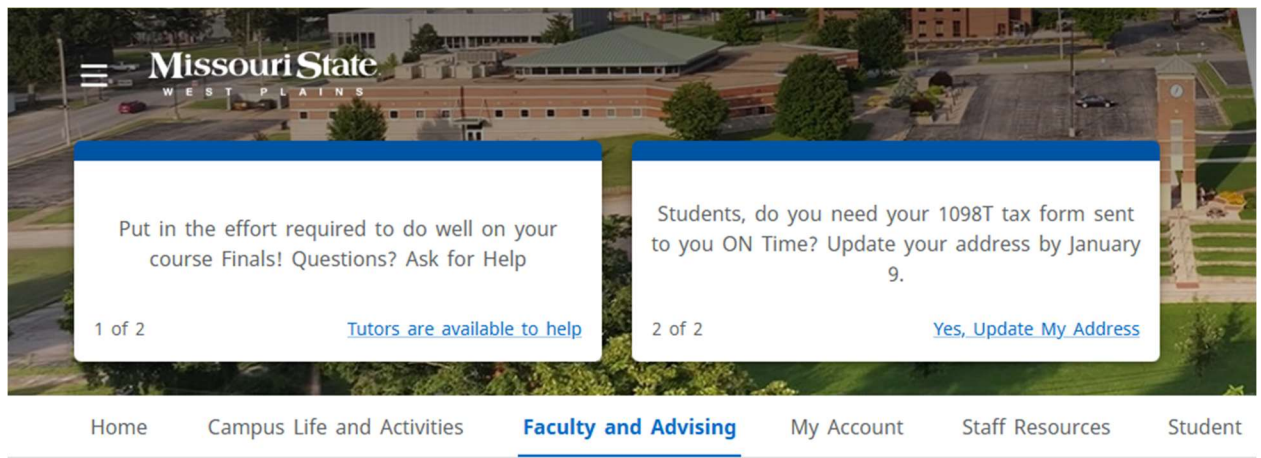


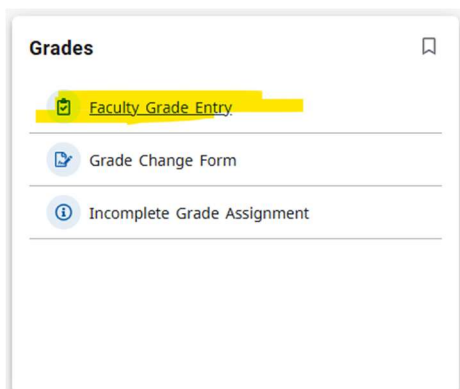
How to Enter Grades in Faculty Grade Entry

Please Note: You will only have access to assign grades to students enrolled in the classes for which you are the instructor of record.

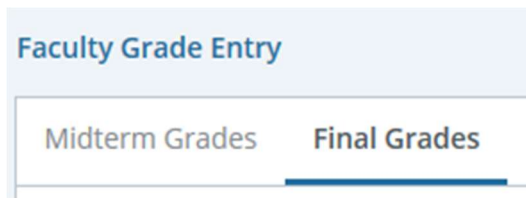
1. Log into [My Grizzle Den](#) and select the “Faculty and Advising” tab at the top.



2. Search for the **Grades** card.
3. Click the **Faculty Grade Entry** link

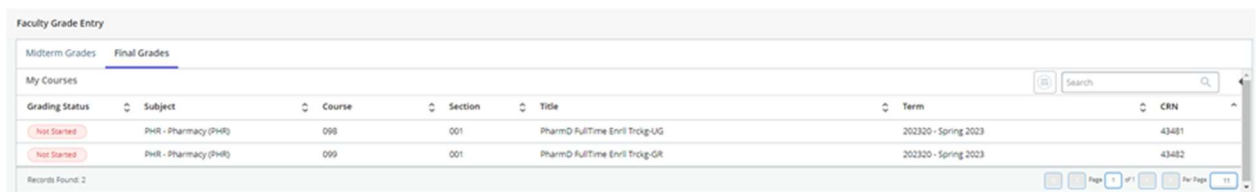


4. Make sure the appropriate grading tab (Midterm Grades or Final Grades) is selected.



Please Note: The Faculty Grade Entry system will default to the **Final Grades** tab. If this is a midterm grading cycle, you will need to click on the **Midterm Grades** tab in order to begin grading.

5. Click on the course to begin grading.



Grading Status	Subject	Course	Section	Title	Term	CRN
Not Started	PHIL - Pharmacy (Phd)	098	001	PharmD FullTime Enroll Trdg-UG	202320 - Spring 2023	43481
Not Started	PHIL - Pharmacy (Phd)	099	001	PharmD FullTime Enroll Trdg-GR	202320 - Spring 2023	43482

6. To assign a grade for each student in the list, select the grade from the drop down menu or type in the grade.

Please Note:

If you assign a grade of 'F' you MUST do one the following:

- a. If the student never attended class, enter the first day of the class by clicking on the **Last Attend Date** field and select the date from the calendar icon, then enter 0 in the **hours attended** field.
- b. If the student attended part of the semester then quit attending and has not returned, enter the date of last attendance in the **Last Attend Date** field. If you do not know the exact date, provide your best estimate. If the class is an online class, check to see when the student last submitted an assignment, used the discussion board, or emailed. If none of these records can be found, it can be assumed that the student never attended.
- c. If the student finished the class, enter the last date of your class in the **Last Attend Date** field.

Final Grade	Rolled	Last Attend Date	Hours Attended
F			

September 2017

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- When the grades have been entered, click **Save** at the bottom of the page. After saving, the notification window in the upper right-hand corner will warn you if there is an error to check.
- Log out of the system.