Spring 2015 final grades are due on Friday, May 15th by 11am.

ENTERING FINAL GRADES

- Please DO NOT use the Chrome browser when submitting final grades.
- Navigate to the myESU portal and enter your username and password to log in.
- Click on the Faculty Resources tab.
- In the Faculty Dashboard you will see "My Classes" - a list of the courses you are teaching. Click on the "People Icon" to the right of the section for which you want to enter grades. This will open up the "Summary Class List" for that section.
- In the Summary Class list, there is a column headed "Final". Click on the word "Enter" anywhere within this column. This will open up the "Final Grades" page.
- On the Final Grades page, you must enter a grade for each student enrolled in the section. A grade is entered by choosing the appropriate grade from the drop down list in the "Grade" column. A blank grade is no longer acceptable. The "X" grade (what a student received when no grade was assigned) will no longer be available. A Missing Grade Report will be available daily on the Campus drive in the Reports\Spring 2015 folder (S:\Campus\Reports\Spring 2015) so that you can determine which students still need to have a grade entered by the final grade submission deadline.
- When a student is on your class list but has stopped attending, or you have little or no evidence of coursework completed, or the student completed some work, you can enter a Withdraw grade “W” as a final grade. If you enter a “W” (Withdraw) grade, you must also enter a date in the "Last Date Attend" column to reflect the last evidence of class participation (attendance record, paper, exam, quiz, visual recognition, email, etc.).
- The Final Grades page may only display information for 25 students at a time. The records for additional students can be viewed by clicking on a new "record set" at the bottom of the list.
- Submit entered grades by clicking on the Submit button at the bottom of the page.
You do not need to wait until all grades are entered to submit. In fact, it is advisable to submit often since there is a 60 minute time limit on this page. If you have entered grades but have not yet submitted them when this 60 minute time period is up you will lose the entered grades.

- To enter Final Grades for an additional course, return to the Faculty Resources page by clicking on the Faculty Resources tab. Choose the new course from the "My Classes" list in the Faculty Dashboard, click on the "People Icon", and continue.

Reminder: Grades will be viewable to students the day after you have entered them. That is, if you enter final grades on April 30th, students will be able to view their grades by 8am on May 1st. You can also view your submitted grades by accessing your class lists the day after you enter your grades. Please note that once grades are available for viewing by students, changes cannot be made to the grades via the class lists on the myESU portal. For grades that need to be changed for the Spring 2015 semester please use the “Change of Grade” workflow available through your MyESU portal. Spring 2015 final grades are due on May 15th by 8am.

For questions about final grading instructions and the end-of-term process, please contact records@esu.edu or Geryl at 570-422-2811, June at 570-422-2830 or Erica at 570-422-2873.