

## Final Grade Processing in Self-Service

1. Log in to [Faculty Self-Service](#) using your KeanWISE credentials.

Connecting to Sign in with your account to access Ellucian Colleague - SaaS (SSO Configuration)

**KEAN**

Sign in

**Username**  
Enter your Kean username  
  
This field cannot be left blank

**Password**  
Enter your Kean password  
  
This field cannot be left blank

☐ Keep me signed in

**Sign in**

[Forgot password?](#)  
[Unlock account?](#)  
[Hello](#)

**KEAN**

Enter a code

Enter code from Okta Verify app  
  
This field cannot be left blank

**Verify**

[Verify with something else](#)  
[Back to sign in](#)

2. Select **"Faculty"** from the menu.

**KEAN** Sign out Help

Beginning with Fall 2025 registration, a [new cloud-based KeanWISE Self-Service portal](#) will be available! Registration for Summer 2025 will continue in our current version of KeanWISE Self-Service. While we continue to migrate student records, students and advisors are encouraged to use our current version of KeanWISE Self-Service. Additional details will be shared as they become available.

Registration for Kean USA [Summer Session 1](#) and [Summer Session 2](#) will begin with priority course registration on Tuesday, April 1. [Fall 2025](#) will begin with priority course registration on April 8. Visit [www.kean.edu/register](http://www.kean.edu/register) to learn more.

[SUMMER 1 COURSE CATALOG](#) [SUMMER 2 COURSE CATALOG](#) [FALL 2025 COURSE CATALOG](#)

Kean USA Registration Resources:  
[Summer and Fall 2025 Registration Eligibility](#) | [Registration Information](#) | [View your Progress Toward your Degree](#) | [View the Academic Calendars](#) | [View and Update your Phone Number and Address](#)

[Click here to complete the required Financial Obligation Agreement for Summer 2025 Registration.](#)

[Click here to access our new cloud-based KeanWISE Self-Service for Fall 2025 Registration.](#)

Hello, Welcome to KeanWISE Self-Service! [Summer 2025 and prior]  
Choose a category to get started for Summer 2025 and prior. Refer to our cloud-based version of KeanWISE Self-Service for Fall 2025...

<b>Financial Aid</b> Here you can access financial aid data, forms, etc.	<b>Student Planning</b> Here you can search for courses, plan your terms, and schedule & register your course sections for Summer 2025 and prior.
<b>Course Catalog</b> Here you can view and search the course catalog.	<b>Grades</b> Here you can view your grades by term.
<b>Graduation Overview</b> Here you can view and submit a graduation application.	<b>Advising</b> Here you can access your advisees and provide guidance & feedback on their academic planning.
<b>Faculty</b> Here you can view your active classes and submit grades and waivers for students.	

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

Daily Work · Faculty · Faculty Overview					
⚠ Winter and Spring 2023 registration (Kean USA) begins on October 31, 2022, with priority course registration. Learn more at <a href="https://www.kean.edu/register">www.kean.edu/register</a> .					
Manage your courses by selecting a section below					
Winter 2023 Wenzhou					
Section	Times	Locations	Availability ⓘ	Books	Census Dates
<a href="#">ACCT*2200-W01: PRINCIPLES OF ACCOUNTING I</a>	MT/WTh/F 8:30 AM - 11:15 AM 1/1/2023 - 1/15/2023	TBD Lecture	33 / 40 / 0		
<a href="#">ACCT*2200-W02: PRINCIPLES OF ACCOUNTING I</a>	MT/WTh/F 8:30 AM - 10:40 AM 1/1/2023 - 1/15/2023	TBD Lecture	35 / 40 / 0		
<a href="#">ACCT*2210-W01: PRINCIPLES OF ACCOUNTING II</a>	MT/WTh/F 8:30 AM - 11:15 AM 1/1/2023 - 1/15/2023	TBD Lecture	35 / 40 / 0		
<a href="#">ACCT*2210-W02: PRINCIPLES OF ACCOUNTING II</a>	MT/WTh/F 8:30 AM - 11:15 AM 1/1/2023 - 1/15/2023	TBD Lecture	0 / 4 / 0		
<a href="#">ACCT*2210-W03: PRINCIPLES OF ACCOUNTING II</a>	MT/WTh/F 1:00 PM - 3:45 PM 1/1/2023 - 1/15/2023	TBD Lecture	40 / 40 / 0		
<a href="#">ACCT*2210-W04: PRINCIPLES OF ACCOUNTING II</a>	MT/WTh/F 1:00 PM - 3:45 PM 1/1/2023 - 1/15/2023	TBD Lecture	42 / 42 / 0		
<a href="#">ACCT*2210-W05: PRINCIPLES OF ACCOUNTING II</a>	MT/WTh/F 5:30 PM - 8:15 PM 1/1/2023 - 1/15/2023	TBD Lecture	39 / 39 / 0		

- Select the “Grading” tab.

