

PROCEDURES and INSTRUCTIONS for SUBMITTING FINAL GRADES

Please view rather than print this information
A version without pictures is available on www.math.purdue.edu/resources/gta

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

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

last revised 04/16/10

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WARNING - new from Spring 2010 on

A "last day of attendance" must be entered for each student receiving a failing 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 took the final exam, enter the **Saturday** of final week;
- for students who did not take the final, 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.

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PROCEDURES

Instructors responsible for assigning final grades are also responsible for entering and submitting them on-line using *myPurdue*. 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 grade record sheets (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 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**.

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 N. Balser 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.

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.

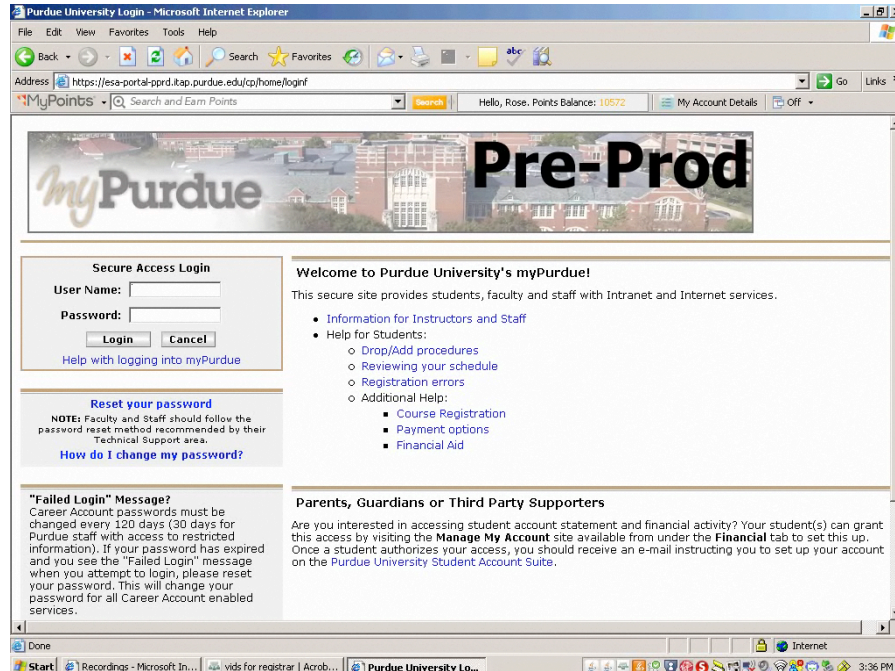
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INSTRUCTIONS

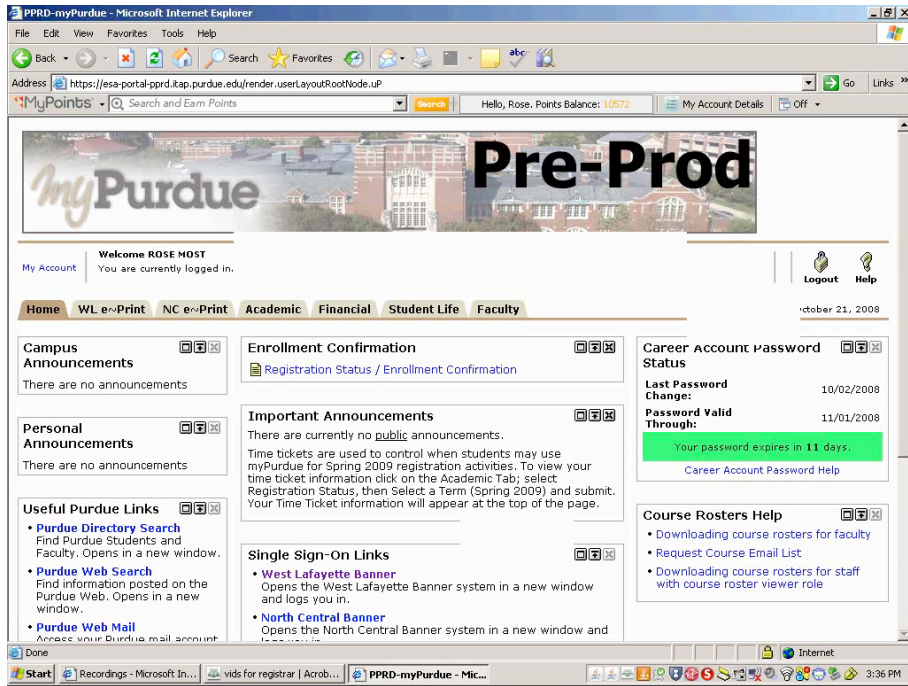
Printing problems have been reported when using Firefox. Internet Explorer and Safari work. Keep in mind that some web browsers do not have a printing feature.

