FACULTY INSTRUCTIONS FOR FINAL GRADE ENTRY

1. Go to [http://www.sfasu.edu/](http://www.sfasu.edu/) and navigate your way to your mySFA account one of the following ways:
   a. Click on the mySFA icon to go directly to the mySFA login (red arrow)
   b. Click on the drop down menu in the top right corner and choose “Faculty & Staff”, then click mySFA on the left-hand side of the page (blue arrow)

2. Login to your mySFA account.
3. Select the Resources Tab.

4. Click the Self-Service Banner link.

5. Select the Faculty Services Tab.
6. Click the “Final Grades” hyperlink near the bottom of the form.

7. Select the current term and click Submit.

8. Select a course and click Submit.
9. A list of your students will appear. There will be a drop down menu next to each student under the Grade Column (see the purple arrow). Select the appropriate grade for each student.
   a. If the student withdrew or dropped the course, a grade of W, or W6 will already be entered and you will not be able to award a grade.
   b. If the student withdrew with a WP or WF, there will be a drop down menu that will only allow you to choose from WP or WF (withdraw pass/withdraw fail).
      i. Please note that there is a 120 minute time limit on the page – please Submit often.
      ii. Please do not enter any information into the Last Attended Date or the Attended Hours columns (see the columns with a red X over them).

10. Click on the Submit button at the bottom of the page to submit your Final Grades – please double check your work to ensure that each student has been given the correct grade.
a. Once you have successfully submitted Final Grades for the chosen section, you will see the following message on above your class list (see yellow box below):

![Final Grades](image)

**11.** To select a different section, click the “**Choose a different section for final grade entry**” link (see red arrow below), then repeat steps 5-7 for the new section.

![Final Grades](image)

*You do not have to enter grades for ALL students in order to Submit grades. HOWEVER, students will be unable to see grades until the business day following the day that grades were entered.*

*END INSTRUCTIONS*