## ACCT\*2210-W03: PRINCIPLES OF ACCOUNTING II

Winter 2023 Wenzhou  
WENZHOU-KEAN UNIVERSITY

M/T/WTh/F 1:00 PM - 3:45 PM  
1/1/2023 - 1/15/2023  
TBD



**Seats Available** ⓘ 38 / 40 / 0

[Deadline Dates](#)

Roster Census **Grading** Permissions

Overview **Final Grade**

ⓘ Please enter missing final grade(s).

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
 [Redacted Student Name]	[Redacted Student ID]					FRESHMAN	3
 [Redacted Student Name]	[Redacted Student ID]					FRESHMAN	3

5. Select the “Final Grade” tab to enter final grades

ACCT\*2210-W03: PRINCIPLES OF ACCOUNTING II



Winter 2023 Wenzhou  
WENZHOUEAN UNIVERSITY

M/T/WTh/F 1:00 PM - 3:45 PM  
1/1/2023 - 1/15/2023  
TBD

Seats Available ⓘ 38 / 40 / 0

[Deadline Dates](#)

Roster Census **Grading** Permissions

Overview		Final Grade					
Student Name	Student ID	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits	
 Sofia Marie Brundage	1000000000	M/d/yyyy	Select Grade	M/d/yyyy	FRESHMAN	3	
 Thomas J. Lee	1000000000	M/d/yyyy	Select Grade	M/d/yyyy	FRESHMAN	3	

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.

ACCT\*2210-W03: PRINCIPLES OF ACCOUNTING II



Winter 2023 Wenzhou  
WENZHOUEAN UNIVERSITY

M/T/WTh/F 1:00 PM - 3:45 PM  
1/1/2023 - 1/15/2023  
TBD

Seats Available ⓘ 38 / 40 / 0

[Deadline Dates](#)

Roster Census **Grading** Permissions

Overview		Final Grade					
Student Name	Student ID	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits	
 Sofia Marie Brundage	1000000000	M/d/yyyy	Select Grade	M/d/yyyy	FRESHMAN	3	
 Thomas J. Lee	1000000000	M/d/yyyy	Select Grade	M/d/yyyy	FRESHMAN	3	



- Select Grade
- A
  - A-
  - B+
  - B
  - B-
  - C+
  - C
  - D
  - F
  - IN

**NOTE:**

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

Roster Census **Grading** Permissions



Overview **Final Grade**

Student Name	Student ID	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits	
 <b>Julie Marie Brandon</b>	1000000000	M/d/yyyy	IN	M/d/yyyy	FRESHMAN	3	①
Expiration date is required							
 <b>Brandon, Julie Marie</b>	1000000000	M/d/yyyy	Select Grade	M/d/yyyy	FRESHMAN	3	

- A grade of “F” will require a Last Date of Attendance be entered in the “Last Date of Attendance” column.

Roster Census **Grading** Permissions

Overview **Final Grade**

Student Name	Student ID	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits	
 <b>Julie Marie Brandon</b>	1000000000	M/d/yyyy	IN	M/d/yyyy	FRESHMAN	3	①
Expiration date is required							
 <b>Brandon, Julie Marie</b>	1000000000	M/d/yyyy	Select Grade	M/d/yyyy	FRESHMAN	3	

**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.

ACCT\*2210-W02: PRINCIPLES OF ACCOUNTING II

Winter 2023 Wenzhou  
WENZHOU-KEAN UNIVERSITY

M/T/WTh/F 8:30 AM - 11:15 AM  
1/1/2023 - 1/15/2023  
TBD





Seats Available ⓘ 0 / 4 / 0

[Deadline Dates](#)

Roster Census **Grading** Permissions

Overview **Final Grade**

Final grading completed on 1/17/2022 at 11:53 AM by Gonzalez, Ruth

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
 <b>Brandon, Julie Marie</b>	1000000000	<input type="checkbox"/>	M/d/yyyy	A-	M/d/yyyy	FRESHMAN	3
 <b>Brandon, Julie Marie</b>	1000000000	<input type="checkbox"/>	M/d/yyyy	B+	M/d/yyyy	FRESHMAN	3
 <b>Brandon, Julie Marie</b>	1000000000	<input type="checkbox"/>	M/d/yyyy	B+	M/d/yyyy	FRESHMAN	3
 <b>Brandon, Julie Marie</b>	1000000000	<input type="checkbox"/>	M/d/yyyy	B	M/d/yyyy	FRESHMAN	3