FIRST method to submit grades on myPurdue - This method is also explained in a video available at <https://gomeet.itap.purdue.edu/p89351122/>

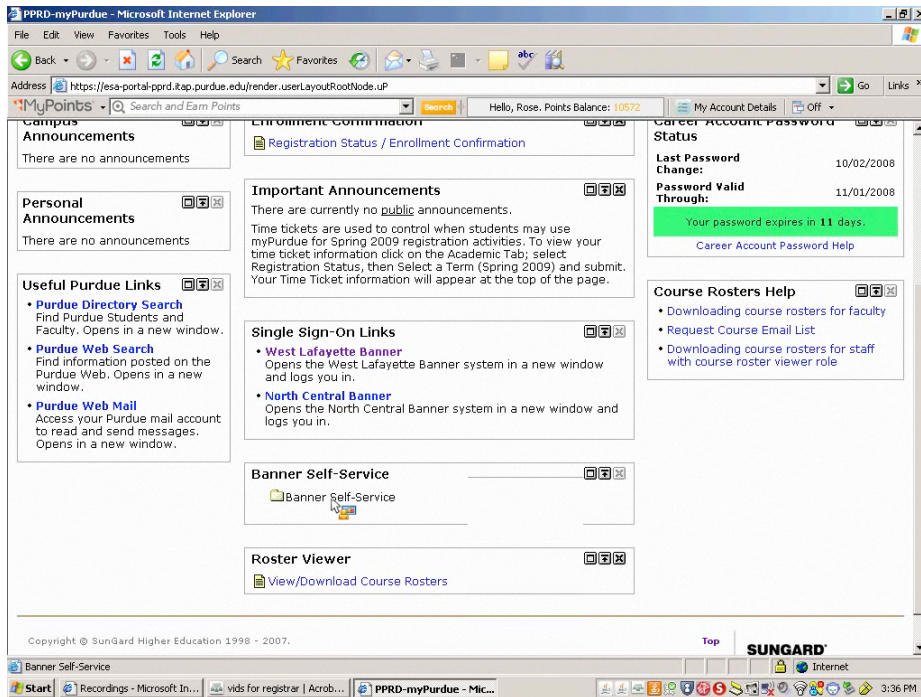
- 1 Use any web browser to get on-line and go to the *myPurdue* login page <http://mypurdue.purdue.edu>.
- 2 Enter your ITaP career login and password. Click on **Login**

