

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