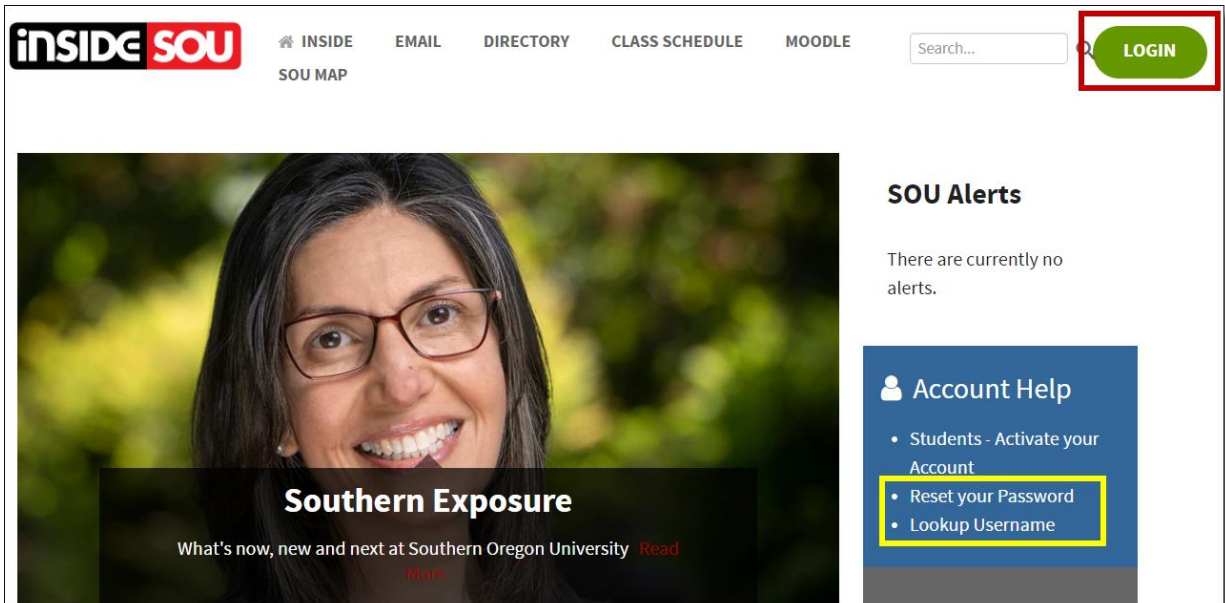


Faculty Grade Entry through Inside SOU

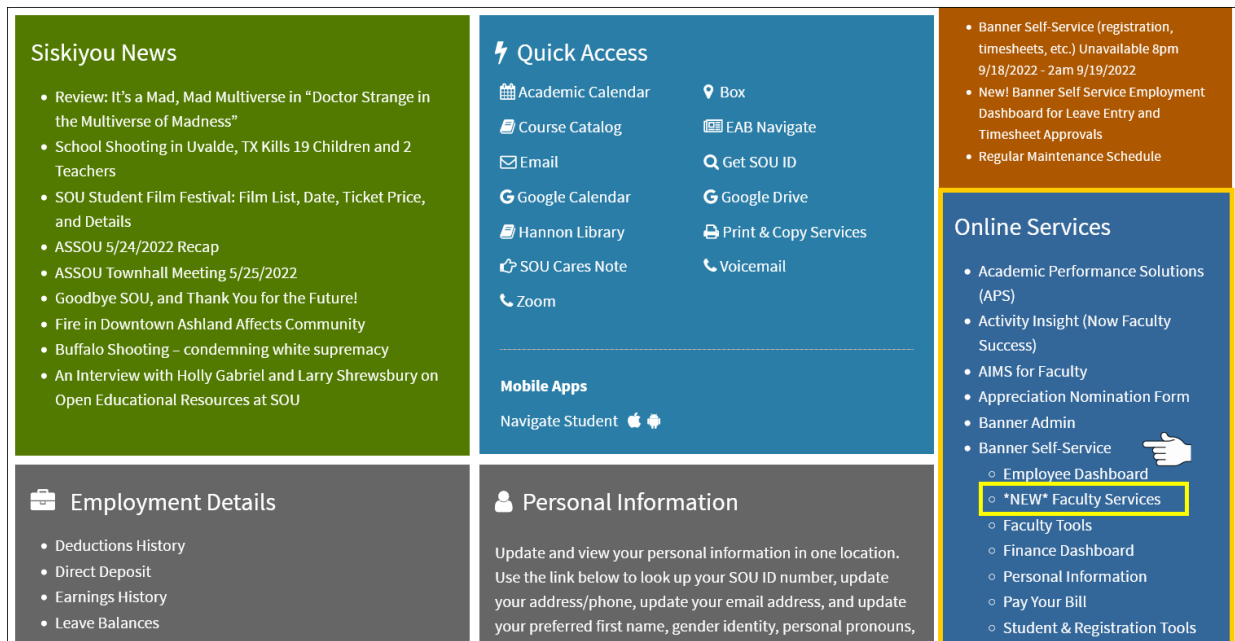
Grade Entry

Follow these steps to enter final grades at the end of the term for each of your courses:

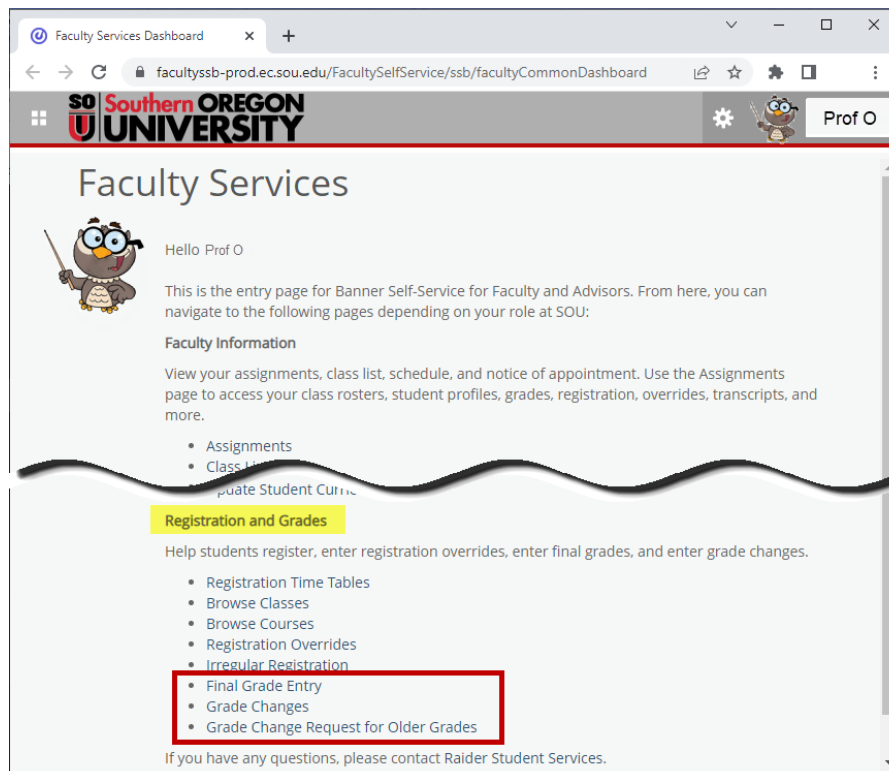
- 1) Log into Inside SOU using your regular SOU account information at <https://inside.sou.edu>. If you have forgotten your login information, use the **Account Help** box. If you cannot log in, contact the [Help Desk online](#) or call 541-552-6900.



