## 1. Login to your KeanWise account.

KEAN UNIVERSITY Web Information System Express		Log In	Main Menu	FACULTY MENU	Contact Us
FACULTY					Welcome Guest!
User ID: Password:	Log In				
Show Hint:	SUBMIT				
		Log In	MAIN MENU	FACULTY MENU	Contact Us Advisor <sub>3-1</sub>

2. From the menu Faculty Information menu select "Final Grading".

Web Information System Express
FACULTY - WEBADVISOR FOR FACULTY MENU
User Account
What's my User ID?
What's my password Change Password
Address Change
Faculty Information
Search for Course Sections - Self Service
Class Schedule
My Advisees
My Advisees Class Roster Final Grading
My Advisees Class Roster Final Grading Acceptable Grades on Web
My_Advisees Class Roster Final Grading Acceptable Grades on Web Grading Instructions
My Advisees Class Roster Final Grading Acceptable Grades on Web Grading Instructions Never Attended Student Tracking
My Advisees Class Roster Final Grading Acceptable Grades on Web Grading Instructions Never Attended Student Tracking Office Hour Student Petition
My Advisees Class Roster Final Grading Acceptable Grades on Web Grading Instructions Never Attended Student Tracking Office Hour Student Petition Override Closed Sections
My Advisees Class Roster Final Grading Acceptable Grades on Web Grading Instructions Never Attended Student Tracking Office Hour Student Petition Override Closed Sections Academic Planning
My Advisees Class Roster Final Grading Acceptable Grades on Web Grading Instructions Never Attended Student Tracking Office Hour Student Petition Override Closed Sections Academic Planning Faculty Advise
My Advisees Class Roster Final Grading Acceptable Grades on Web Grading Instructions Never Attended Student Tracking Office Hour Student Petition Override Closed Sections Academic Planning Faculty Advise Academic Early Alerts(WKU)

3. A new tab will open that will display the course(s) that you are assigned to. From the list of assigned courses, select the course that you want assign midterm grades to.

Spring 2023								
Section	Times	Locations	Availability ()					
CPS*1032-01: MICROCOMPUTER APPLICATIONS	TBD 1/17/2023 - 5/14/2023	TBD Lecture	24/25/0					
MKT*2500-06: PRINCIPLES OF MARKETING	TBD	TBD	28 / 30 / 0					
MKT*2500-02: PRINCIPLES OF MARKETING	M/Th 9:30 AM - 10:45 AM 1/20/2023 - 5/14/2023	HYNES HALL, 206 Lecture	1/4/1					
MGS*2030-ONF02: PRINCIPLES OF MANAGEMENT	2/9/2023 - 5/14/2023	Online	7/10/0					

Manage your courses by selecting a section below

## 4. Select the "Grading" tab.

MATH*1044-01: PRECALCULUS FOR BUSINESS							
Fall 2024							
Seats Available () 2/3/0							
Deadline Dates							
Waitlisted 0							
Roster Never Attended Report Grading Permissions Waitlist							
Overview Final Grade 1st Early Alert							
Please enter missing final grade(s).							
Student Name       Student ID       Never Attended       Last Date of Attendance       Final Grade       Expiration Date       1st Early Alert       Class Level       Credits							
Testchad Test 0933530 FRESHMAN 3							

5. Select the 1<sup>st</sup> Early Alert tab (or 2<sup>nd</sup> Early Alert tab depending on the specified date)

Roster Never Atte	nded Report	Grading Perm	issions W	aitlist	
Overview Final Grad	le 1st Early	Alert			
					Midterm Grading Comple
Student Name	Student ID	Midterm Grade	Class Level	Credits	
Testchad Test	0933530	Select Grade 🗸	FRESHMAN	3	

6. In the midterm grade column, click on "select grade" and assign the appropriate grade from the pop-up menu to each student on the roster.

Seats Available (i) 2 / 3 / 0	
Deadline Dates	
Waitlisted 0	Select Grade
Roster Never Attended Report	A missions Waltlist
Overview Final Grade 1st Early A	B+ B ert
	B-
	C+
Student Name Student ID	D Class Level Credits
Testchad Test 0933530	Select Grade V FRESHMAN 3

7. Click on the "Midterm Grading Complete" button when you are finished.

Roster Never Attended Report Grading Permissions Waitlist	
Overview Final Grade 1st Early Alert 2nd Early Alert	
	Midterm Grading Complete
Student Name ^ Student ID   Midterm Grade    Class Level   Credits	1
Testchad Test 0933530     B+     FRESHMAN 3	

8. a. Click "continue" to confirm that midterm grades should be marked as complete.

eats Available () 2/3/0		
Deadline Dates	Complete Midterm Grading	×
Roster Never Attended Report Grading Permissions	Are you sure you want to mark midterm 1 grading compl	ete?
Overview Final Grade 1st Early Alert	Cancel	Continue
Student Name Student ID Midterm Grade Clas	s Level Credits	
Testchad Test 0933530 B+ V FRE	SHMAN 3	

b. A green box with a confirmation message will be displayed in the upper right-hand corner of the screen. The "midterm grade complete" button will be grayed out and a date, time and who submitted it stamped below the button.

Ø ellucian.	<b>A</b> rutgonza	〔→ Sign out	⑦ Help	1
Daily Work · Faculty · Faculty Overview	<ul> <li>Midterm grading marked complete</li> </ul>			
Never Attended reporting for Summer II 2024 courses will open on July 8, 2024 and close on July 11, 2024 at 4:00 pm.				
Section Details < Back to Courses				
MATH*1044-01: PRECALCULUS FOR BUSINESS				
Waitlisted 0         Grading         Permissions         Waltlist				
Overview Final Grade 1st Early Alert				
		Midterm Gradi	ng Complete	
Student Name         Student ID         Midterm Grade         Class Level         Credits	ing completed on 2/28	/2025 4:01:16 PM by	r Gonzalez, Ruth	Ann
Testchad Test 0933530 B+ FRESHMAN 3				

9. Repeat steps 1-8 as needed.