FACULTY GRADE ENTRY

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. *Alternatively, if you are entering midterm grades, open the **Midterm Grades** tab.*

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. When grading is available grade drop-down boxes will appear; select a grade from the drop-down for each student

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						
Thornton, Billy Bob						
Wolf, Howl R.						

5. After you have assigned grades, scroll to the bottom and select "**Save**"

Save   Reset

6. You can save and return later if not all grades are available. Classes with missing grades show the grading status "*In Progress*", once all grades are entered the grading status changes to "*Completed*"

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
In Progress	Not Started	ACCT - Accounting	3003	001	INTERMEDIATE ACCOUNTING I	202360 - 2023 Fall	61188
Completed	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

You can make changes to entered grades following the steps above until the grades are rolled into academic history. Rolled grades are viewable to the student and available on the student's transcript.

A rolled grade can be identified by a green check in the "Rolled" column on the grading roster.

Enter Grades   Search

Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date	Hours Attended
Cash, Johnny			C	✓		
Green, Al			C	✓		
Jordan, Louis T.						
Reeves, Bass			A	✓		
Steenburgen, Mary			B	✓		
Thornton, Billy Bob			B	✓		
Wolf, Howl R.			C	✓		

If changes are needed *after* grades roll, a grade change form is required.