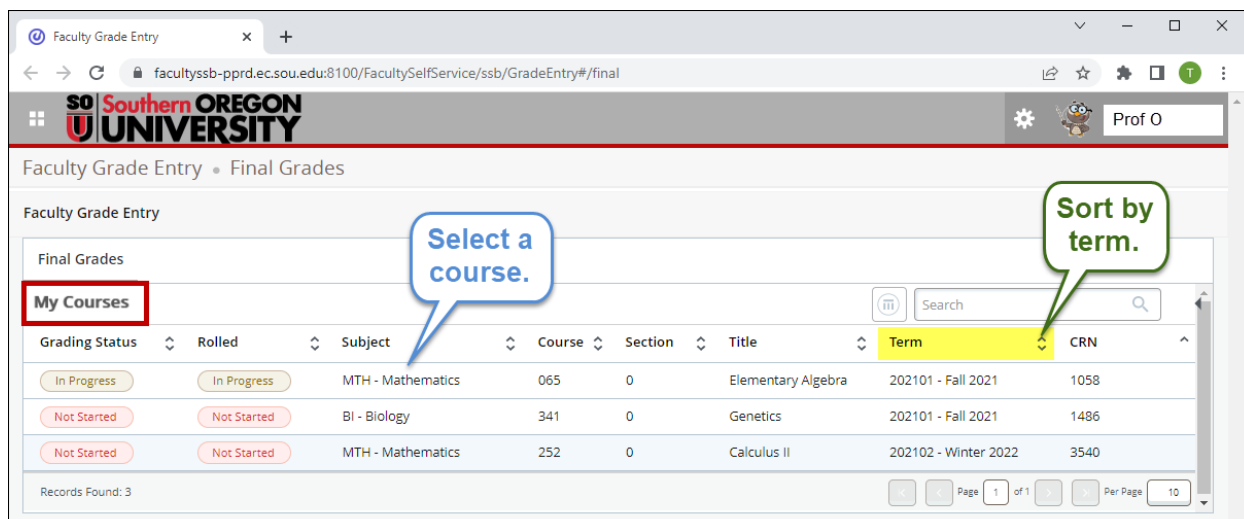
- 2) Once logged in, scroll down and select the **Faculty Services** link in the Banner Self-Service section in the **Online Services** block on the right-hand side of the page.



- 3) Once on the **Faculty Services** page, scroll down to the **Registration and Grades** section and click on the **Final Grade Entry** link.



- 4) In the **Final Grades** page, you'll see a list of classes where you are the primary instructor. You can change the order of the courses displayed by clicking on the up or down arrow in a column heading. Sorting by term in descending order will bring the most recent courses to the top of the list. Choose any class by clicking in the row.



- 5) On the **Enter Grades** screen, you will select the grade each student received from the drop-down menu in the **Final Grade** column. (See this handy [guide to SOU's grading system](#) if needed.) Check as you move from one student to the next that the grade you selected has "stuck"—it's easy to select a different grade by mistake. To display more than 25 student names at a time, adjust the **Per Page** field in the lower right corner of the worksheet.

Important: For any student receiving an F or NC, you must enter the last day the student attended class or interacted with an online course in the **Last Attend Date** field. (See below for more information and instructions for identifying the last day of attendance in Moodle.) The **Hours Attended** field can be left blank in most cases (see **No Shows** below).

Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date	Hours Attended
Student Name	940123456		B+			
Student Name	940123457		F		10/21/202X	
Student Name	940123458		A-			

Records Found: 3

Page 1 of 1

Per Page 25

Save Reset

- 6) Once all grades are entered, click on the **Save** button at the bottom of the page to record them. After you click on **Save**, you'll remain on this page, but you'll see a notice in the top right corner of the page indicating that the grades were submitted successfully. If you do not see the confirmation notice, your grades have not been saved.

✓ Save Successful

If there is a problem with the submission, an error message will be displayed instead. In the example below, a student was assigned a grade of F, but the date of last attendance was left blank.

! A last attend date is required for this grade.

- 7) To enter grades for another course, return to the **Final Grades** page and choose the next course from the list.

Important to Know!

There is a 65-minute time limit for entering grades once you open the Final Grades page. It is critical to click on the **Save** button frequently if it will take more than 65 minutes to enter all of your grades for a particular course. It's recommended that you calculate all grades for a class before beginning to enter them to avoid timing out your grade entry session and losing your work.

Last Date of Attendance (LDA)

Federal financial aid regulations require us to document that students participated in courses for which they received aid. **For all students assigned F or NC grades, faculty need to report the last day of attendance (or interaction) with the student.** (It is not necessary to record an LDA for students who have withdrawn, although you may be asked on rare occasions to provide an LDA in that case.) You do not have to record "Hours Attended" except in the case of students who never attended class (see **No Shows** below).

What Constitutes Attendance

For the purposes of determining a student's LDA, a variety of actions could be interpreted as participation. Note that for online classes, logging into Moodle alone is not sufficient — students must also engage with course content in some way. Here are some examples of course participation:

