Posting Final Grades

Campus Connect is where Final Grades for students must be posted. These will display on their transcript.

*Note: There is a 30-minute time limit on the screen where you enter Final Grades. We suggest submitting your Final Grades often if you have quite a few for each class.

1. From within Campus Connect, locate the Faculty Links box. Click Final Grades.

2. Select the term i.e. Fall 2014.

3. Click Submit.

4. Click the dropdown arrow to select the course you wish to submit Final Grades for.
5. Click **Submit**.
6. You will now see the roster for the course you selected. Click the dropdown arrow next to each student under the grade column. Post grades as appropriate. Please remember... there are two types of failing grades – F/FW and SF/SFW.
   a. SF/SFW are failing grades for ASA (Academic Skills Advancement) courses.
      *Note: An Academic Skills Advancement course is any course that the course number begins with a zero, i.e. ENGL 083, MATH 015, etc.
      • **SF** - If a student attended throughout the term and completed the final exam and/or the last day of class and earned an “F”, this student would be issued a grade of SF.
      • **SFW** - If a student simply stopped coming to class during the semester or stopped doing work in an online ASA course, which earned them an “F” grade, this student would be issued a grade of SFW.
   b. F/FW are failing grades for 100-200 level courses. **Note: If you are teaching a 100-200 level course, you will not be given SF/SFW as an option on your screen.
      • **F** - If a student attended throughout the term and completed the final exam and/or the last day of class and earned an “F” as their final grade, this student would be issued a grade of F.
      • **FW** - If a student simply stopped coming to class during the semester or stopped doing work in an online course, which earned them an “F”, this student would be issued a grade of FW.
   c. Click **Submit**.

*Note: If you have multiple classes, you may have to log out and log back in to see your classes in the drop box.*