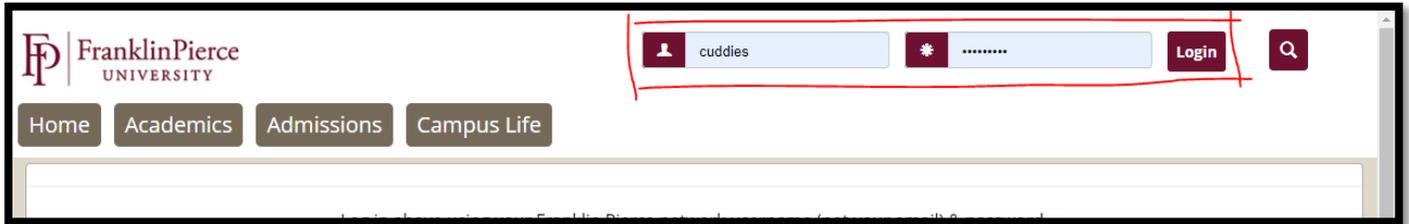


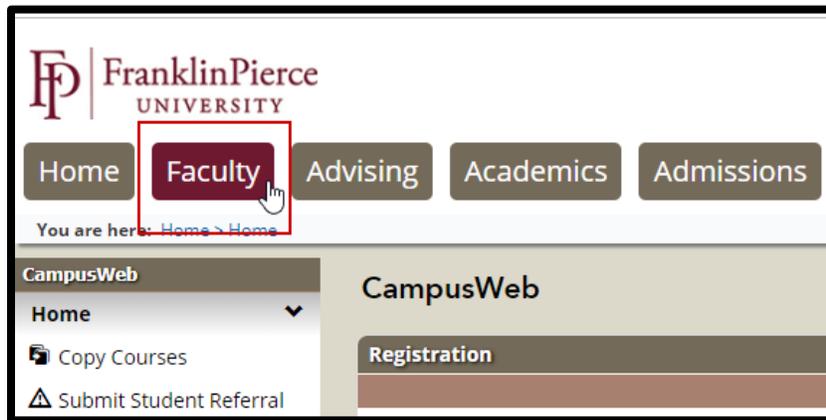
# Entering Grades in Campus Web

(Grades must be entered on CampusWeb as those on Canvas will not auto-populate into the records database)

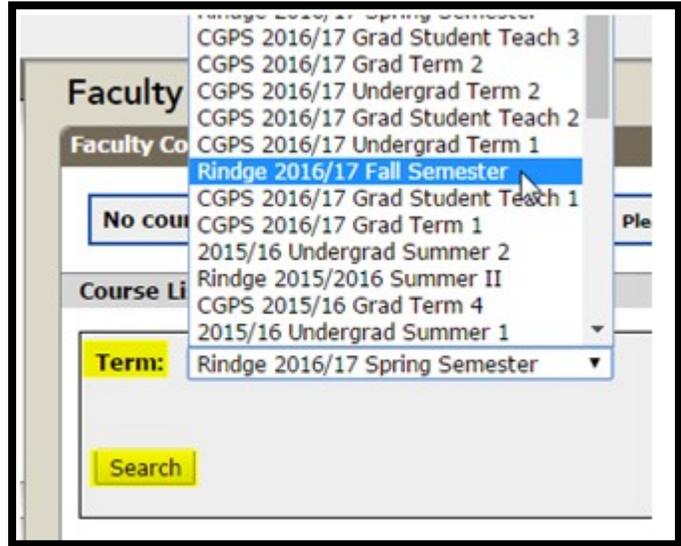
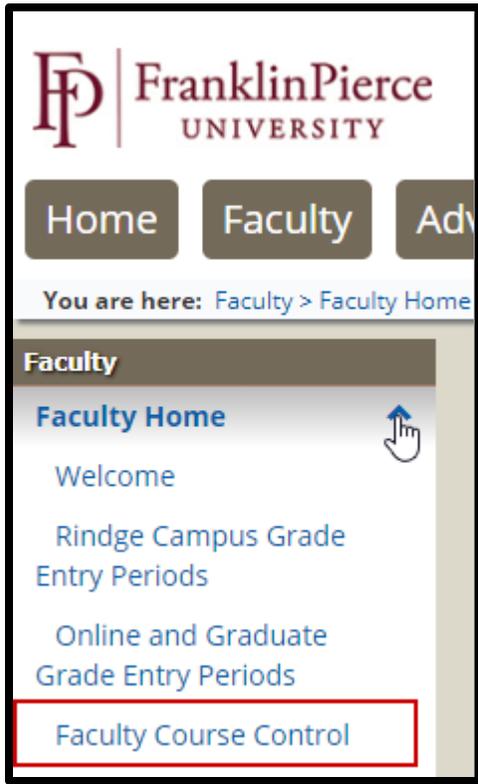
1. Log into CampusWeb (<https://campusweb.franklinpierce.edu/ics>)
  - Your login ID is the first part of your Franklin Pierce email, the portion before @ symbol
  - Your login password is the SAME as your email account password



