

To: Math Faculty
From: Johnny Brown (494-1909, jeb@math.purdue.edu)
Date: December 8, 2008
Subject: Submitting Final Course Grades

Final course grades must be submitted online at **myPurdue** using your *Purdue Career Account* between **8am Monday, December 15** and **12noon Tuesday, December 23**. The procedure for entering, saving and printing grades is given below. Please carefully read it before attempting to submit grades. If you have questions, see me immediately.

ENTERING COURSE GRADES ON MYPURDUE

- (1) Logon to **myPurdue** with your *Purdue Career Account* at: <http://mypurdue.purdue.edu>
- (2) There are TWO methods to get to the page where grades are entered. **Method #1** is the more reliable (according to the Office of the Registrar last week):
 - (a) **Method # 1** - *Video* at: <https://gomeet.itap.purdue.edu/p89351122/>
 - (i) Click on the “Banner Self-Service” folder icon, then click the “Faculty Services” folder and then click “Final Grades”.
 - (ii) In the drop-down box, select the appropriate TERM and hit “Submit”.
 - (iii) In the drop-down course list box, select your COURSE and hit “Submit”.
 - (b) **Method # 2** - *pdf* at: http://www.purdue.edu/Registrar/pdf/Grades_Key_Dates.pdf
 - (i) Click on the “Faculty” tab (upper left, near the myPurdue logo). In the “Faculty Grade Assignment” section of this window, select “Final Grades” from the drop-down box and click “Go”.
 - (ii) Click the green or yellow triangle to start grade entry for your class.
- (3) You should now be on the page to enter course grades. Your students’ names will appear in alphabetical order. There is a drop-down grade box for each student. Select a GRADE for each student (do not enter any information in the other boxes). Grades are saved when you hit “Submit” but they are not actually submitted to the Registrar (i.e., “rolled”) until 5pm on December 23. If you make a mistake inputting grades, you can change any grade up to that time.

WARNING: There is a 30-minute time out limit. As you enter grades, periodically hit the “Submit” button to reset the 30-minute timer back to 0. If you fail to hit the Submit button you will lose grades already entered and must start over.
- (4) Click on the Printer icon or command of your browser to print a copy of your course grades. As in previous semesters, **ALL FACULTY MUST GIVE A PRINTED COPY OF COURSE GRADES to Nancy Balser (MATH 842) NO LATER THAN 12:00 noon, Tuesday, DECEMBER 23.**
- (5) To enter grades for another course, repeat the above process. Click “Back to Faculty/Staff” (upper left hand corner), or log out and then log back in.