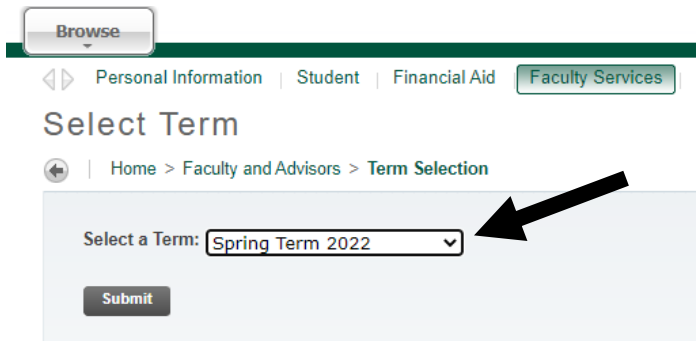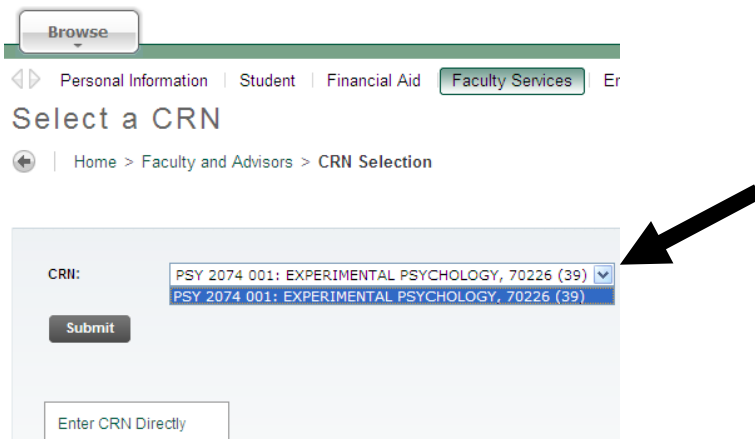# Final Grading in Self-Service

1. Log onto OneTech
2. Locate your Campus Tools Card and click on Self-Service Banner (SSB)
3. Click on Faculty Services
4. Click Final Grades
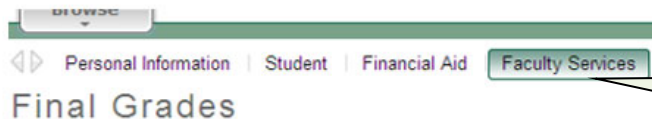5. Select the correct term from the drop-down menu

6. Select the CRN from the drop-down menu and click submit

Final grading for condensed courses will differ from that of full-term courses; if the condensed course you are teaching for this term has already ended, please grade it by the full-term grading deadline. However, if the condensed course you are teaching has not yet ended, a final grade is not yet required

NOTE: At any time while in Self-Service, click the "Faculty Services" tab at the top to return to the main faculty menu.

Final Grades

➡ If you assign a 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, skip the Last Attend Date and enter a "0" in the Attend Hours. If Confidential appears next to a student's name, the

Course Information

SURVEY OF AMERICAN HISTORY - HIST 1903 001

CRN: 70729

Students Registered: 57

NOTE: Large classes have more than one page; Submit grades for page 1 (Record Set 1-55), then click on the second Record Set to enter grades for Page 2.
*** Submit each Record Set (page) separately!

⚠ Please submit the grades often. There is ~~~~~~ minute

NOTE: If you assign 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 final grade or attend hours** for him/her; you must immediately email attendance@atu.edu to report the student as non-attending, and indicate the reason federal attendance accounting wasn't accurately reported when initially submitted.

Record Sets: 1 - 55   56 - 57

Final Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	...rs ...9	Registration Number	
1	Acher, Patricia D.	T00078817	4.000	Web Registered Apr 05, 2010	None ▾	N			6	✉
39	Wiggs, Jessica M.	T0005...								✉

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

Submit   **Reset**   Click "Submit" to complete.

NOTE: You will have the ability to award Incompletes ("I"); you must follow the policy outlined in the Faculty Handbook.

⚠ Please submit the grades often. There is a 119 minute time limit starting at 09:21 am on May 28, 2010 for this page.

Click "CRN Selection" to enter grades for another course.

Term Selection ■ CRN Selection ■ Class List ■ Faculty Detail Schedule ■ Mid Term Grades ■ Incomplete Grades Summary ■ Student Menu ■ Summary Class List