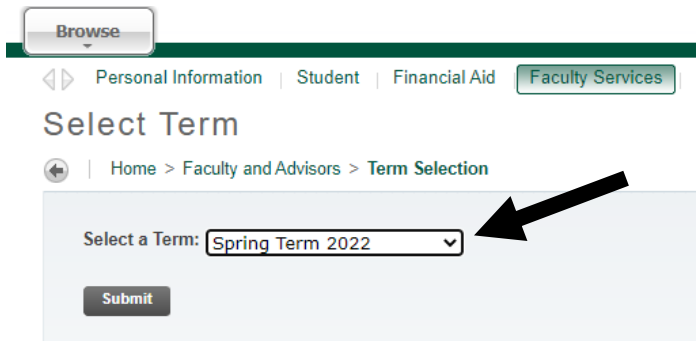


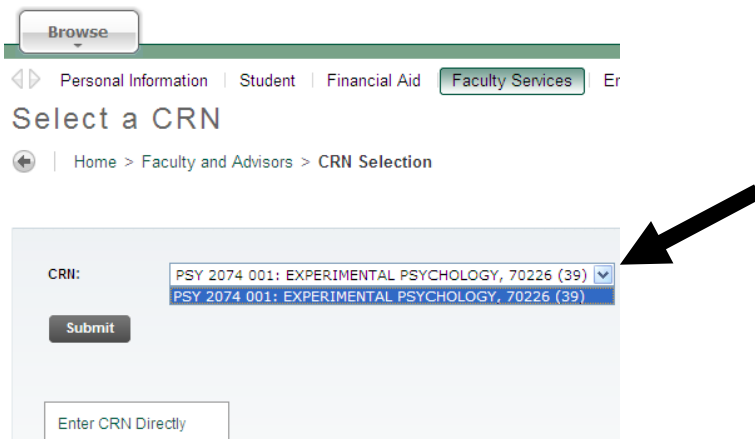
## Final Grading in Self-Service

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



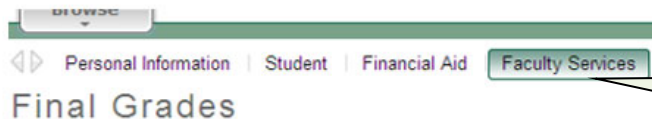
The screenshot shows the 'Select Term' page. At the top, there is a 'Browse' button and a navigation bar with tabs for 'Personal Information', 'Student', 'Financial Aid', and 'Faculty Services'. Below the navigation bar, the page title is 'Select Term'. A breadcrumb trail reads 'Home > Faculty and Advisors > Term Selection'. The main content area contains a 'Select a Term:' label followed by a dropdown menu currently set to 'Spring Term 2022'. A black arrow points to the dropdown menu. Below the dropdown is a 'Submit' button.

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



The screenshot shows the 'Select a CRN' page. It has the same navigation bar as the previous page. The page title is 'Select a CRN'. A breadcrumb trail reads 'Home > Faculty and Advisors > CRN Selection'. The main content area contains a 'CRN:' label followed by a dropdown menu. The dropdown menu is open, showing two options: 'PSY 2074 001: EXPERIMENTAL PSYCHOLOGY, 70226 (39)'. A black arrow points to the dropdown menu. Below the dropdown is a 'Submit' button. At the bottom of the form, there is a text input field labeled 'Enter CRN Directly'.

***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***



The screenshot shows the 'Final Grades' page. It has the same navigation bar as the previous pages. The page title is 'Final Grades'. A breadcrumb trail reads 'Home > Faculty and Advisors > Final Grades'. The 'Faculty Services' tab is highlighted in the navigation bar.

**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

T00009564 Christine L. Dalina  
Fall Term 2010  
May 28, 2010 09:21 am

Home > Faculty and Advisors > 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 a 119 minute time limit starting at 09:21 am on May 28, 2010 for this page.

Record Sets: 1 - 55 56 - 57

**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](mailto:attendance@atu.edu) to report the student as non-attending, and indicate the reason federal attendance accounting wasn't accurately reported when initially submitted.**

## Final Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours	Registration Number
1	Acher, Patricia D.	T00078817	4.000	Web Registered Apr 05, 2010	None	N			6
39	Wiggs, Jessica M.	T00051							

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

Submit Revert 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.