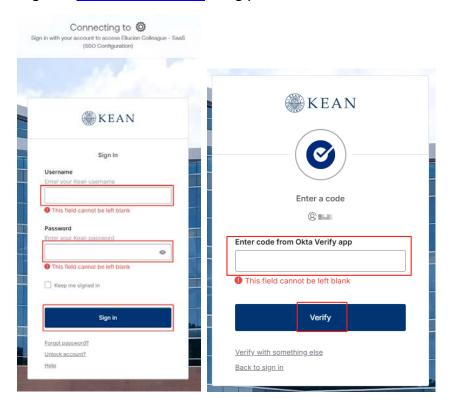
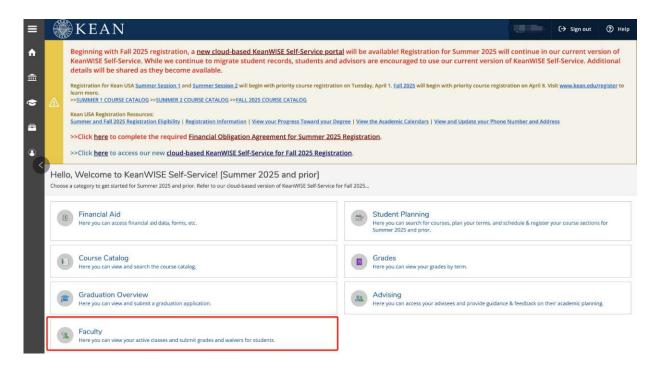
Final Grade Processing in Self-Service

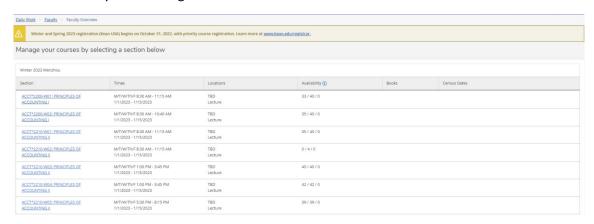
1. Log in to Faculty Self-Service using your KeanWISE credentials.



2. Select "Faculty" from the menu.



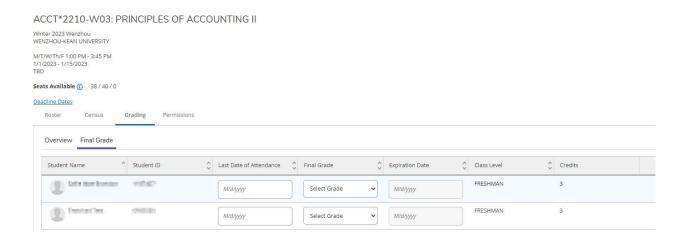
3. A new window will open displaying a list of the courses that are assigned to you. Select the course that you want to grade.



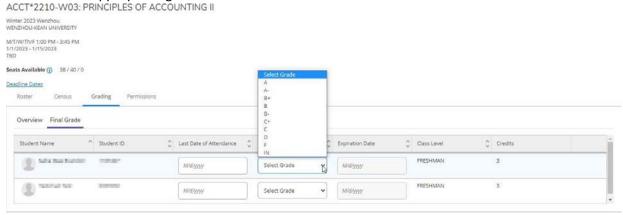
4. Select the "Grading" tab.

ACCT*2210-W03: PRINCIPLES OF ACCOUNTING II Winter 2023 Wenzhou

WENZHOU-KEAN UNIVERSITY M/T/W/Th/F 1:00 PM - 3:45 PM 1/1/2023 - 1/15/2023 Seats Available (i) 38 / 40 / 0 Deadline Dates Grading Permissions Roster Census Overview Final Grade Please enter missing final grade(s). ^ Student ID. Never Attended. Last Date of Attendance. Final Grade. Expiration Date. Class Level. Credits Student Name D Michelletin - man FRESHMAN 3 (g) Name to a -FRESHMAN 3 5. Select the "Final Grade" tab to enter final grades

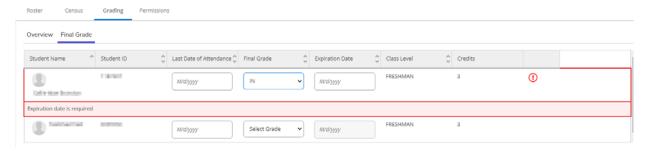


6. In the "Final Grade" column, click on "Select Grade" this will open a drop-down menu where you can select the appropriate grade for each student.

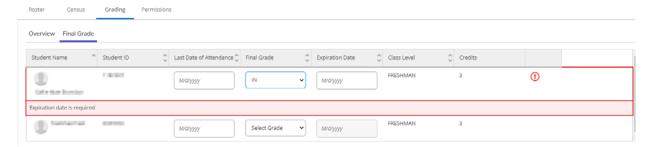


NOTE:

Incomplete grades will require an expiration date be entered in the expiration datecolumn.



• A grade of "F" will require a Last Date of Attendance be entered in the "Last Date of Attendance" column.



The system will automatically save the grades that you have entered, there is no submit button.

Once all grades have been entered, a confirmation message will appear on the right side of the screen with the date, time and your name.

