

PROCEDURES and INSTRUCTIONS for SUBMITTING FINAL GRADES

To save paper and printing, please view rather than print this information

**Current deadlines can be found at *Important Purdue and Departmental Dates* on
<http://www.math.purdue.edu/resources/gta>**

**Read and follow the warnings procedures carefully.
Not doing so might impact future employment with us.**

last revised 01/06/2012

Warnings

Please note that among the grades to choose from, there is an **F** grade for those who fail the course and took the final exam, and an **FN** grade for those who fail the course but did not take the final exam. Do not give **FN** grades to students who fail the course but took the final or **F** grades to those who fail and did not take the final exam.

You must enter a "last day of attendance" for each student receiving an **FN** grade using the following guidelines from the *Office of the Registrar*:

- for students who never attended, enter the first day of class;
- for students who attended part of the semester, enter the latest date that the student received a homework score, a quiz score or an exam score.

This requirement is put in place to assist Purdue University in remaining compliant as it administers Federal Financial aids dollar to students.

Purdue University considers PUIDs and grades to be sensitive and/or restricted data. Information and guidelines on how to handle such data is available at <http://www.math.purdue.edu/resources/gta>. Please read (and follow) them *before* submitting grades on-line and printing out grade records and submitted grades.

Procedures

Instructors responsible for assigning final grades are also responsible for entering and submitting them on-line using myPurdue. It is not sufficient to turn in grade record sheets to the lecturer, coordinator or to MATH 842.

Please note that on *myPurdue* entering and submitting grades are **not** the same - see instructions below. Course coordinators (or lecturers) provide cut-offs for the various letter grades and guidelines on how to assign final grades. Grades can be entered and submitted on *myPurdue* from 8:00 am on the second day of finals week until 5:00 pm on the Tuesday after finals week. **However, the departmental deadline for submitting grades is always noon of the Tuesday after finals week.** Some coordinators and lecturers meet with instructors to go over the final grades. Earlier deadlines might apply in that case.

The exact steps you follow to assign, enter and submit grades might differ from the ones outlined below depending on what your course coordinator or lecturer wants you to do. Always follow their instructions even if they differ from what is outlined here. Some course coordinators (or lecturers) might require you to meet with them **before** you submit grades on-line; others **after** you do so. If you are not sure what is expected from you, please clarify this with your course coordinator (or lecturer), **before** doing anything.

If you meet with your course coordinator or lecturer to go over your grades, take to the meeting a (printed) copy of your grade record sheets. These (usually) list all of the following that apply to your course:

- all the homework, quiz and project scores for each student;
- all computed scores (for example, rescaled homework and quiz scores) for each student;
- all the exam scores for each student;
- the total number of points each student obtained;
- the final letter grade obtained by each student;
- the cut-offs for each letter grade for that section.

(This list might be different for courses that use an on-line homework system.)

Keep in mind that in our department all grades and changes mandated by the course coordinator or lecturer must be entered and submitted on *myPurdue* by ***noon of the Tuesday after finals week*** (even though *myPurdue* states that the deadline is later that day).

A printed copy of your (updated) grade record sheets and a print-out of the final grades you (ultimately) entered in *myPurdue* must be turned in by ***noon of the Tuesday after finals week*** to the coordinator (or lecturer) or to K. Beranger in MATH 842 (depending on course guidelines). Do not write changes on an earlier print-out of the grades you entered on *myPurdue*; make a new print-out. The date and time it was printed must be on the print-out. Keep copies for your own records.

If turning in records to the course coordinator or to the lecturer, please inform K. Beranger in MATH 242 when you are done doing this.

Changing grades on *myPurdue* after they have been approved by the course coordinator or lecturer and without prior approval from the course coordinator, lecturer or the Associate Head is unacceptable. Any such action will be made part of the instructor's permanent employment record and might lead to immediate termination of future employment. Approved changes must also be made on the grade record sheets and print-out of the final grades turned in to the department.

Do not e-mail students their grades. Do not e-mail them information about cut-offs, number of A's, etc. given in their section.