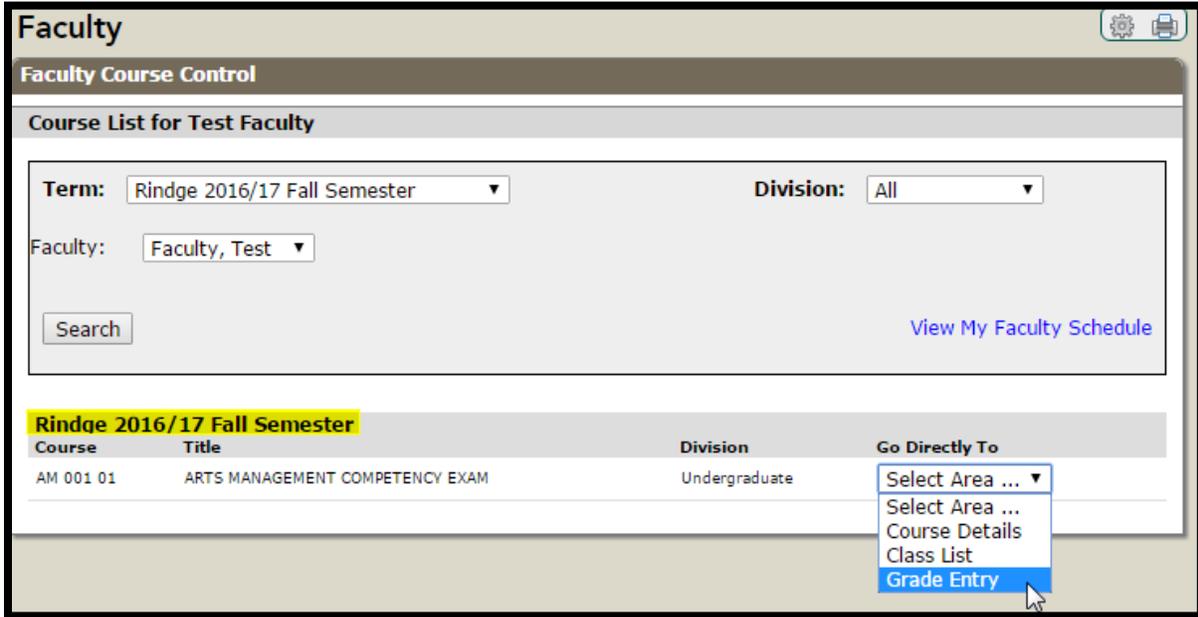
2. Click on the Faculty Tab



3. In the menu on the left, select the Faculty Course Control option.
  - If needed, change the term then click on Search to display your courses for that term.



- 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.



**ALL** of the students registered for the class will be displayed.

- From the Final Grade drop-down menu, select a grade for each student
- After all grades *and* all required\* Last Dates of Attendance (LDoA) have been posted, click on Save.

FERPA Restr.	Student	ID	Grad?	Final Grade	Grading Type	Last Date of Attendance	Absences	Clock Hrs	Cross-listed Course	Class	Division
!	Doe, Candy Murgatroid	141169	N	W		11/1/2016	0	0.00			UG
	Doe, Daisy Duke	345557	N	Select...			0	0.00			UG

Save Cancel

- ✓ We recommend posting all grades for a course *all at once* – if not, you may be timed-out and lose what you’ve already posted.
- ✓ Students who have withdrawn will display with a grade of W or AW and may not be given another grade.
- ✓ Students earning an **F** grade **must** have their LDoA posted; *\*only F grades require an LDA* If the student never attended, use 1/1/1900 as the LDA.

Doe, Candy L.	141169	N	F	01/01/1900
---------------	--------	---	---	------------

**If you do not post the LDoA for the student who earned an F grade and attempt to save your work, you will get an error at the TOP of the grade entry screen telling you which student(s) needs the LDoA.**

**Faculty Course Control - Update Student Grades**

Faculty Course Control > 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, Daisy Duke

After clicking Save, you will see a twirling icon (like below). If you do not see this processing icon, your grades may not be saving.



