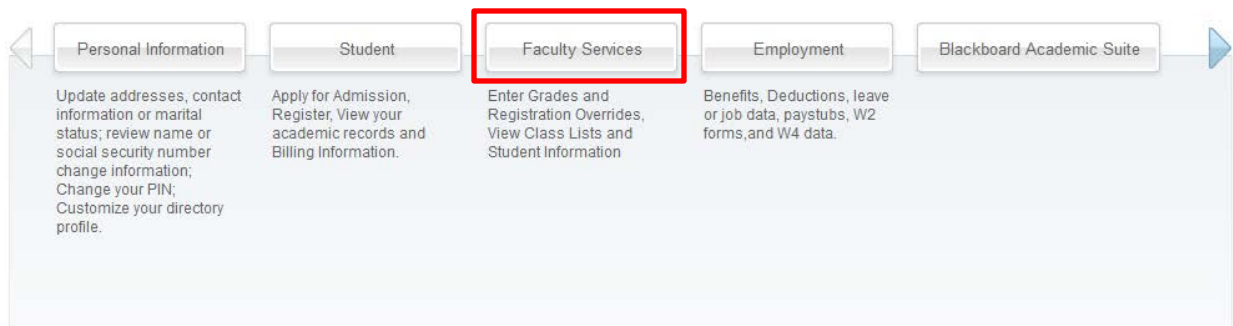


Last Attend Date

- To access the Final Grades option, click the **Faculty Services** button in CougarNet.



RELEASE: 8.5.2

SITE MAP

- Click the **Final Grades** button.

Term Selection	CRN Selection	Detail Class List	Summary Class List
Detail Wait List	Summary Wait List	Final Grades	Student Information Menu ▼
Registration Overrides	Add or Drop Classes	Faculty Detail Schedule	Week at a Glance
Look Up Classes	Active Assignments	Assignment History	Class Schedule
Course Catalog	Faculty and Advisor Security Information	Syllabus Information	Office Hours
Faculty Grade Summary	Advisee Grade Summary	Advisor Registration Hold Release	

- Select the term you are grading from the drop down menu and click the **Submit** button.

For Degree Evaluation (CAPP), always use the current term.

Attention academic advisors: if you are trying to view an Academic Transcript, please leave the default term in this field and click Submit. Changing the term may cause CougarNet to prompt you for additional information. Please contact [Registrar Operations](#) if you need further assistance.

Select a Term: ▼

Last Attend Date

- Choose the course you wish to enter grades for from the drop down menu and click the **Submit** button, or select the **Enter CRN Directly** link to type in the CRN of the course and click the **Submit** button. The **Select Assigned CRN** link will return you to the drop down selection option.

CRN: PSYC 111 004: Foundations of Psychology, 32627 (22) ▾

Submit

Enter CRN Directly

RELEASE: 8.3 SITE MAP

CRN:

Submit

Select Assigned CRN

RELEASE: 8.3 SITE MAP

- Once you click the **Submit** button, the next page to load will be the class list where you will enter your final grades.
 - Please read the brief instructional information provided at the top of the page regarding changes to University grading practices.
 - A link to University grading and attendance policy has also been provided for your convenience.
- The **Course Information** section should reflect the course you have chosen to enter final grades for. Double check the course title, subject, number, section and CRN listed to ensure the correct course has been selected.
 - Note the warning asking you to submit grades often due to a time limit on the page. Failure to submit the grades before the time limit has expired will result in having to re-enter all of the grades again.

Course Information

Foundations of Psychology - PSYC 111 004

CRN: 32627

Students Registered: 22

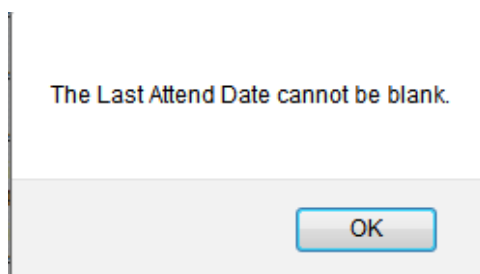
⚠ Please submit the grades often. There is a 30 minute time limit starting at 03:22 pm on Dec 02, 2014 for this page.

Last Attend Date

- The **Final Grades** section is where you will enter the grade for each student in the course.
- Select the grade you wish to award from the drop down menu in each student's row.

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
1			3.000	Registered via Web May 09, 2014	A	N			23
2			3.000	Registered May 21, 2014	A	N			28
3			3.000	Registered May 07, 2014	B	N			17
4			3.000	Registered May 07, 2014	C	N			18
5			3.000	Registered May 20, 2014	D	N			24
6			3.000	Registered May 22, 2014	F	N			20

- If grades of **"F" or "F**"** are selected, you will be prompted to enter a **Last Attend Date** (MM/DD/YYYY) before being allowed to proceed to the next student. When selecting the grade for the next student, you will receive the following pop-up message:



- Click the **OK** button, go back to the previous student, and enter the appropriate **Last Attend Date** (MM/DD/YYYY).
- If grades of **"F" or "F**"** are selected for the last student in your list, you will be prompted to enter a **Last Attend Date** (MM/DD/YYYY) before being allowed to **Submit** your changes. After clicking **Submit**, the following message will appear at the top of the page:

You have errors on the page. Please scroll down to identify and correct errors and then click Submit to process your assigned grades for this record set.

- Scroll down to find the student with the error message in the **Errors** column, as shown below:

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number	Errors
1			3.000	Registered via Web May 09, 2014	F	N			23	Last date of attendance required for this grade

- Enter the appropriate **Last Attend Date** (MM/DD/YYYY) and click the **Submit** button.
- When your grades have been entered successfully, you should see the following message at the top of the page:

