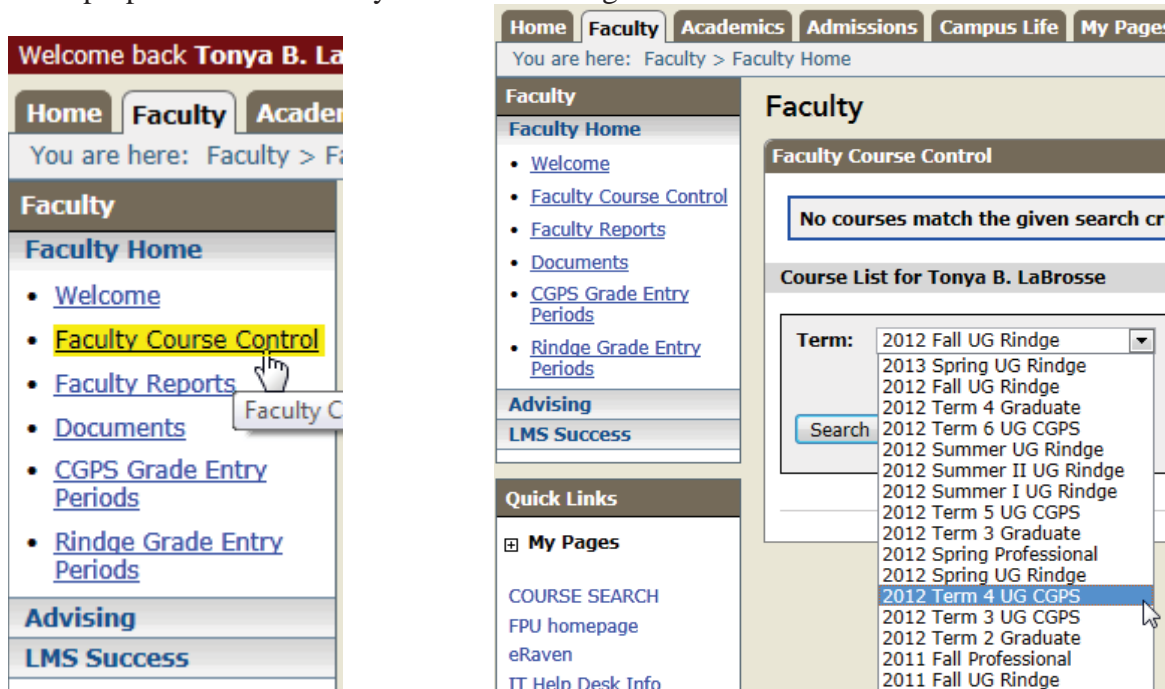


Entering Grades in Campus Web

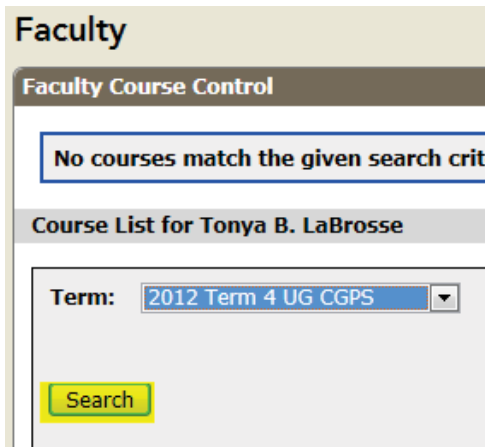
1. Go to CampusWeb (<https://campusweb.franklinpierce.edu/ics>) and log in with your username and password.
2. Click on the Faculty Tab



3. On the left, you will see the Faculty Course Control window. Select that option and review the drop-down for the proper term for which you need to enter grades.



4. Click on the correct term and click search to see your courses for this term/semester



- The courses that you are teaching for that term/semester will display below the term search section. Select “Grade Entry” from the drop-down menu on the right side.

Faculty

Faculty Course Control

Course List for Tonya B. LaBrosse

Term: 2012 Term 4 UG CGPS Division: All

Faculty: LaBrosse, Tonya B.

Search

2012 Term 4 UG CGPS

Course	Title	Division
AC 314 31 Y	COST ACCOUNTING	Undergraduate

Select Area ...
 Select Area ...
 Course Details
 Class List
 Grade Entry

- All of the students registered for the class will be displayed. Select a grade for each student from the Final Grade drop-down menu.

