

FINAL GRADE SUBMISSION INSTRUCTIONS

Grades may be submitted through Banner Self-Service (PAWS) 24 hours a day except for Sunday mornings from 6:00 AM – 12:00 noon, when regularly scheduled maintenance occurs.

Grade Information may be found in Internal Governing Policy 46 <http://castle.eiu.edu/auditing/046.php>

SUBMITTING GRADES THROUGH PAWS

Contact the Office of The Registrar, 217-581-3512 or grades@eiu.edu, with questions regarding PAWS grade submission. In your email include the CRN or department/course/section and, if the question is about a specific student, the student's name and E# should be included.

1. Open Internet Explorer. Go to Eastern's home page click the PAWS link in the upper-right corner of the screen.
2. Click on Login to PAWS
3. Enter User ID and Password – Click Login.
4. Click on Faculty and Advisors.
5. Click on Final Grades.
6. Select term from drop down menu – submit.
7. Select course from drop down menu – submit.
8. Select grade from drop down menu for each student. (Some courses such as GST 1000 and MAT 1270 will show grades of RA, RB, RC, etc. on the drop down menu. An RA is equivalent to A, RB to B and RC to C, etc. The "R" is used for behind the scenes processing for courses that are treated differently in GPA or earned hour calculations.) Only the grades you are allowed to assign for the course will be shown in the drop down menu. If incorrect grades appear on your grade listing please contact our office. ENG 1001G, ENG 1002G and CMN 1310G are all graded as A,B,C,NC, NNC.
9. Enter date of last attendance where needed. See the note below for guidance.
10. At the end of the page – submit. At the top of the page a checkmark should appear with the message "The changes you made were successfully saved." (This message will only appear the first time you click submit.) An e-mail notifying you of the status of your roster (i.e. completed or missing grades) will be sent to your Eastern e-mail account. You may need to add – grades@eiu.edu – to your safe sender list to ensure you receive the e-mail.
11. Choose CRN Selection at the bottom of the page to return to the course menu and choose another class.
12. After you are finished submitting all grades for all rosters, click on 'Exit' at the top of the page to logout.

You may make changes to your grade rosters until the grade file is closed. After that time, grade corrections will need to be submitted through the Grade Change link on the Faculty and Advisors menu in PAWS.

Prior to the grade submission deadline, you may verify the grades you entered by viewing your grade roster. After the roster closes, you may view grades that you submitted by selecting the Faculty Grade Summary link under the Faculty and Advisors menu. You may also view grades submitted for prior semesters by selecting the appropriate term under the Faculty Grade Summary link.

LAST DATE ATTENDED

- Is required for grades of "F" - Failed, "NC" – No Credit, "NF" – Failure for Non-Attendance or "NNC" – No Credit for Non-Attendance
- Enter the date in the format of MM/DD/YYYY
- The last attendance date you enter must fall within the scheduled meeting dates of your class
- The last date of attendance for students who have never attended your class should be listed as the first class day of class.
- The last date of attendance for students who took the final and earned a grade of 'F' or 'NC' should be listed as the last day of the class.
- If a student attended part of the semester then stopped attending, please assign a grade of 'NF' or 'NNC' to indicate non-attendance and use the last date the student participated in your class. Your determination may be based on the last date of submission of a paper, an exam, a meeting with you, etc.

Note: When you list the last date attended you may receive the message "The student has not withdrawn from the class." That is informational only and does not mean the grade was submitted incorrectly. You may verify the submission by clicking on the CRN selection link at the bottom of the page to return to the Select CRN Menu, then click on the course you just graded to view the grades submitted.

SUBMITTING GRADES THROUGH D2L BRIGHTSPACE- *One Section at a Time*

Faculty using the grade book in D2L Brightspace have the option to submit final grades to Banner through D2L Brightspace. This option is only recommended for those already using the D2L grade book. Grade submission will be available through D2L Brightspace during the regular submission period. The "Export Grades to Banner" option will only be visible in the D2L Brightspace grade book during the grade

submission period. ***If you are submitting grades for a combined course in D2L, you can only submit one section at a time. Use the drop down menu at the top of the page to choose which section you are working with.*** A detailed guide for the grade submission process through D2L Brightspace is located in the EIU D2L Solutions widget on the My Home page after you login to D2L Brightspace and in the “Grades” section on the D2L Solutions page located at <https://www.eiu.edu/d2lsolutions/> Questions or technical Issues regarding the grade submission process using D2L Brightspace can be directed to ITS User Services at 217-581-4357 or support@eiu.edu.

You should be able to submit the last date attended (for grades of F, NF, NC or NNC) through D2L.

In order to export final grades to Banner through D2L, you must have "Treat ungraded items as 0" (not "Drop ungraded items") enabled in the Setup Wizard in the gradebook in D2L.