FALL 2013

PLEASE READ
*******IMPORTANT FINAL GRADE INSTRUCTIONS*******

These are the instructions to assist you in submitting your grades for the **FALL 2013** semester. The deadline for submission of grades is **January 2, 2014**.

You can only submit your grades online via the web. Remember all grades are due by the deadline listed below**.**

The following are general instructions for completion of grade submission:
1. All students **MUST** receive a grade. A blank grade is **NOT** acceptable.
2. WD grades **CANNOT** be issued by faculty.
3. Only if a P/N grade is allowed in the course can it be issued to a student. This includes Basic Skills courses and courses graded Pass/Fail.
4. Do not issue a P or F grade unless the course grade value is only P/F.
5. Any student that stops attending your class requires a last date of attendance as well as a grade.
6. If you have any problems using the web, please e-mail registrar@wpunj.edu or call 973-720-2201.
7. All students who receive either a failing grade or Incomplete grade must also have a last date of attendance.
8. If you do not submit your grades by the deadline you will need to submit your grades via the grade change application on WPconnect. Please do not submit any paper copies to the Office of Registration Services.
9. Grades will be processed throughout the submission period. Once they are processed students will be able to view their grade but the only way you will be able to change the grade is through the grade change process.

DEADLINE FOR SUBMISSION OF GRADES ONLINE IS:

January 2, 2014

PLEASE ENSURE THAT ALL STEPS ARE TAKEN TO MEET THE DEADLINE.

Web for Faculty Log On Procedures

WEB PROCEDURE

1. Log onto the WPU Homepage (**www.wpunj.edu**).
2. Log onto **WPconnect (top of Homepage)**
3. You will now have to enter your network **Username** and **Password.**
4. Select the tab for **Faculty**.
5. Select **BANNER Self Service** under the BANNER Self Service heading.
6. An expanded menu will appear. Select Faculty & Advisors. One of the items on the list will be **Final Grades**. When you click on that you will be prompted to select the term which is **FALL 2013**.
7. Then select the first course for which you will submit final grades from the drop down list.
8. Enter a grade for each student on the list. If the student is receiving a failing grade or has walked away from your class a last date of attendance is **now required** to be entered into the appropriate column.
9. When you submit an IN grade a new page will display that confirms the grade that will replace the IN grade if the work is not completed. A date will also display as to when the grade will change. If you want to give the student an extension on completing the work please update the date on this page. You **MUST** hit the submit button on this page in order to submit all of your grades.
10. You must click on the **Submit** at the bottom of each page to process the grades. Each class list is broken into sets of 25. When you reach the end of the page click on the **Submit** button. When the page refreshes select the next numbered set. The next set of students will then display.
11. There is a 45 minute deadline for submission. You can continue to enter grades as long as you hit the submit button within the 45 minute time frame.

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January 2, 2014