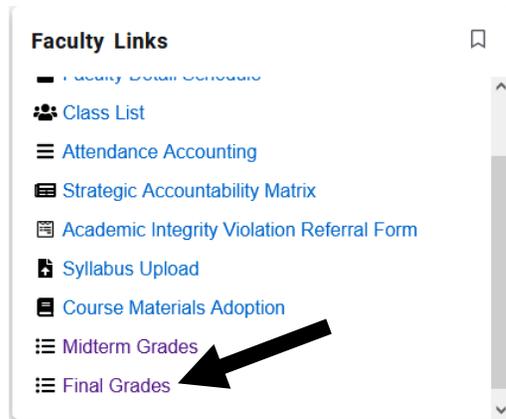
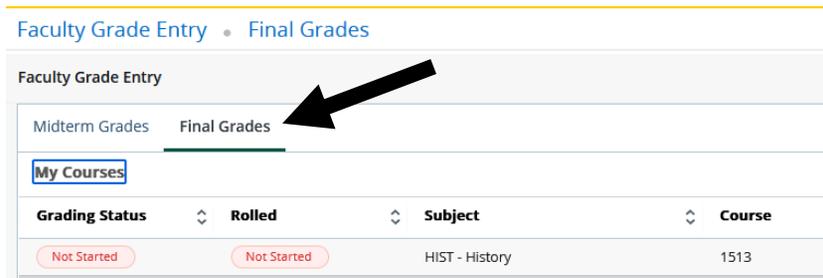


## Final Grading in Self-Service

1. Access the “Faculty Links” card in OneTech and use the scroll bar to locate and click “Final Grades.”



2. Make sure you are on the Final Grades tab.



3. Locate the course(s) that you need to submit grades for.
4. Click on the course you want to grade.
5. Use the drop-down menus to enter grades (see screenshot below).  
Note: If you enter the grade of “F,” you must enter the Last Attend Date; do not enter this date for other grades assigned. If a student NEVER attended your course, do not enter a grade, immediately email [attendance@atu.edu](mailto:attendance@atu.edu) to report the student as non-attending.

Note: You will have the ability to assign an “I” for incomplete; you must follow the policy outlined in the grading section of the [Faculty Handbook](#).

Midterm Grades Final Grades Gradebook

**My Courses**

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
In Progress	Not Started	ENGL - English	2053	TC2	TECHNICAL WRITING	202270 - Fall Term 2022	70123
Not Started	Not Started	CJ - Criminal Justice	2003	002	INTRO/CRIMINAL JUSTICE	202270 - Fall Term 2022	70342

Records Found: 2

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**Enter Grades**

Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date	Hours Attended
		C	D			
		C	A			
		Not Gradable	Not Gradable			
		C	B			
		B	A			
		C	F		04/04/2023	
		Not Gradable	Not Gradable			
		D				
		F				

Records Found: 41

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Save Reset

Use the drop-down box to select the grade for each student.

If you assign the grade of "F" you must enter the Last Attend Date (MM/DD/YYYY). If a student NEVER attended your course, do NOT enter a final grade. Immediately email [attendance@atu.edu](mailto:attendance@atu.edu)

6. After you have completed grading for all pages click "Save."

If you save is successful you will get the following message:

Mrs. Alexis Roen Scrimshire 1

Save Successful

Large classes have more than one page; Submit grades save page 1, then click on the second page to enter grades for page 2.

Note: There is only one message in the yellow box on the top right. Your grades are not successfully submitted until you have a "Save Successful" message without any errors.

It is possible that grades are saved, but there is an error (see below). Make sure your save is without error.



 Mrs. Alexis Roen Scrimshire 2

✔ Save Successful

! A last attend date is required for this grade.

7. If you have multiple classes, click on the next course you want to grade in the “My Courses” menu at the top.

Faculty Grade Entry

Midterm Grades Final Grades Gradebook

My Courses Search

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
In Progress	Not Started	ENGL - English	2053	TC2	TECHNICAL WRITING	202270 - Fall Term 2022	70123
Not Started	Not Started	CJ - Criminal Justice	2003	002	INTRO/CRIMINAL JUSTICE	202270 - Fall Term 2022	70342

**If you have questions or need assistance contact:**  
**The Office of the Registrar**  
[registrar@atu.edu](mailto:registrar@atu.edu)  
 (479) 968-0272