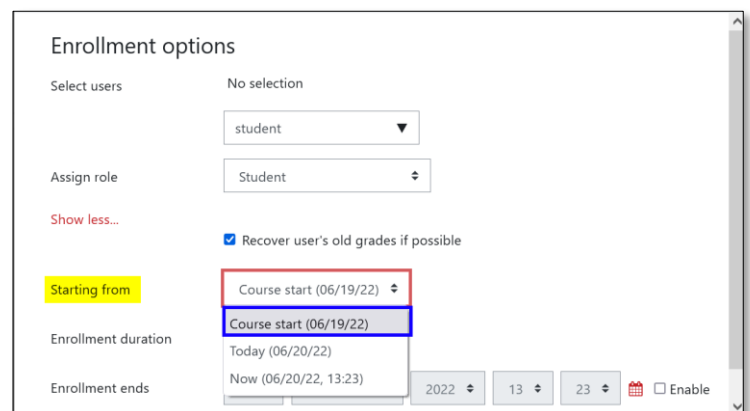
- Physically attending a class
- Submitting an assignment
- Taking a quiz or exam
- Engaging in an interactive tutorial or computer-assisted instruction
- Participating in an online discussion forum
- Making entries in a class-related journal, blog or wiki
- Contacting the instructor to ask a question about course content

Determining the LDA

If you take roll in your course, you likely have a record of the last day a student attended. If you don't record class attendance but you do use Moodle, you can check activity logs to find out when a student last interacted with your course materials. For students assigned an F or NC in your course, follow these steps to [view a student's activity log](#) for your course.

Students No Longer Enrolled in Moodle

If students have dropped the course and then been removed from Moodle, you'll need to [re-enroll them](#) in your course before you can check their activity logs. As you enroll them, click on **Show more...** to display enrollment options. Open the **Starting from** pull-down menu and select **Course start (date)**. Once you have re-enrolled the student, follow the instructions linked above to generate an activity log.

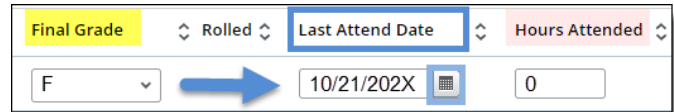


The screenshot shows the 'Enrollment options' dialog box in Moodle. It includes fields for 'Select users' (set to 'student'), 'Assign role' (set to 'Student'), and 'Recover user's old grades if possible' (checked). The 'Starting from' dropdown menu is open, showing options: 'Course start (06/19/22)', 'Course start (06/19/22)', 'Today (06/20/22)', and 'Now (06/20/22, 13:23)'. The 'Course start (06/19/22)' option is highlighted. At the bottom, there are fields for 'Enrollment duration' (set to 2022, 13, 23) and an 'Enable' checkbox.

No Shows

For students who never attended or participated in your class, enter the date for the first class in the **Last Attend Date** field

and a zero in the **Hours Attended** field. This combination indicates non-attendance. (You do not have to indicate Hours Attended for students who did participate in class activities.)



Final Grade	Roller	Last Attend Date	Hours Attended
F		10/21/202X	0

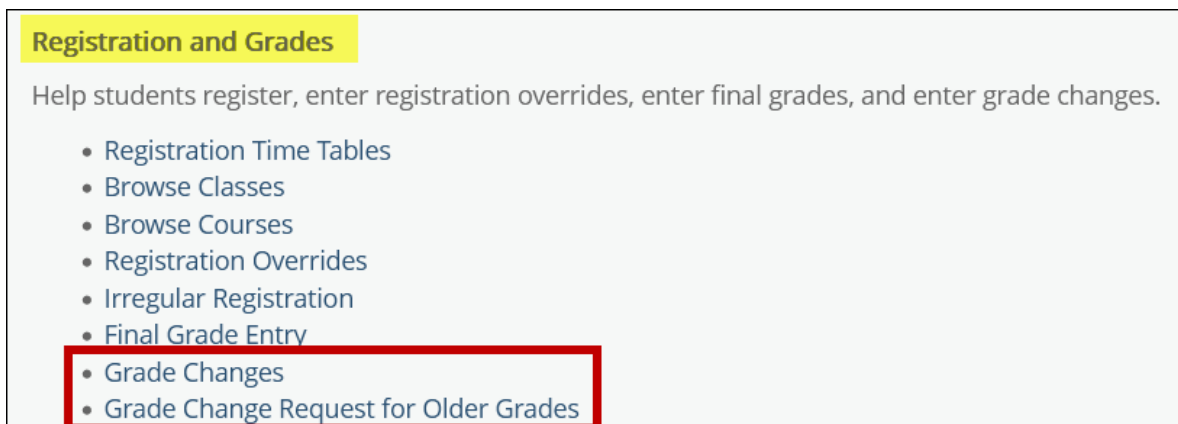
Grade Changes

Changing Grades Prior to Grades Rolling

If for some reason you need to change a grade **before** grades "roll" into student records (check the [Academic Calendar](#) for specific dates—grades are due at midnight the night before they are available to students), follow steps 1-6 above to return to the **Final Grades** page and adjust the student's grade as needed, then **Save**.

