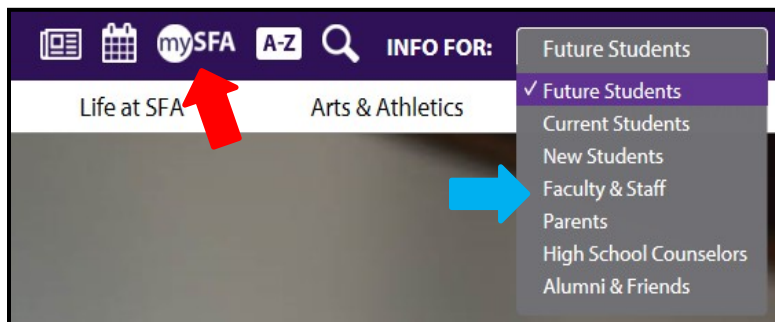
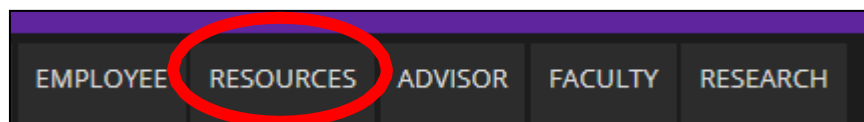


# FACULTY INSTRUCTIONS FOR ONLINE GRADE ENTRY

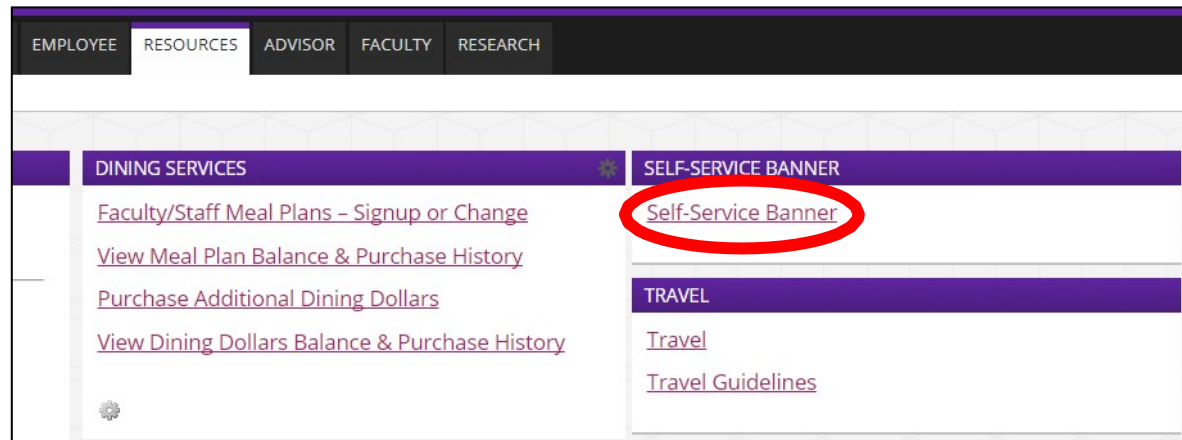
- Go to <http://www.sfasu.edu/> and navigate your way to your mySFA account one of the following ways:
  - Click on the mySFA icon to go directly to the mySFA login (red arrow)
  - Click on the drop down menu in the top right corner and choose "Faculty & Staff", then click mySFA on the left-hand side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



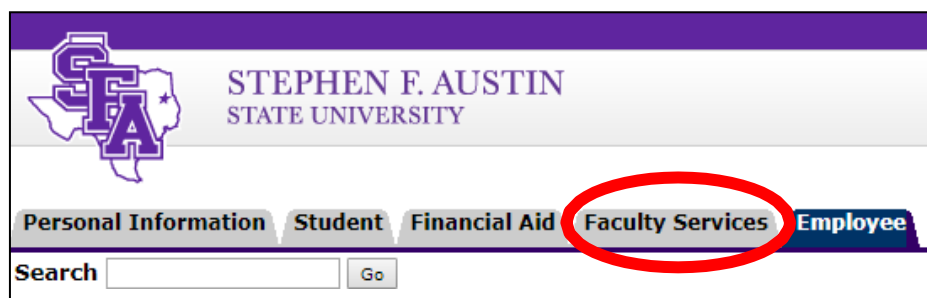
- Login to your mySFA account.
- Select the [Resources Tab](#).



- Click the [Self-Service Banner](#) link.



- 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/Faculty to 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 ▼

8. Select a course and click Submit.

**Select a CRN**

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

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.
- 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.
  - 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).
    - Please note that there is a 120 minute time limit on the page – please **Submit** often.
    - 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).

**Final Grades**

Choose a different section for final grade entry

If Confidential appears next to a student's name, the personal information is to be kept confidential.

School of Honors - Contract Verification

**Course Information**  
 Leadership Comm. for Business - BCM 450 001  
 CRN: 22336  
 Students Registered: 21

Please submit the grades often. There is a 120 minute time limit starting at 10:23 am on Feb 22, 2017 for this page.

This student has already dropped the course – no grade can be entered.

Record Number	Student Name	ID	Credits	Registration	Status	Grade	Rolls	Last Attend Date	Attend Hours	Registration Number
1	[REDACTED]	[REDACTED]	3.000	Web-Registered Nov 15, 2016	None	N				8
2	[REDACTED]	[REDACTED]	3.000	Web-Registered Nov 14, 2016	None	N				3
3	[REDACTED]	[REDACTED]	3.000	Web-Registered Nov 14, 2016	None	N				6
4	[REDACTED]	[REDACTED]	3.000	Web-Registered Nov 14, 2016	None	N				1
5	[REDACTED]	[REDACTED]	3.000	Web-Registered Nov 15, 2016	None	N				7
6	[REDACTED]	[REDACTED]	3.000	Web-Registered Nov 14, 2016	None	N				5
7	[REDACTED]	[REDACTED]	3.000	Web-Registered Nov 17, 2016	None	N				19
8	[REDACTED]	[REDACTED]	3.000	Web-Registered Dec 08, 2016	None	N				24
9	[REDACTED]	[REDACTED]	3.000	Web-Registered Nov 17, 2016	None	N				20

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.

17	[REDACTED]	3.000	Web-Registered Nov 16, 2016	A			18
18	[REDACTED]	3.000	Web-Registered Nov 22, 2016	A			23
19	[REDACTED]	3.000	Web-Registered Nov 16, 2016	A			14
20	[REDACTED]	3.000	Web-Registered Nov 15, 2016	A			9
21	[REDACTED]	3.000	Web-Registered Nov 16, 2016	A			15

Submit Reset

Please submit grades often. There is a 120 minute time limit on this page.

- 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**


[Choose a different section for final grade entry](#)

If Confidential appears next to a student's name, the personal information will be masked.


[School of Honors - Contract Verification](#)

**Course Information**  
**Leadership Comm. for Business - BCM 450 001**  
**CRN:** 22336  
**Students Registered:** 21

 Please submit the grades often. There is a 120 minute time limit.

 The changes you made were saved successfully.

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**

[Choose a different section for final grade entry](#)

If Confidential appears next to a student's name, the personal information will be masked.

[School of Honors - Contract Verification](#)

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\***