

**To:** All Math Faculty  
**From:** Johnny Brown  
**Date:** December 8, 2009  
**Subject:** Submitting Course Grades for Fall 2009

---

- (1) Log into myPurdue using your PURDUE CAREER ACCOUNT at:  
<http://mypurdue.purdue.edu>
- (2) Click on the “Faculty” tab (upper left of the window).
- (3) Look near the bottom right of the window for the “Faculty Grade Assignment” box. If all your courses appear, click on the icon to the right of your course; if not, then select the “more” link under the courses and click “Go.” (If you clicked “more”, a new page will appear with all the courses for which you are listed as the faculty of record..)
- (4) For each course notice its corresponding icon:
  - (a) A triangle means you must take action to enter grades.
  - (b) A check mark means grading is complete for that course (No action needed. However, you may still make changes up to 5pm, Dec 22).
  - (c) A circle with a minus sign means no students are enrolled (No action needed).
  - (d) A circle with an X means students are enrolled, but the class is not gradable (No action needed).
- (5) Click on the icon for the course to begin entering your grades (use the pull-down menu to select grades). You can enter, change, save, and print as often as you like up to 5pm, Dec 22. Hit the “Submit” button to save your work. The grades do not get “rolled” until 5pm, Dec 22 so you can hit “Submit” as often as you like.
- (6) One way to print the grades for the course is to look for the printer icon on the browser toolbar and click it.
- (7) After entering grades, saving and printing, click “Back to Faculty/Staff”, which takes you back to the portal page to enter grades for your second course and just repeat the process described above.
- (8) The Registrar has a *Frequently Asked Questions* (FAQ) page on submitting grades:  
[http://www.purdue.edu/Registrar/pdf/Fall\\_2009\\_FAQ%27s\\_grades.pdf](http://www.purdue.edu/Registrar/pdf/Fall_2009_FAQ%27s_grades.pdf)
- (9) If you have any questions about anything, please contact me or Peter Cook.
- (10) USEFUL TIPS:
  - (a) As you are entering grades, periodically hit “Submit” to save your work. This ensures your work is saved in case the system crashes for example.
  - (b) For security, there is a time out. If there is no activity from you after 30 minutes (or 60 minutes, it is not yet clear which), the system automatically logs you out. If you did not hit “Submit” during that time, your grades may not be saved.
  - (c) Assign grades to every student. If you have to change a grade later, just complete a *Form 350*. Instructions for giving Incompletes (I) are given here:  
<http://www.math.purdue.edu/~jeb/inc.html>
  - (d) Do not enter anything in the field “Last Date Attended” or “Attended Hours”