

How to enter final grades



1 Click "Faculty and Advisors"

Personal Information Faculty Services Employee Proxy Access

Main Menu

Main Menu

Personal Information

Update addresses, contact information or marital status; review name or social security number change information; Change your PIN.

Faculty and Advisors

View class lists, enter office hours, enter grades, advisee listing, register students and view advisee information.

Employee

Time sheets, time off, benefits, leave or job data, paystubs, W2 and T4 forms, W4 data.

RELEASE: 8.10

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2 Click "Faculty Grade Entry"

Personal Information **Faculty Services** Employee Proxy Access

Faculty and Advisors

[Faculty Grade Entry](#)

[Student Academic Review](#)

[Track Attendance -Faculty](#)

[Student Information Menu](#)

View student addresses, telephone numbers, email address, schedule, academic transcript, registration history, test scores and holds. Register advisees.

[Term Selection](#)

[Detail Schedule](#)

[Faculty Week at Glance](#)

[Registration Overrides](#)

[Faculty and Advisor Security Information](#)

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3 Click subject you want to add grades to

A&M UNIVERSITY

Faculty Grade Entry • Final Grades

Faculty Grade Entry

Midterm Grades **Final Grades**

[My Courses](#)

Grading Status	⌵	Rolled	⌵	Subject	⌵	Course	⌵	Section
Not Started		Not Started		MATH - Mathematics		4317		P04
Not Started		Not Started		AGRI - Agriculture		1370		P01
Not Started		Not Started		ARCH - Architecture		1626		P83

Records Found: 3

4 Click this dropdown.

I - Agriculture	1370	P01	Crop Sci And Biol
H - Architecture	1626	P83	Architectural Design II
▲ ● ▼			
⌵ Midterm Grade	⌵ Final Grade	⌵ R	
	▼		
	▼		
	▼		
	▼		

5 Select grade

MATH - Mathematics	4517	P04	Advanced Math For Engineers
AGRI - Agriculture	1370	P01	Crop Sci And Biol
ARCH - Architecture	1626	P83	Architectural Design II
▲ ● ▼			
⌵ Midterm Grade	⌵ Final Grade	⌵ R	
	A ▼		
	▼		
	▼		
	▼		

6 Select save

⌵	Rolled	⌵	Last Attend Date	⌵

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SaveReset

7 Notification "Save Successful" will show when complete

Faculty Test1

Save Successful

Search

⌵	Term	⌵	CRN	⌵
Advanced Math for Engineers	202420 - Spring 2024		23708	
Comp Sci And Biol	202420 - Spring 2024		23763	
Architectural Design II	202420 - Spring 2024		23830	

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Search