Faculty Grading

Why does the grading page and instructions look different?

- Mines upgraded to SSB9 in spring 2021. There is a new user interface (UI) for both faculty and staff. This also means the grading process is slightly different. On the right-hand-side of this page you will see step-by-step instructions to help navigate the new UI.

What if a student never attended?

- Students that never attended the course (earning 0.0) require the ‘Last Date of Attendance’ to be completed. The date should be the first date the class started.

Why can't I submit my grades?

- All assigned grades of ‘F’, ‘INC’ or ‘PRU’ require the ‘Last Date of Attendance’ to be completed.
- If you are having difficulty submitting final grades, be sure to double check all grades were entered AND ‘Last Date of Attendance’ was completed for ‘F’, ‘INC’, and ‘PRU’ grades.

What is an incomplete 'INC'?

- An incomplete ‘INC’ is a temporary grade which may be given at the instructor’s discretion when reasons beyond the student’s control prevents completion of course
requirements by the end of the academic term. An ‘INC’ is restricted only to cases in which the student satisfactorily completed a significant amount of the course work, including attendance and participation. The complete policy can be found in the catalog.

- It is important to only assign an ‘INC’ if you are willing to work with the student to complete the remainder of the work. You may grant up to one year, but the time limit may be less, to complete outstanding coursework.
- If the student does not complete the required work or if you forget to submit the final earned grade, the ‘INC’ will be converted to an ‘F’ grade after one year.
- Do not enter ‘INC’ for students who did not attend, stopped attending, or withdrew. This could create issues for the Financial Aid Office when they disburse funds to students, as well as cause reporting issues to the National Student Clearinghouse.

What if I forgot to submit my grades by the grading deadline?

- If you forgot to submit grades by the grading deadline, but entered most of them in Trailhead, you will need to submit all other missing grades through the ‘Grade Change’ workflow in Trailhead.
- If you did not grade an entire roster, you can still attempt to enter them in Trailhead in ‘Faculty Grade Entry’, then notify the Registrar’s Office so they can roll them over to academic history. If you try entering them but are unable to, it may be past the grading period and you will need to contact the Registrar’s Office for further assistance.
- Do not email the Registrar’s Office any grades as this is not secure and is a violation of FERPA, which protects student data.
 INSTRUCTIONS

OPTION 1

OPTION 2

Entering Grades in SSB9

1. Login to Trailhead.
2. Select the ‘Faculty’ icon in the left sidebar.
3. On the Faculty page, click the ‘Faculty Self-Service’ button.

4. You will be directed to Faculty Services. Select ‘Faculty Grade Entry’.

5. Next, select ‘Final Grades’. There are two ways to enter final grades. Refer to tabs ‘OPTION 1’ or ‘OPTION 2’ for next steps.

Important things to know:
- Only courses that are open for grading will display.
- You can monitor and sort through your grading progress by using ‘Grading Status’ or other indicator bars.
- You must be listed as the primary instructor to enter grades for a course.
- If you cannot enter grades for a course you instructed, please contact the Program Assistant for your department.
Entering Final Grades Directly into SSB9

1. Click on the course you want to enter grades for. A list of enrolled students will appear.
2. When entering grades, choose the grade from the drop down menu in the ‘Final Grade’ column.
   a. IMPORTANT: F, INC, or PRU grades require last date of attendance before the grade can be successfully saved.
3. Once grades are entered, click ‘Save’ at the bottom right-hand corner of the page.
4. After saving your grades, scroll to the top of the Final Grades entry page and review the section titled, ‘My Courses’ to confirm all grades have been entered.
   a. If the Grading Status says **Not Started** or **In Progress** then you are not finished with your grade submission.
   b. The Grading Status will say **Completed** once all grades are successfully entered.

Importing Final Grades into SSB9

1. You can also import grades by selecting the appropriate course.
2. Then click on the gear icon in the top menu bar and select ‘Export Template’.

   ![Gear Icon](image)

3. A box will appear to download the template.
   a. If you are using a version of Excel older than 2007, choose .xls.
   b. If you are using a newer version of Excel, choose .xlsx.
4. Next, click ‘Export’.

   ![Export Template](image)
5. The template will download to your computer and you can save it in a convenient spot.
   a. When you are finished entering grades, save the document.
   b. REMEMBER: If you enter an F, INC, or PRU grade you must enter a last date of attendance. Otherwise, the grade will not import.
6. Import the graded document by selecting the appropriate course again.
7. Then click the gear icon in the top menu bar, then click 'Import'.
   a. Once you have entered your grades, you will want to confirm all of them were successfully entered, then click ‘Save’.
   b. After saving your grades entered, scroll to the top of the Final Grades entry page and review the section titled, ‘My Courses’ to confirm successful data submission.
   c. If the Grading Status says, Not Started or In Progress then you are not finished with your grade submission.
   d. The Grading Status will say Completed once all grades are successfully entered.

**IMPORTANT:** If you do not use a template, the spreadsheet you create must contain columns for Term Code, CRN, student ID, Final Grade, and Last Attend Date (if applicable) in order to be imported.