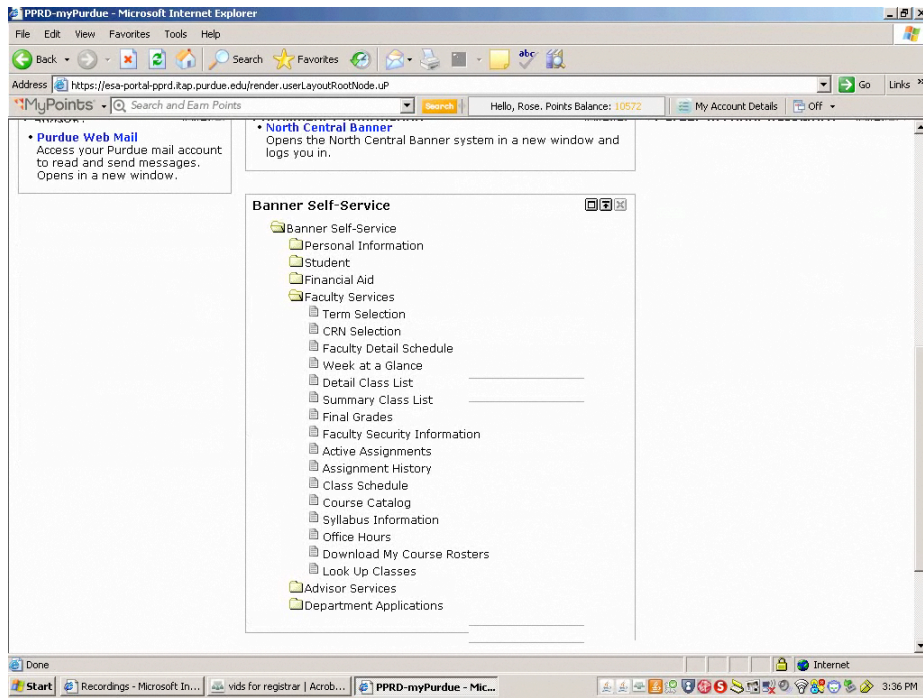


- 3 On the **Home** tab, scroll down to the box labeled **Banner Self-Service**. Click on the yellow folder labeled **Banner Self-Service**. Click on yellow sub-folder labeled **Faculty Services**. Click on **Final Grades**.

