Faculty Grade Submission Checklist

Prior to submitting your grades in Athena:

- Review your class list in Athena.
- Verify you are the instructor of record. If there are multiple instructors listed, determine who will be responsible for submitting the grades.
- A grade of V indicates the student audited the course.
- A grade of W indicates the student withdrew from the course.
- Last Attend Date is required to be entered when assigning a grade of U or F. If the student is receiving the unsuccessful grade because they did not begin attendance in your course, we ask that you use the first date of classes for the semester. Financial Aid will contact you for additional information if it is needed
- Review students with variable credit hours. Incorrect hours for a student will need to be corrected by the Office of the Registrar before a grade is assigned.
- Determine if there are any students who have been attending your course(s) but are not appearing on the class roll. Students not on a class roll but who have been attending should not be allowed to continue in class until cleared by the Office of the Registrar.
- Each student should receive a grade.

Entering your grades in Athena:

- Grade rolls can be accessed in Athena by clicking the image on the **Faculty Services** tile- **Classes & Grades** link, then **Grade Entry**.
- You can see that all of your grades have been entered for a class when the status will indicate "Complete" on the Grade Entry page. If there are any grades not entered, the status will indicate "In-Progress" or "Not Started."
- A grade of "NG" will be assigned to a student if a grade is not entered by the semester's grade submission deadline. Because "NG" is not an official grade, you will need to initiate a change of grade for each student needing a grade through the Grade Change (Prior Term) link in Athena under the Faculty & Advisor Services option- Classes & Grades link. The grade change will require approval by the designated approver before it can post to the student's academic history.
- **Please remember that not submitting grades on time can affect a student's academic standing and financial aid for the next semester.**
- Graduate students must have a grade entered for any research/dissertation hours.

Mass uploading your grades in Athena:

- Instructors can still mass upload grades in Athena, but the Excel spreadsheet format needed to upload grades successfully has changed. Because of this, any spreadsheets instructors have been using to mass upload grades will need to be updated.
- To match the format in Athena, the spreadsheet must contain columns in this order:
  - Term Code
  - Course CRN

- o Student ID (81x)
- o Final Grade
- o Last Attended Date
- o Narrative Grade Comment (column header only)
- The status will indicate "Complete" on the Grade Entry page when the grade is successfully entered. If there are any grades not entered, the status will indicate "In-Progress" or "Not Started."
- Important: If the student is receiving a grade of U or F, the last date of the student's attendance in the class must be added to the "Last Attend Date" column. If the student is receiving the unsuccessful grade because they did not begin attendance in your course, we ask that you use the first date of classes for the semester. OSFA will contact you for additional information if it is needed