

## **Frequently asked questions about entering grades:**

When I submit grades they do not disappear from the form?

*Grades will not disappear from the form once you hit submit. The grades are viewable until the roll process is complete. Grades will be rolled every morning at 8:00 am and more frequent as the grading time ends.*

I have entered my grades but the students can't see them?

*The grades are not viewable by the student until the roll process is complete. Grades will be rolled every morning at 8:00 am and more frequent as the grades time ends.*

What do I enter in the last date attended column and the hours attended column?

*The last date attended and hours attended columns are optional. You are not required to enter data in the two fields after the grade column. If you enter a date in the last date attended column, you will receive an error warning saying the student has not withdrawn for the semester but you may still enter the date.*

What grade should be entered for a Thesis or Dissertation?

*A Q grade should be entered for a Thesis or Dissertation. This grade represents an in progress grade. The completed or passed grade of R will be entered for the student by the Office of Registrar when the office is notified of the completion, either by the student or the department.*

I get a 30 minute message. What does this mean?

*The 30 minute message is a warning. If it takes more that 30 minutes to enter the grades for that section you may want to hit the submit button to save what you have entered. This is only a reminder warning to hit submit often.*