

# How to Enter Final Grades

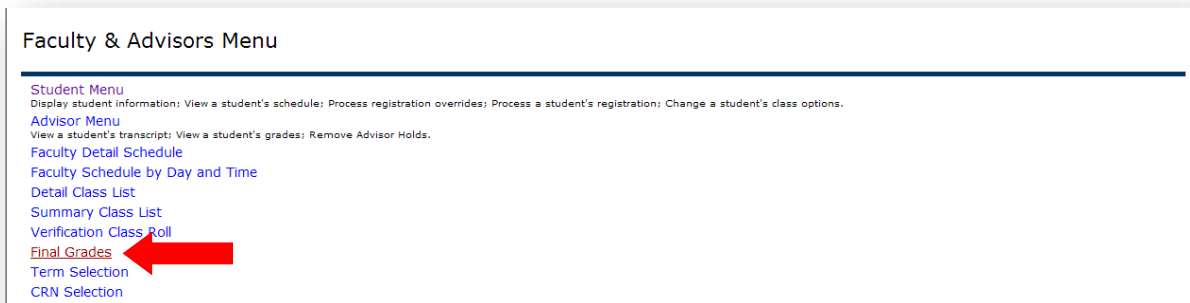
## Procedures for ALL INSTRUCTORS

**Step 1)** Log in MyUWG (Final Grades cannot be submitted in CourseDen).  
Click on the BanWeb Tab. Select Faculty & Advisors.



The screenshot shows the MyUWG website interface. At the top, there is a banner with the text "my UWG" and a red arrow pointing to the "Banweb" tab in the navigation menu. Below the banner, there is a welcome message for Jonathan Scott Brown. The navigation menu includes "Main", "My Campus", "My Courses", "Banweb", "External Resources", "Support", and "Sample". The "Banweb" tab is selected. Below the navigation menu, there are tabs for "Personal Information", "Student Services & Financial Aid", and "Faculty Services". The "Faculty Services" tab is selected. Below the tabs, there is a search bar and a "Go" button. The "Main Menu" section lists several options: "Personal Information", "Student Services & Financial Aid", and "Faculty & Advisors". The "Faculty & Advisors" link is highlighted with a red arrow. Below the "Faculty & Advisors" link, there are several sub-links: "Enter Grades and Registration Overrides, View Class Lists and Student Information", "Wolf Watch (Degree Works) Sign On", "Advising Tracking and Degree Audit", and "Wolf Watch".

**Step 2)** Select Final Grades






The screenshot shows the "Faculty & Advisors Menu" on the MyUWG website. The menu lists several options: "Student Menu", "Advisor Menu", "Faculty Detail Schedule", "Faculty Schedule by Day and Time", "Detail Class List", "Summary Class List", "Verification Class Roll", "Final Grades", "Term Selection", and "CRN Selection". The "Final Grades" link is highlighted with a red arrow.


**Step 3)** Select the appropriate term from the dropdown menu and click Submit.

### Select Term

---

 Select the Term for processing then press the Submit Term button.

Select a Term:   




---



**RELEASE: 8.7.1**

**Step 4)** Select the appropriate CRN from the dropdown menu & Click Submit.

### Select CRN

---

 Please enter the CRN you wish to access, or select a different term from the menu.


CRN:   

---


**Step 5)** Select Grades from Drop Down menu for ALL Students.

**Final Grade Worksheet**

EFFECTIVE FALL 2014, FACULTY MUST ENTER A LAST DATE OF ATTENDANCE WHEN AWARDING AN I, U OR F GRADE. FINAL GRADES CA

 - Enter changes to final grades, then click Submit Grades.  
- If the word "Confidential" appears next to a student's name, information is to be kept confidential.  
- Click on a student's name to view the student's address(es) and phone(s).

**Course Information**  
**Ecology - BIOL 3135 01**  
**CRN:** 50125  
**Students Registered:** 17

 Please submit the grades often. There is a 75 minute time limit starting at 10:53 am on Aug 08, 2016 for this page.

**Final Grades**

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	
1	[REDACTED]	[REDACTED]	4.000	Reinstate Crse Jun 10, 2016	None ▾	N	<input type="text"/>	@
2	[REDACTED]	[REDACTED]	4.000	**Web Registered** Mar 29, 2016	None ▾	N	<input type="text"/>	@
3	[REDACTED]	[REDACTED]	4.000	**Web Registered** Apr 07, 2016	None ▾	N	<input type="text"/>	@

**Step 6)** Enter Grades For All Students

New for fall 2014!!!! Grades of I, U, or F require entering a last date of attendance (R2T4). You will not be able to submit grades until this field is populated for these grades. All other grades (A-D or S) do not require a date.

\*\*\*The date entered, must be between the start and end date for the session of the course.

Date format: MM/DD/YYYY.


Final Grades							
Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled Last Attend Date	
						MM/DD/YYYY	
1	[REDACTED]	[REDACTED]	4.000	Reinstate Crse Jun 10, 2016	F	06/10/2016	@
2	[REDACTED]	[REDACTED]	4.000	**Web Registered** Mar 29, 2016	A		@
3	[REDACTED]	[REDACTED]	4.000	**Web Registered** Apr 07, 2016	I	06/17/2016	@

**Step 7)** Once ALL student grades are entered. Click Submit. Please note that BanWeb will time out, so submit your changes often. *It is advised that you calculate all grades prior to entering in BanWeb.*


Once submitted, you will receive the following message. This does not mean that all grades were reported, only that the changes you made were saved. Scroll down to see if you missed any grades. Students can now see grades under 'Partial Term Grades' in BanWeb.

**Final Grade Worksheet**

EFFECTIVE FALL 2014, FACULTY MUST ENTER A LAST DATE OF ATTENDANCE WHEN AWARDING AN I, U OR F GRADE. FINAL GRADES CANNOT BE SU

 - Enter changes to final grades, then click Submit Grades.  
- If the word "Confidential" appears next to a student's name, information is to be kept confidential.  
- Click on a student's name to view the student's address(es) and phone(s).

**Course Information**  
**Ecology - BIOL 3135 01**  
**CRN:** 50125  
**Students Registered:** 17

 Please submit the grades often. There is a 75 minute time limit starting at 11:01 am on Aug 08, 2016 for this page.

The changes you made were saved successfully.

**Final Grades**

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled Last Attend Date	
						MM/DD/YYYY	

**\*\*IMPORTANT\*\***

Grade Changes can be done in BanWeb **UNTIL** noon on official DUE DATE each term. After submitting final grades, an automated email from the Registrar's Office will be sent to your westga.edu email address. If you have successfully submitted **ALL** grades, you will receive a "Complete" email. If you have missed any students, you will receive an "Errors" email indicating the location and which students have missing grades.

ALL Grades Changes after NOON, will require a Grade Change Form. Below is the link for Grade Change Forms:

[http://www.westga.edu/assetsDept/registrar/Grade\\_Change\\_Form\(1\).pdf](http://www.westga.edu/assetsDept/registrar/Grade_Change_Form(1).pdf)