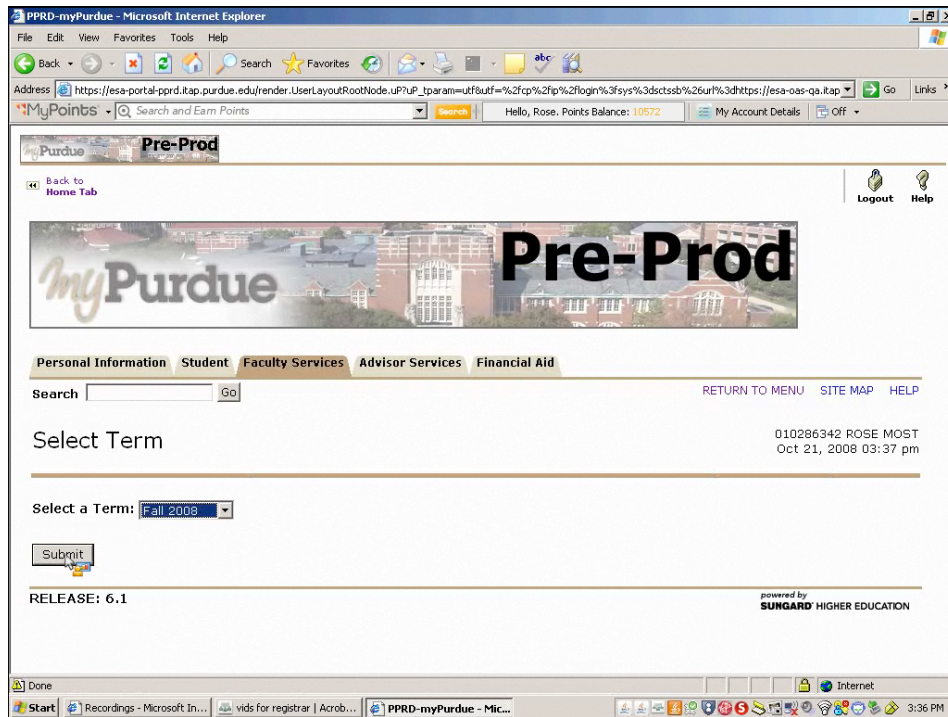


Pictures for this step continue on next page

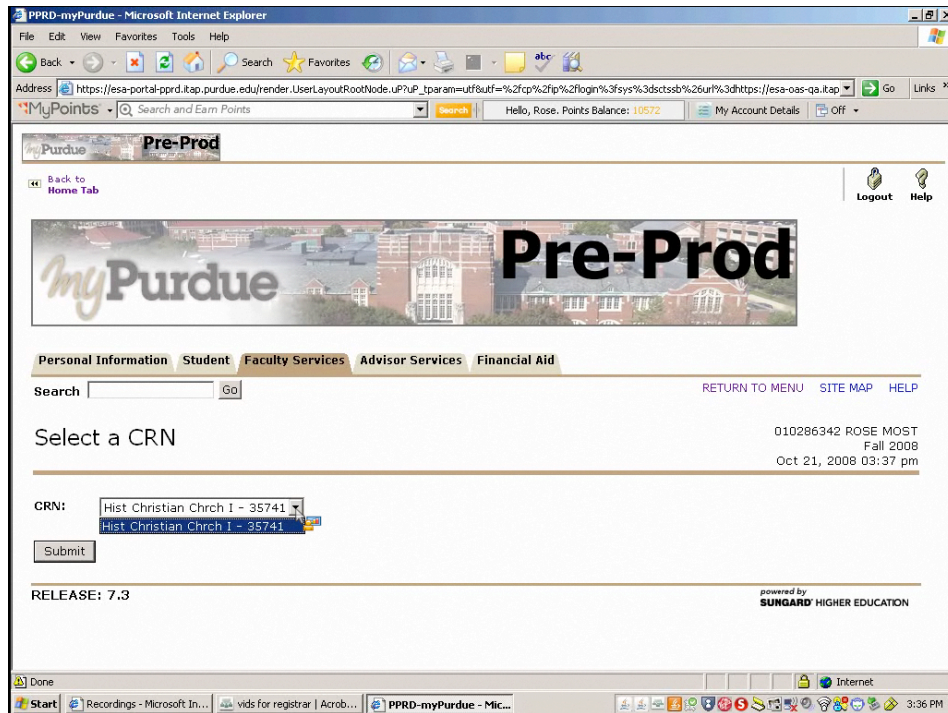




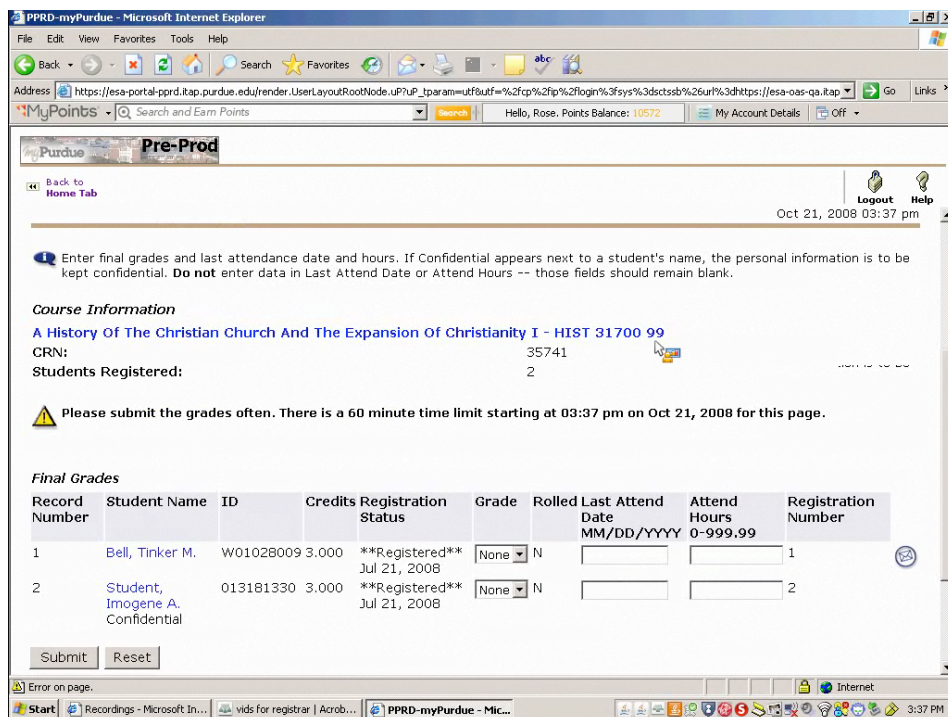
4 Choose the current semester from the drop list with **Select a Term**. Click the **Submit** button.



- 5 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 P. Cook (cook@math.purdue.edu; MATH 846) *immediately*.



- 6 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**. Ignore the boxes **Last Attend Date** and **Attend Hours**.

