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Final Grade Entry Process

**STEP 1:** Log into MySam > Banner Self-Service > Faculty > Final Grades. (Step 1 of 4)

This will take you to a big blue page which is your final grade entry page! (See next page)
**STEP 2:** Click on Final Grades. You will see your classes listed by row. (Step 2 of 4)
**STEP 3:** Enter your grades by simply choosing the appropriate grade from the drop-down for each student. Then, click the Save button. (Step 3 of 4)

---

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade Status</th>
<th>Course Code</th>
<th>Section</th>
<th>Title</th>
<th>Term</th>
<th>CRN</th>
</tr>
</thead>
<tbody>
<tr>
<td>English (ENGL)</td>
<td>-</td>
<td>1301</td>
<td>03</td>
<td>Composition I</td>
<td>Spring 2015 (2015/2016)</td>
<td>21010</td>
</tr>
<tr>
<td>Psychology (PSYC)</td>
<td>-</td>
<td>3031</td>
<td>01</td>
<td>Abnormal Psychology</td>
<td>Summer 2015 (2015/2016)</td>
<td>41125</td>
</tr>
<tr>
<td>English (ENGL)</td>
<td>-</td>
<td>1301</td>
<td>02</td>
<td>Composition I</td>
<td>Spring 2015 (2015/2016)</td>
<td>21012</td>
</tr>
<tr>
<td>Kinesiology (KINE)</td>
<td>-</td>
<td>2115</td>
<td>02</td>
<td>Lifetime Health and Wellness</td>
<td>Summer 2015 (2015/2016)</td>
<td>40692</td>
</tr>
</tbody>
</table>

You can use this drop down to expand the number of students you see per page.
STEP 4: Verify the grades are saved! Classes with successful grade entries display a green bar under Grading Status and display no error messages in the Course Details box. (Step 4 of 4)

Once you verify all classes show a GREEN BAR (left) and the Course Details box has matching numbers with no error messages (right), then YOU ARE FINISHED!
Frequently Asked Questions

How do I read the Final Grades page?
There are three main areas in the final grades entry page (A, B, and C in the screenshot).

Area A: COLUMNS UNDER THE FINAL GRADES TAB PROVIDE CLASS INFORMATION AS FOLLOWS:

- Grading Status – Indicates % of class grade entry completed by a bar graph (gray, yellow, or green).
- Rolled – Indicates grades rolled officially into academic history. Rolling grades is what allows students to view their grades on MySam. This occurs once all faculty have submitted grades by the deadline.
- Subject, Course, Section, Title, Term, and CRN – Courses taught by the faculty member.

Area B: THIS IS WHERE YOU ENTER GRADES USING THE DROP-DOWN

Each row has the Student Full Name, Sam ID, Final Grade Drop-Down options, and the Rolled Grades indicator with Last Attendance Date column (as needed for grades of F).

Area C: COURSE DETAILS

This tab includes course details about the dark blue highlighted course on the left. It includes additional section information but also provides important information regarding how many students are Eligible for Grades, Registered in the Class, & how many now have a Final Grade assigned!

It also provides the start and end dates of term and instructor information.
How do I know if I’m still missing grades?

Courses still missing grades show a yellow bar on the left (instead of green). Additionally, the Course Details displays a yellow warning message of grades remaining (students still missing grades). And, of course, the Eligible, Registered, and Graded Final numbers are not equal.
What happens if I forget to submit a grade for a student?

The Registrar’s Office makes every effort to contact the departments the morning of the grade entry deadline to encourage submission of the last missing grades. At noon that day, the Registrar’s Office assigns grades of X if no grade is received. After grades roll, professors are unable to make the grade change via Banner. An official grade change form (found under Forms on the Registrar’s page) for late grades must be submitted with appropriate faculty and chair signatures.

1. Go to the Registrar’s Office Page, http://www.shsu.edu/dept/Registrar/
2. Select Forms and Documents
3. Scroll to Faculty & Staff Forms
4. Select the Request for Change of Grade link
5. You can also type this link in and it will take you directly to the form, http://www.shsu.edu/dept/Registrar/forms-and-documents/documents/faculty/requestforchangeofgrade_v3.pdf

NOTE: Late grade changes will not be processed until end of term process is complete. This means the updates may have to wait until Wednesday after grade deadline.
Why won’t it let me save my grades?

Federal financial aid laws require F grades be submitted with a last date of attendance. If the system will not let you save, check to make sure you entered a last date of attendance for all students who earned an F grade. No box will appear, but click in the red row, under Last Attend Date and a box will appear for the date.

What if the student made an F but they never attended class?

If the student never attended class, the student should have been reported on the 1st – 12th Class Day Attendance Initiative. It is important that this information be captured in a timely manner due to the repercussions these grades might have on the student’s financial aid status, among other issues. However, if the student somehow remained on the roster but never attended, please enter the first class day’s date.
I can’t find my class on the final grade entry system?

This might be due to a couple of different things.

• First, you may not be viewing all sections assigned to you, please click the arrows to ensure you have checked all pages (if more than one exists). You can also increase the number of classes you see per page by using the dropdown.

• Second, check to make sure you are not entering grades for a zero-hour lab, those sections are ungradable.

• Third, are you certain you are the assigned instructor for the class? A quick glance at the Class Schedule will verify this.

• Fourth, go back to Step 2 (of 4) and make sure you’re clicking on the Final Grades tab. If you still can’t locate your class, please contact the Registrar’s Office at (936)294-1019.
When can students actually see their grades in MySam?

Students may only see grades in MySam after the Registrar’s Office officially rolls them into academic history. The end of term process is lengthy and usually takes two days but the rolling of the grades is the first step, so students traditionally see their grades as early as the evening of the day grades are due (Monday).

**NOTE:** Official transcripts are not released until end of term process is complete, tentatively, the Wednesday of the week grades are due.

Faculty are able to determine when grades are rolled because it’s displayed as follows in the Final Grade entry system:
What does “Last attendance date must be between the term start and end dates” mean?

The system is warning you the date you selected as last date of attendance is not valid because it’s outside the parameters of the term. Please look at the course dates carefully. The course dates are listed in the Course Details box on the right. Choose a date between the start and end date listed.
I’m assigning an F grade but I don’t see the box for last date of attendance, what do I do?

Simply click in the white space under “Last Attend Date” on that same row and the box will magically appear if you have selected the F grade.

What is an X grade and when am I allowed to assign it?

The X grade indicates the student is being granted an extension. Faculty should receive approval from their respective Chair, but no official documentation is required through the Registrar’s Office. If a student is assigned a grade of X, the system will display the Incomplete Final Grade of F with the Extension Date. This means that if a grade change form to replace the X grade is not submitted to our office by the given extension date, the X grade will become an F grade.
I still need help with grade entry, who can I call?

If you have any additional questions or concerns, please contact us!

Cindy Hardy, Assistant Registrar 936.294.1019 cah088@shsu.edu

Or, email registrar@shsu.edu for immediate assistance.

We hope this information has been helpful! Thank you and happy end of term!