Changing Grades After Grades Roll: Grades from Last Term

To update a student's grade after grades have rolled, follow steps 1 and 2 above to log into Inside SOU and navigate to the **Faculty Services** page. In the **Registration and Grades** section, select **Grade Changes** to change a grade assigned for the most recent term. (See the next section for instructions on changing grades from earlier terms.)



Registration and Grades

Help students register, enter registration overrides, enter final grades, and enter grade changes.

- Registration Time Tables
- Browse Classes
- Browse Courses
- Registration Overrides
- Irregular Registration
- Final Grade Entry
- **Grade Changes**
- Grade Change Request for Older Grades

Select the term and click on **Submit**.



SO Southern OREGON UNIVERSITY

Personal Information **Faculty Services** Employee Finance Former Students

Search Go RETURN TO MENU SITE MAP HELP EXIT

Select Term

Select a Term: Spring 2022

Submit

RELEASE: 8.7.1

Then select the desired course from the **CRN** field and click on **Submit**.

Search

[RETURN TO MENU](#)
[SITE MAP](#)
[HELP](#)
[EXIT](#)

Select CRN
Fall 2021

CRN:

BI 341 0: Genetics, 1486 (33)

On the **Grade Change Worksheet**, you'll find a list of students with a grade of I or M in the course. Use the pull-down menu associated with each student's name to select a final grade. When you are done assigning grades, click on **Submit**. **NOTE:** You will see a confirmation message that your changes have been recorded, BUT there will **not** be a **Save Successful** confirmation notice generated in this page. **AND:** If you do **not** click on **Submit**, your changes will **not** be recorded and students will **not** receive credit for having completed the course.

Grade Change Worksheet

- Enter changes to grades, then click Submit Grades.
- If the word "Confidential" appears next to a student's name, information is to be kept confidential.
- Click on a student's name to view the student's address(es) and phone(s).
- Click on [help](#) to see a description of grades used at SOU.

Course Attributes

Title: Fundamentals of Project Mgmt
Course: BA 488 - 0
CRN: 1716
Students Registered: 16

Grade Changes

Record Number	Student Name	Credits	Registration	Status	Orig	Grade	Rolled	Grade	Mode	New Grade
1	Student	4.00	Web Registered	I		Y	Graded			<div style="border: 1px solid black; padding: 2px;"> None <input style="margin-left: 5px;" type="button" value="v"/> </div> <div style="border: 1px solid black; padding: 2px; margin-top: 2px;"> None A A- B B+ B- C C+ C- D D+ D- F NC </div>
2	Student	4.00	Web Registered	I		Y	Graded			

⚠ **Please submit the grades often. There is a 240 minute time limit on this page.**

Incompletes can be changed using this worksheet during the term following their assignment—for instance, I's assigned in the Fall can be changed until grades are due for Winter term. (Summer term is skipped, so Spring I's can be changed through the end of Fall term.) Any I grades not replaced within the following term are automatically converted to F's.

Unassigned grades of M can be changed at any time.

If you are unable to change a grade in this worksheet, you may need to complete a paper form. Contact your program Chair or support staff for instructions.

Changing Grades After Grades Roll: Older Terms

To update a student's grade after more than one term has passed, follow steps 1 and 2 above to log into Inside SOU and navigate to the **Faculty Services** page. In the **Registration and Grades** section, select **Grade Change Request For Older Grades**. This link will open a special form for recording the specifics of the grade change, a portion of which is shown below. The completed form will be circulated to the department chair and division director for their approval.

Student Information	
Student ID *	Student Name *
<input type="text" value="940xxxxxx"/>	<input type="text" value=""/> First Name
	<input type="text" value=""/> Last Name
Course Information	
Term *	Year *
<input type="text" value="Fall"/>	<input type="text" value=""/>
CRN *	Subject *
<input type="text" value=""/>	<input type="text" value="ART"/>
Course Number *	Credits *
<input type="text" value=""/>	<input type="text" value=""/>
Course Title *	
<input type="text" value=""/>	
Instructor Name *	Instructor Email Address *
<input type="text" value=""/>	<input type="text" value="@sou.edu"/>