FACULTY INSTRUCTIONS FOR ONLINE GRADE ENTRY

1. Go to 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)
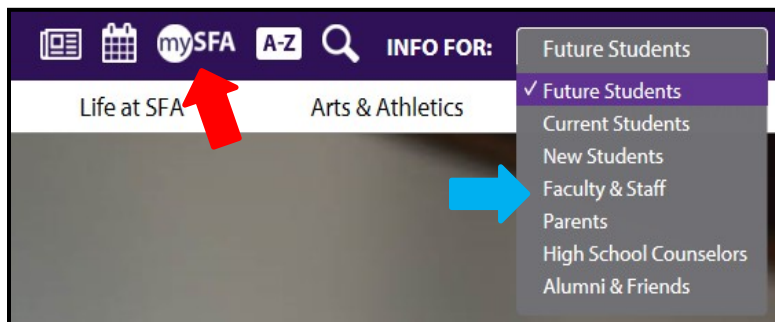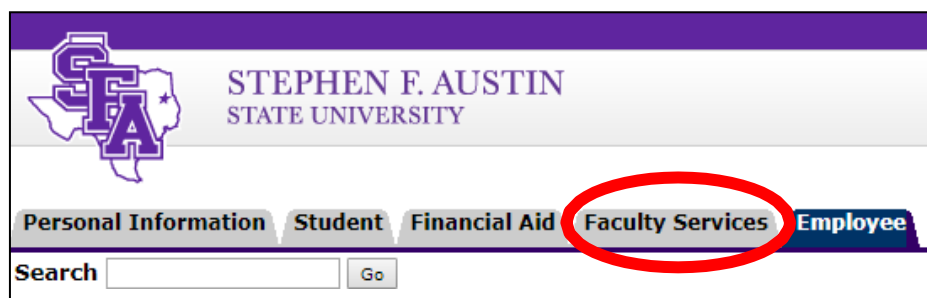

2. Login to your mySFA account.
3. Select the Resources Tab.
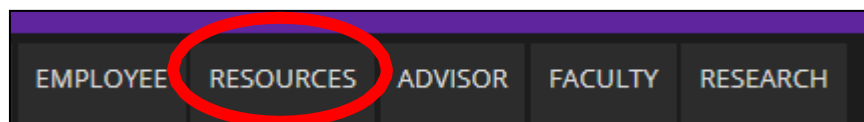
4. Click the Self-Service Banner link.
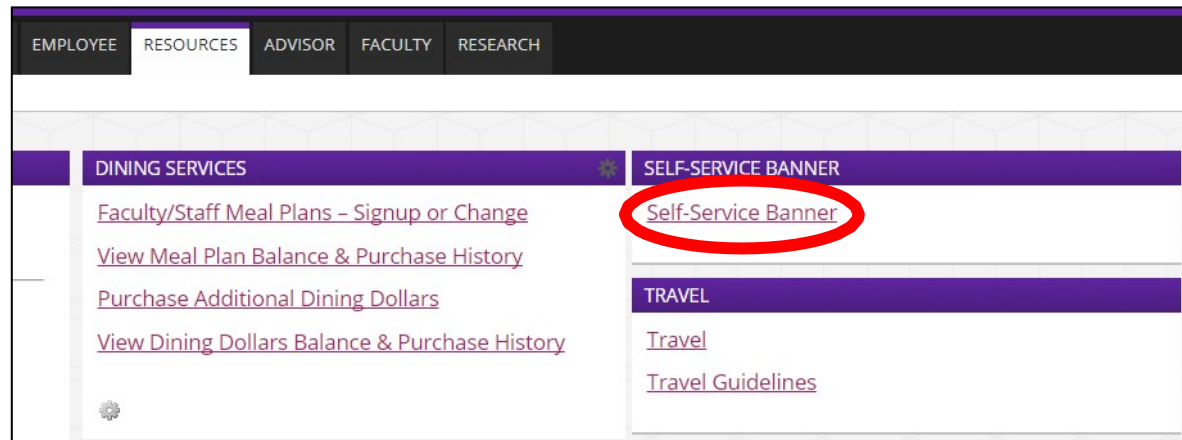
5. Select the Faculty Services Tab.

6. Click the "Final Grades" hyperlink near the bottom of the form.

Faculty and Advisors

Student Information Menu
View a student's transcript, mid-term grades, holds, schedule, TSI information, etc.
Term Selection
CRN Selection
Class Roster with Student Photos
Faculty Detail Schedule
Week at a Glance
Detail Class List
Summary Class List
Office Hours
Active Assignments
Assignment History
Class Schedule Search
Concise Class Schedule
Course Catalog
Send Text Message/E-mail students
Final Grades
Faculty Grade Summary
Midterm Grades
Incomplete Grades Summary

Grade Change
Course Proposal
Curriculum Committee
Official Attendance Roster
Attendance Re-Verification
Click here to re-verify students attendance that were marked as Never Attending on your Official Attendance Roster.
Minigrant Application
Click here to apply or approve a minigrant application. Click here to view Minigrant Guidelines

RELEASE: 8.5.3

7. Select the current term and click Submit.

Select Term

Select a Term: Spring 2017 ▼

Submit

8. Select a course and click Submit.

Select a CRN

CRN: BCM 450 001: Leadership Comm. for Business, 22336 (21) ▼

Submit

9. A list of your students will appear. There will be a drop down menu next to each student under the <u>Grade Column</u> (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 <u>not</u> be able to award a grade.

    b. If the student withdrew with a WP or WF, there <u>will</u> 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 <u>do not</u> 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 <mark>yellow box</mark> below):

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*.

12. Grades for Dual Credit/Concurrent students will not be gradable with a letter grade. They do need to be assigned a numeric grade. These must be entered as whole numbers. Decimals will result in errors (i.e. a 98.6% will be entered to the student's account as a 6%). See the conversion chart below.

Letter Grade	Numeric Grade
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

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