FACULTY WN GRADING

Effective Spring 2020, A-State Online WN grades will need to be entered by faculty in Self-Service Banner. Please note, WN grades CANNOT be entered in Blackboard/Canvas

ASSIGNING A WN GRADE

1. Login to Self Service via my.AState

2. Go to "**Faculty Grade Entry**" on the Self Service home page

3. Open the **Final Grades** tab to display a list of courses where you are an instructor.

Faculty Grade Entry								
Midterm Grades	Final Grades	Gradebook						
My Courses							Search	
Grading Status	Rolled	Subject	Course	Section	Title		Term	CRN
Not Started	Not Started	ACCT - Accounting	3003	001	INTERMEDIATE ACCOUNTING I		202360 - 2023 Fall	61188
Not Started	Not Started	MGMT - Management	3143	001	HUMAN RESOURCE MANAGEMENT		202260 - 2022 Fall	64066
Not Started	Not Started	ENG - English	1003	001	COMPOSITION I		202360 - 2023 Fall	64706

4. Select the relevant class section and your full roster will appear.

Enter Grades								Search	
Full Name	ID	Midterm Grade		Final Grade		Rolled	Last Attend Date		Hours Attended
Cash, Johnny									
Green, Al									
Jordan, Louis T.									
Reeves, Bass									
Steenburgen, Mary									

5. When WN grading is available drop-down boxes will appear in the Final Grade column. Students that are eligible for a WN as determined by inactivity in Blackboard/Canvas should be assigned the WN grade by locating the student and selecting "**WN**" from the final grade drop-down

Wolf, Howl R.	WN

6. After you have assigned all applicable WN grades, scroll to the bottom and select "**Save**"

Save	Reset

REMOVING A WN GRADE

If you would like to remove a WN grade you have two options, depending on the timing:

1. If WN grading is still ongoing, you can return to Faculty Grade Entry, remove/change the WN, "**Save**"

2. If WN grading has ended, email A-State Online Services (apartnershipregistrar@astate.edu) or Chris Boothman (cboothman@astate.edu) to reinstate the student.

If you have any questions regarding WN grading, please contact Chris Boothman (cboothman@astate.edu)

FINAL GRADING IN CANVAS

1. In order to enter final grades in Canvas, you will need to activate the "Submit Grades to Banner" application if this is not already available on your left navigation menu. If this is already available, please view step 5 of this guide.
2. Click on Settings on the left navigation menu of the course.
3. Click the Navigation tab at the top.
4. Locate the "Submit Grades to Banner" menu item, click the three dots and click Enable. Click Save. The "Submit Grades to Banner" menu item will appear.

5. Click on the "Submit Grades to Banner" menu item and wait for the page to load. You will be prompted with both Mid-Term and Final grading tabs at the top of the page. Please click Final Grades tab and your class roster will be listed. The student's current grade as a percentage will appear.
6. Please enter your final grade as a letter grade (please ensure you enter valid grades as per the level of the course (e.g. undergraduate vs graduate) and course type (e.g. letter grade, pass/fail, credit/no credit etc.)

7. Ignore the Extension Date column and scroll to the bottom and hit Submit. After a short time, you should receive a confirmation message that your grades have been successfully entered. Any incorrectly formatted grades will result in an error message that appears. Please be sure to check these closely as failure to enter a grade will result in this appearing on an outstanding grades report generated by the Registrar's Office.
8. Instructors are encouraged to subsequently check Self-Service Banner to ensure the grades have successfully migrated.