GRADING FAQ’s

1) My course is not on the list of CRN’s. How can I grade the course?
   If the CRN is not appearing you have not been assigned as the instructor. Please contact the Office of the Registrar.

2) When I pull up the course I get message ‘The final grade worksheet is unavailable’. What does this mean and what should I do?
   • Grading has not been turned on by the Office of the Registrar. Verify the dates for grading your course(s).
   • Make sure you are in the right term.

3) A student’s name appears on the roster that did not complete the course. What should I do?
   If the student never attended, email the University Registrar immediately. Otherwise, give the student the grade earned.

4) I have a student who attended my course but their name is not on my roster. What should I do?
   Inform the student they are not registered for the course and they need to contact the Registrar’s Office immediately. You will need to verify that the student has been attending your class.

5) Under what circumstances can I give an ‘I’ grade?
   The “I”, or incomplete grade, is given when a student is unable to complete required work because of an unavoidable circumstance such as illness. It is not to be given to enable a student to do additional work to improve a grade.

6) What grade should I give a student who has not taken the final exam?
   The grade earned or an incomplete. In all instances, you must submit a grade.

7) What should I do if I need to change a grade? The grade field is ‘gray’ on the roster.
   The ‘gray’ field on your roster indicates the grade has been rolled to academic history and is no longer updateable on Braveweb. Complete a grade change for as required and submit it to the Office of the Registrar.

8) Will I be able to check later to see the grades I submitted for a course?
   Yes, once you have submitted a letter grade you can view that grade by accessing the course for the appropriate term.

9) If I am unable to enter my own grades due to an emergency, or if I have questions about policies or deadlines, who do I contact?
   If you are not able to meet the guidelines for entering grades, print your class roster as it appears in BraveWeb and write in the letter grade for each student. Sign and date the roster verifying you are submitting your grades directly via a fax directly to the Office of the Registrar (910-521-6328).
10) How do I submit Final Grades?

- Login to Braveweb using your username and password
- From the Main menu, click on Faculty and Advisor Services
- From the Faculty and Advisor Services Menu, click on Term Selection
- Select the appropriate term from the drop-down list, and then click Submit Term
- From the Faculty and Advisor Services menu, click CRN Selection
- Select the course you wish to grade from the drop-down list, and then click Submit CRN
  Note: If your course does not appear in the list it is because you are not listed as the instructor. Please contact the Registrar’s Office.
- From the Faculty and Advisor Services menu, click Final Grade
- Your roster will display in alphabetical order. If the student has officially withdrawn, a ‘W’ will appear in the grade field. Click to position the cursor in the grade field for the student you wish to grade. Click in the ‘Grade’ box to use the drop-down list of valid grades for the student; select a grade by clicking on it. If you wish to type the grade in the grade box you may to so, you must type the grade again until it displays the correct version. You may tab or click in the Grade field for the next student. DO NOT USE THE UP OR DOWN ARROWS, AS THIS WILL CHANGE THE GRADE SELECTED.
- Enter a grade for each student on the roster. You do not need to enter anything in the attend fields. A list of 25 students will appear on each page. If you class has more than 25 students, each addition Record Set until all grades are entered.
- When finished entering grades, click Submit Grades. Look for the message ‘The changes you made were saved successfully’ located near the top of the page.
- To view grades, scroll to the bottom of the grading page and select Summary Class List from the links along the bottom.
- To grade additional courses, select RETURN TO MENU in the upper right corner of the screen.
- Be sure to EXIT when you have finished grading.

NOTE: Review your grades carefully before exiting. Grades are posted (rolled) to the transcript nightly; ONCE ROLLED; ALL GRADE CHANGES MUST BE MADE ON A PAPER ‘Change of Grade Form’. GRADES CANNOT BE CHANGED ON BRAVEWEB ONCE THEY ARE ROLLED.

For additional information contact the Office of the Registrar (910-521-6298).