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Instructions - see ***Warning on top related to handling sensitive and restricted data***

**Printing problems have been reported when using Firefox. Internet Explorer and Safari work.
Keep in mind that some web browsers do not have a printing feature.**

First way to submit and print grades on myPurdue

- 1 Use the terminal in your office or in one of the departmental computer labs to log into banach or hardy or use a computer in an ITaP managed computer lab. (Using a personal computer is not allowed. We cannot guarantee the security of computers managed by other departments, etc.)
- 2 Use a web browser to get on-line and go to the *myPurdue* login page <http://mypurdue.purdue.edu>. Note that *myPurdue* seems to work better with some web browsers (e.g., Safari and Internet Explorer) than with others (e.g., Firefox).
- 3 Enter your ITaP career login and password. Click on **Login**.
- 4a Your *myPurdue* page will have several **brown** tabs labeled **Need to Know**, **Faculty**, etc. Go to the **Faculty** tab.
- 4b On the left side look under **Quick Links** for the heading **Faculty Tools**
- 4c Click on the **blue (or purple)** heading **Final Grade Entry**.
- 5a If need be, select the relevant semester from the drop box - ***this step might not be required if the semester is the current one.***
- 5b Click on **Submit** under the semester box.
- 6 Choose the section for which you want to enter grades from the drop list with **CRN** and click on the **Submit** button. If your sections do not appear in the drop list and you are responsible for entering and submitting grades, contact B. Wiles (bwiles@math.purdue.edu; MATH 846) ***immediately***.
- 7a You should see an alphabetical list of all students registered in the section you selected. For each of them select the appropriate grade from the pull-down list under **Grade**.
- 7b Enter **Last Date Attended** for all students receiving an **FN** - see top of the memo for guidelines.
- 8 Click **frequently** on the **Submit** button. ***There is a 30 minutes limit for entering grades*** but clicking on the **Submit** button

saves what you entered and resets the time limit. *The time limit might be shorter than the one the video mentions.*

- 9 When done, **make sure to click** again **on** the **Submit** button. Then go to the bottom of the screen and click on **Summary Class List**. Click on the **Printer** icon on the **browser toolbar** to print a copy of the grades you entered for that section. Check that it does. Please pick up printed grades promptly from the printer. Otherwise, you violate your students' right to privacy (and FERPA regulations).
- 10 Click on the purple **Back To Faculty Tab** towards the top of the page and repeat the above steps for your other section(s).
- 11 When you are done, make sure to click on **Logout** on the top right of (any) page and **quit the browser**. **Closing the window is not sufficient**. The next person using the computer could get to your *myPurdue* pages without logging in.

Second way to submit and print grades on myPurdue

- 1 Use the terminal in your office or in one of the departmental computer labs to log into banach or hardy or use a computer in an ITaP managed computer lab. (Using a personal computer is not allowed. We cannot guarantee the security of computers managed by other departments, etc.)
- 2 Use a web browser to get on-line and go to the *myPurdue* login page <http://mypurdue.purdue.edu>. Note that *myPurdue* seems to work better with some web browsers (e.g., Safari and Internet Explorer) than with others (e.g., Firefox).
- 3 Enter your ITaP career login and password. Click on **Login**.
- 4a Your *myPurdue* page will have several **brown** tabs labeled **Need to Know**, **Faculty**, etc. Go to the **Faculty** tab.
- 4b In the middle of the right hand side is box labeled **Faculty Grade Assignment**. It might display courses you taught in past semesters. If your current sections do not appear in the drop list after the second day of finals wee and you are responsible for entering and submitting grades, contact B. Wiles (bwiles@math.purdue.edu; MATH 846) **immediately**.
- 5 Click the green or yellow triangle with the section you want to enter grades for.
- 6a You should see an alphabetical list of all students registered in the section you selected. For each of them select the appropriate grade from the pull-down list under **Grade**.
- 6b Enter **Last Date Attended** for all students receiving an FN - see top of the memo for guidelines.
- 7 Click **frequently** on the **Submit** button. *There is a 30 minutes limit for entering grades* but clicking on the **Submit** button saves what you entered and resets the time limit. *The time limit might be shorter than the one the video mentions.*
- 8 When done, **make sure to click** again **on** the **Submit** button. Then go to the bottom of the screen and click on **Summary Class List**. Click on the **Printer** icon on the **browser toolbar** to print a copy of the grades you entered for that section. Check that it does. Please pick up printed grades promptly from the printer. Otherwise, you violate your students' right to privacy (and FERPA regulations).
- 9 Click on the purple **Back To Faculty Tab** towards the top of the page and repeat the above steps for your other section(s).
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More information and a video on submitting grades

are available at http://www.purdue.edu/onepurdue/ESA/info_instructors.shtml. Instructions on the video might not warn you about handling sensitive and restricted information appropriately. Please read and follow the departmental guidelines available at <http://www.math.purdue.edu/resources/gta>

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