

### Instructions for entering final grades (two methods):

Please provide the last date of attendance/participation for all students with the grade of 'F'. If the student has never attended/participated, please input zero (0) hours into the Hours Attended column 1<sup>st</sup> class day of the term as the last date of attendance. (The email will have the date of the 1<sup>st</sup> class day)  
**NOTE: This date MUST fall within the scheduled start and end dates.**

*If you are unable to submit this date, due to an error message, please submit all grades except the F grades. After you submit grades, send me the list of remaining students, who earned F grades, with their last date of attendance and your course CRN. I will enter the F grades and dates manually.*

## **Grades—Their Meaning and Value**

Grade Marks	Grade Meaning	Grade points Per Semester Hour
A	Excellent	4
B	Good	3
C	Average	2
D	Passing (Minimum)	1
F	Failure	0
X	Incomplete	0
I	Incomplete (490, 518 & 718 only)	0
W	Withdrew	0
S	Satisfactory	0
U	Unsatisfactory	0
Q	Course Drop	0
NG	No Grade Assigned	

#### **If you are assigning Incomplete (X) grades:**

- The grade of "X" must be submitted into grading worksheets. The incomplete grade of "I" is for Thesis and Dissertation ONLY.
- You must also submit a [Plan for Completion of X form](#) to your Department Head and Dean.

#### **If you are teaching Thesis and/or Dissertation courses:**

- Doctoral students in 718 should be assigned a grade of 'I' or 'U'. 'I' is for making progress in their dissertation during that term and 'U' is for unsatisfactory progress in their dissertation during that term.
- Masters students in 518 should be assigned the grade of 'I'.

**1. Traditional Method:**

- Log into [myLEO](#)
- Select: Faculty Resources tab
- Select: Faculty Final Grades
- Select: Term
- Select: Course
- Select: Submit
- Input letter grade under “Grade”
- Select: Submit

**2. 2<sup>nd</sup> Method - D2L Gradebook users:**

- Export final grades from your LMS gradebook directly into the Banner Student Information system. Please consult the instructions below:
  - **Submission of Grades in D2L**
  - **D2L Export Grades Tips**
- Please note that “F” grades **require** listing a last date of participation/attendance on the grades export screen in this format: **MM/DD/YYYY**
- If you should have any questions or concerns regarding the new method of grading, please contact [Online@tamuc.edu](mailto:Online@tamuc.edu) for assistance.

**Troubleshooting:**

1. ‘Last date of attendance’ dates **MUST** fall within the semester dates. Final grades **WILL NOT** submit successfully if the last date of attendance proceeds or extends the scheduled semester dates.
2. The date format is sensitive when entering the last date of attendance. Dates should be entered as: ‘**MM/DD/YYYY**’.
  - Error message will read ‘**You entered the date in an invalid format.**’ if entered incorrectly.
3. If you receive a ‘Session Timeout’ or **com.ellucian.sso.exception.ApplicationException: UDC Id not available** error message:
  - You will need to clear the cache and cookies for your web browser. The link below has the instructions on how to clear the cache and cookies of the most common web browsers used. Please note that if the browser allows for time range selection, All Time needs to be selected.  
**How to Clear Cache and Cookies-** <https://www.pcmag.com/how-to/how-to-cl...>
  - If you continue to have trouble with these messages, please contact the IT office at 903-468-6000 for assistance.

**Please note, the prompt submission of grades is imperative for staff to complete their end of term processes.**

There are several processes affected by final grades for each semester. Some of these are:

- Financial aid eligibility determination
- Graduation check out
- Academic action assessments
- Student registration in future terms
- Final transcript calculations for our students



- Academic appeals for future semesters

None of these can be done without all grades for individual students.