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.
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, 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.

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!

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

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

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

Click "Submit" to complete.

NOTE: 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, 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.

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.

If Confidential appears next to a student's name, the personal information is to be kept confidential.