

1: Check to make sure you are using the correct year and semester. If not, select the "Faculty Course Control" link and change the "Term" then hit the "Search" button.

The screenshot shows the Tiger Portal for Faculty Course Control. The page is titled "Faculty Course Control" and "Course List for Gloria V. Savage". It features a table with columns for "Course", "Title", and "Go Directly To". The "Go Directly To" column has a dropdown menu with "Grade Entry" selected. The table lists two courses for Summer 2008: ACT 231 A (Prin of Acct) and BA 330 A (Math for Bus). The "How Do I..." section provides instructions for printable pdf instructions, class rosters, grades, authorizations, and office hours. The "Course Authorization" section shows a table for Gloria V. Savage with 0 authorizations for ECON 231 A.

Course	Title	Go Directly To
ACT 231 A	Prin of Acct	Select Area ...
BA 330 A	Math for Bus	Select Area ...

Course	Total Authorizations
ECON 231 A	0

2: For each course you are teaching, under the "Go Directly To" column, select "Grade Entry".

The screenshot shows the Tiger Portal for Faculty Course Control. The page is titled "Faculty Course Control" and "Course List for Gloria V. Savage". It features a table with columns for "Course", "Title", and "Go Directly To". The "Go Directly To" column has a dropdown menu with "Grade Entry" selected. The table lists two courses for Summer 2008: ECON 231 A (Economics) and BA 330 A (Math for Bus). The "How Do I..." section provides instructions for printable pdf instructions, class rosters, grades, authorizations, and office hours. The "Course Authorization" section shows a table for Gloria V. Savage with 0 authorizations for ECON 231 A.

Course	Title	Go Directly To
ECON 231 A	Economics	Select Area ...
BA 330 A	Math for Bus	Select Area ...

Course	Total Authorizations
ECON 231 A	0

3: The “Update Student Grades” screen will open. For each student, select a Mid-Term or Final Grade and key in the number of total absences. Remember to hit the “Save” button to send the grades to the Registrar.

The screenshot displays the 'Update Student Grades' interface for 'ECON 231 A Economics'. The student list is for 'Undergraduate Summer 2008'. The interface includes a table with the following data:

FERPA Restr.	Student	ID	Grad?	Final Grade	Grading Type	Absences	Clock Hrs	Cross-listed Course
	Rosenburgh, Stephen	76647	N	C		0	0	
			N	A		0	0	

The 'Final Grade' dropdown menu is open, showing options: A, B, C, D, F. The 'Save' button is highlighted.

If you have a large class, you may enter some grades, then Save & return later to enter more grades. As long as you see the “Select...” box you may enter grades. The example above shows 2 grades entered and saved and one needing to be entered.

Once you enter a grade and save it, if you do not see the grade in a “Select...” box you may not change it. Call the Registrar and request assistant in changing a saved grade.

Once you enter all your grades for a class, you can use the “Printer Friendly” link (upper left corner of the screen) to print a copy of your grades.

Remember, you must adhere to the Registrar’s schedule for entering grades.