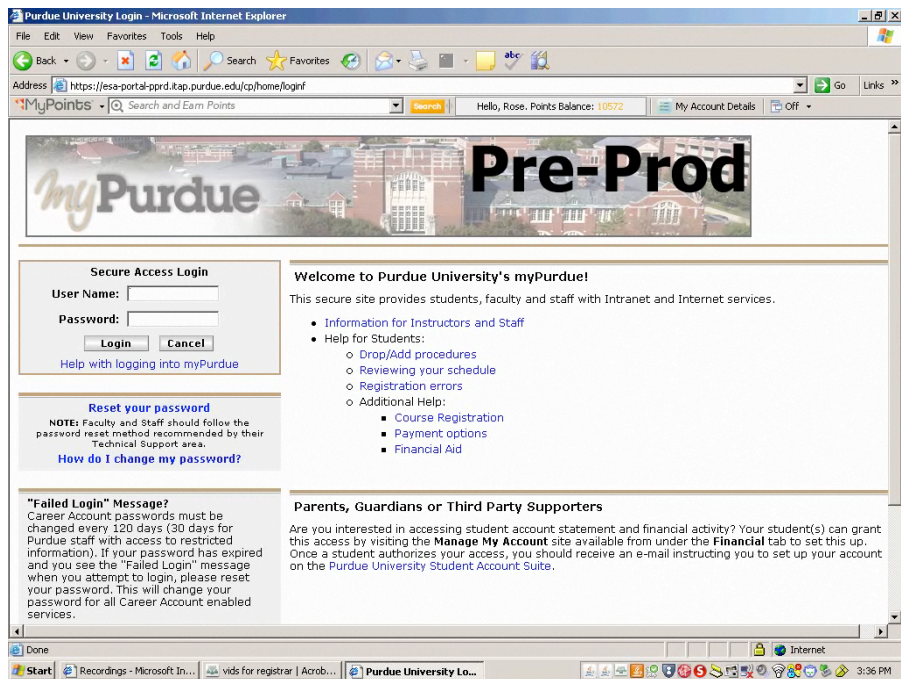


- 7 Click *frequently* on the **Submit** button. *There is a 30 minutes limit for entering grades* but clicking on the **Submit** button saves what you entered and resets the time limit. *The time limit might be shorter than the one the video mentions.*

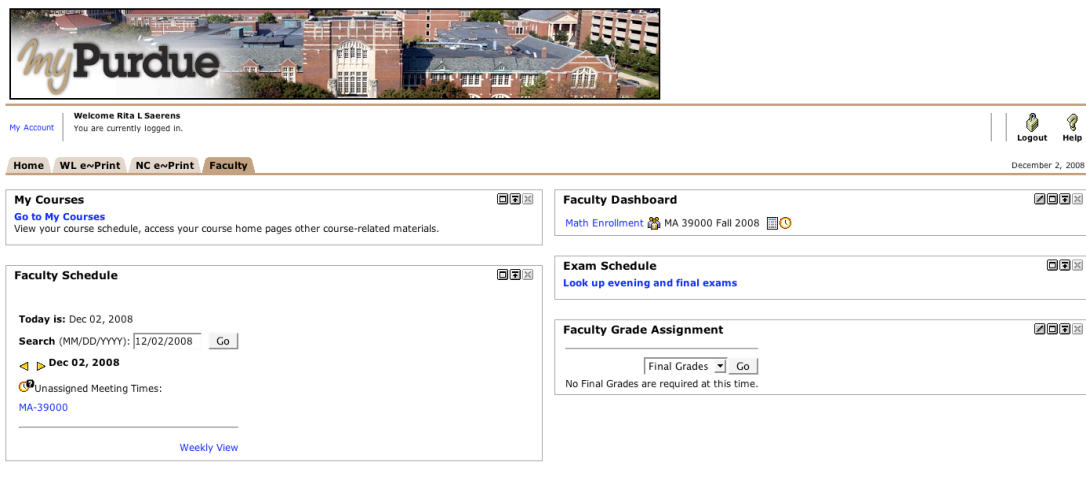
- 8 When done, *make sure to click* again *on* the **Submit** button. Then go to the bottom of the screen and click on **Summary Class List**. Click on the **Printer** icon on the *browser* **toolbar** to print a copy of the grades you entered for that section. Check that it does.
- 9 Click on the purple **Back To Home Tab** towards the top of the page and repeat the above steps for your other section(s).

SECOND method to submit grades on myPurdue - This method is also explained in a pdf available at http://www.purdue.edu/Registrar/pdf/Grades_Key_Dates.pdf

- 1 Use any web browser to get on-line and go to the myPurdue login page <http://mypurdue.purdue.edu>.



- 2 Enter your ITaP career login and password. Click on **Login**
- 3 Click on the **Faculty** tab. When grade entry is allowed, the courses for which you need to enter grades will show on the right hand side together with a status comment. If your sections do not appear in the drop list and you are responsible for entering and submitting grades, contact P. Cook (cook@math.purdue.edu; MATH 846) *immediately*.
- 4 Select **Final Grades** from the drop box and click on **Go**.



- 5 Click the green or yellow triangle - *we are not sure about the existence of this triangle*.
- 6 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**. Ignore the boxes **Last Attend Date** and **Attend Hours**.
- 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.
- 9 Go back to the **Faculty** tab and repeat the above steps for your other section(s).