The Grading Type for students will only be displayed if it is different than the Course Grading Type.

FERPA Restr.	Student	ID	Grad?	Final Grade	Grading Type	Last Date of Attendance	Absences	Clock Hrs	Cross-listed Course	Class	Division
	[REDACTED]		N	Select...			0	0.00			UG
	Doe, Candy L.	141169	N	Select...			0	0.00			UG
	[REDACTED]		N	Select...			0	0.00			UG

Notes

- Students earning an F grade must have their Last Date of Attendance (LDA) entered. If the student never attended, use 1/1/1900 as the LDA

Doe, Candy L.	141169	N	F	01/01/1900
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If you do not enter the LDA and attempt to save your work, you will get an error at the TOP of the screen:

Faculty

Faculty Course Control - Update Student Grades

Faculty Course Control > Faculty Schedule > Main View > Update Student Grades

Last Date of Attendance is required for all students who are given certain grades. The following students have a grade that requires a Last Date of Attendance but do not currently have one entered: Doe, Candy L.

- Default Grade & Default Last Date Of Attendance
 - These functions are designed to allow ease of data entry. For each, *if you enter a value* and hit “set Default,” it will give all students in the class the default value, which you can then change as necessary before saving.
 - In the example below, “B” is selected for a default grade...

Faculty Course Control - Update Student Grades

Faculty Course Control > Update Student Grades

AC 314 31 Y COST ACCOUNTING - Update Student Grades

Student List for: Undergraduate 2012 Term 4 UG CGPS AC 314 31 Y COST ACCOUNTING

Instructors: Richard D. Camp, Tonya B. LaBrosse

Cross-listed Courses:

Course Grading Type: Regular **Default Grade:** B Set Default Grade

If the grading period is open and you have permission to enter grades, the default grade you select will be applied to students that have no grade and that have a grading type that matches the course grading type. Please note that the midterm grading type is not displayed on this screen, but if it is available, it is compared to the course grading type to determine whether or not to apply the selected default grade.

Default Last Date of Attendance: 4/11/2012 Set Default LDoA

The default date you select will be applied to students that have no last date of attendance.

- ✓ Students who have withdrawn will display with a grade of W, WF or WP, and may not be given another grade.

When you have finished entering grades, click Save.

FERPA Restr.	Student	ID	Grad?	Final Grade	Grading Type	Last Date of Attendance
	[REDACTED]		N	A		
	Doe, Candy L.	141169	N	F		1/1/1900
	[REDACTED]		N	C-		
	[REDACTED]		N	B+		

Save Cancel

- After you click save, you will see the following screen.

Please Wait



Your submission is being processed. This may take several moments to complete. Please be patient and do not close your browser during this time.

- When the grades have been saved, you will see a screen, below, which confirms that the grades have been successfully update. Please review the grades for accuracy!

Student List for: Undergraduate 2012 Term 4 UG CGPS AC 314 31 Y

Instructors: [REDACTED] Tonya B. LaBrosse

Cross-listed Courses:

Course Grading Type: Regular

Grades successfully updated.

The Grading Type for students will only be displayed if it is different than the Course Grading Type.

FERPA Restr.	Student	ID	Grad?	Midterm Grade	Final Grade	Grading Type	Last Date of Attendance	Absences	Clock Hrs	Cross-listed Course	Class	Division
	[REDACTED]	[REDACTED]	N					0	0.00			UG
	Doe, Candy L.	141169	N		F		1/1/1900	0	0.00			UG
	[REDACTED]	[REDACTED]	N					0	0.00			UG
	[REDACTED]	[REDACTED]	N					0	0.00			UG
	[REDACTED]	[REDACTED]	N					0	0.00			UG
	[REDACTED]	[REDACTED]	N					0	0.00			UG
	[REDACTED]	[REDACTED]	N					0	0.00			UG
	[REDACTED]	[REDACTED]	N					0	0.00			UG

Please also note that, *while the grading period is open*, grade entry may be edited. If you have made an error, you may click 'Update Student Grades' to return to the grade entry screen, and adjust the grade.

Grades are considered final as soon as the grading period ends. Any changes after the end of the grading period must be requested via the Application for Change of Grade form, available online at <http://eraven.franklinpierce.edu/s/dept/pv2/forms.htm> and at the Center office, Registrar's office or Division office.