- ✓ When the grades **HAVE** been saved, you will see a refreshed screen that **confirms** grades have been saved. If you do not see the Grades Successfully Updated screen (below), check your grades to ensure they have been recorded.

**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
!	Doe, Candy Murgatroid	141169	N		W		11/1/2016	0	0.00			UG
	Doe, Daisy Duke	345557	N		P			0	0.00			UG

# Important information regarding LDoA (Last Date of Attendance)

## ➤ 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 LDoA” it will give all students in the class the default value, which you can then change for individual students before saving.

If you use the **Default Last Date of Attendance** (Default LDoA), you **MUST** check and set a real LDA for students – this is crucial for financial aid reporting and non-negotiable for students with F grades. Do not change LDA for students who withdrew during the semester – that LDA must remain the original LDA.

The screenshot shows a web interface for setting default values. At the top, there is a section for 'Course Grading Type: Pass/Fail' and 'Default Grade: Select...' with a dropdown arrow and a 'Set Default Grade' button. Below this is a text box explaining: '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.' Below that is a section for 'Default Last Date of Attendance: 11/17/2016' with a calendar icon and a 'Set Default LDoA' button. At the bottom is another text box: 'The default date you select will be applied to students that have no last date of attendance.'

- While the grading period is open, grades entered may be edited. If you have made an error, you may go back in to the Faculty Course Control, Grade Entry and adjust the grade (repeating the process from step 2 of this document).
- If the grading period is closed, you will need to complete and submit a [Grade Change](#) form (you will need to enter your user name and password to access [Forms for Faculty](#)).

The screenshot shows a table with columns: FERPA Restr., Student, ID, Grad?, Final Grade, Grading Type, Last Date of Attendance, Absences, Clock Hrs, Cross-listed Course, Class, and Division. There are two rows of student data. The first row is for 'Doe, Candy Murgatroid' with ID 141169, Grad? N, Final Grade W, Last Date of Attendance 11/1/2016, Absences 0, Clock Hrs 0.00, and Division UG. The second row is for 'Doe, Daisy Duke' with ID 345557, Grad? N, Final Grade P, Grading Type Select..., Last Date of Attendance (empty), Absences 0, Clock Hrs 0.00, and Division UG. Below the table are 'Save' and 'Cancel' buttons.

FERPA Restr.	Student	ID	Grad?	Final Grade	Grading Type	Last Date of Attendance	Absences	Clock Hrs	Cross-listed Course	Class	Division
!	Doe, Candy Murgatroid	141169	N	W		11/1/2016	0	0.00			UG
	Doe, Daisy Duke	345557	N	P	Select...		0	0.00			UG

## To Complete a Change of Grade

To access the change of grade form log into eRaven – [eRaven.franklinpierce.edu](http://eRaven.franklinpierce.edu) – you log in using your email credentials. Navigate to the Registrar page from the eRaven

Once on the Registrar page scroll to the bottom and under “Information for Faculty and Staff” and click on “Forms for Faculty” \*It may ask you to log in again.

Once you have opened the link look for “[Grade Change](#)” on the page under “[Forms for Faculty](#)”

FranklinPierce UNIVERSITY **eRaven** Intranet of Franklin Pierce University

< Back eRaven Home Departments Academic Affairs

## Academic Affairs

### Directions and Reference Information

- [How to Enter Grades in Campus Web](#)
- [Course Section Planning Schedule](#)-When can course changes go through AAs? When do changes needed?
- [Semester/Term Grid](#)-A handy grid of all the semesters and terms at FPU and important dates
- [FERPA - Faculty and Staff Expectations](#)-The basics of FERPA and some FAQs regarding the

### Forms for Faculty

In order to complete any of the forms below please download the PDF and open it in Adobe. If you will not save. For help with signing PDF forms, please refer to: [How to Create an Electronic Signature](#)

Once you have completed filling out the form in Adobe, feel free to email it to the next person who can be emailed to [registrar@franklinpierce.edu](mailto:registrar@franklinpierce.edu). We do not need original paper copies of forms submitted.

---

- [Grade Change](#)
- [Directed Study/Independent Study Proposal](#)
- [Rindge Internship Evaluation](#)

You must download the form to your computer and establish a digital signature to complete the form. For more information on how to complete the digital signature process click [here](#).

Once you have completed the form, applied your electronic signature and saved a copy on your computer email the form to the appropriate College Coordinator, Dean, or Program Director for further processing.