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

Click the Final Grades button.

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

- 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.
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.

<table>
<thead>
<tr>
<th>Record Number</th>
<th>Student Name</th>
<th>ID</th>
<th>Credits</th>
<th>Registration Status</th>
<th>Grade</th>
<th>Rolled</th>
<th>Last Attend Date (MM/DD/YYYY)</th>
<th>Attend Hours</th>
<th>Registration Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td>3.000</td>
<td>Registered via Web</td>
<td>A</td>
<td>N</td>
<td>09/05/2014</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td>3.000</td>
<td>Registered</td>
<td>B</td>
<td>N</td>
<td>09/05/2014</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td>3.000</td>
<td>Registered</td>
<td>C</td>
<td>N</td>
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<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td>3.000</td>
<td>Registered</td>
<td>D</td>
<td>N</td>
<td>09/05/2014</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
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<td>Registered</td>
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<td>09/05/2014</td>
<td>24</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td>3.000</td>
<td>Registered</td>
<td>F</td>
<td>N</td>
<td>09/05/2014</td>
<td>20</td>
<td></td>
</tr>
</tbody>
</table>

- 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:

  The Last Attend Date cannot be blank.

  ![Image of a pop-up message](image)

  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:

  ![Image of a table with an error message](image)

  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:

  The changes you made were saved successfully.