

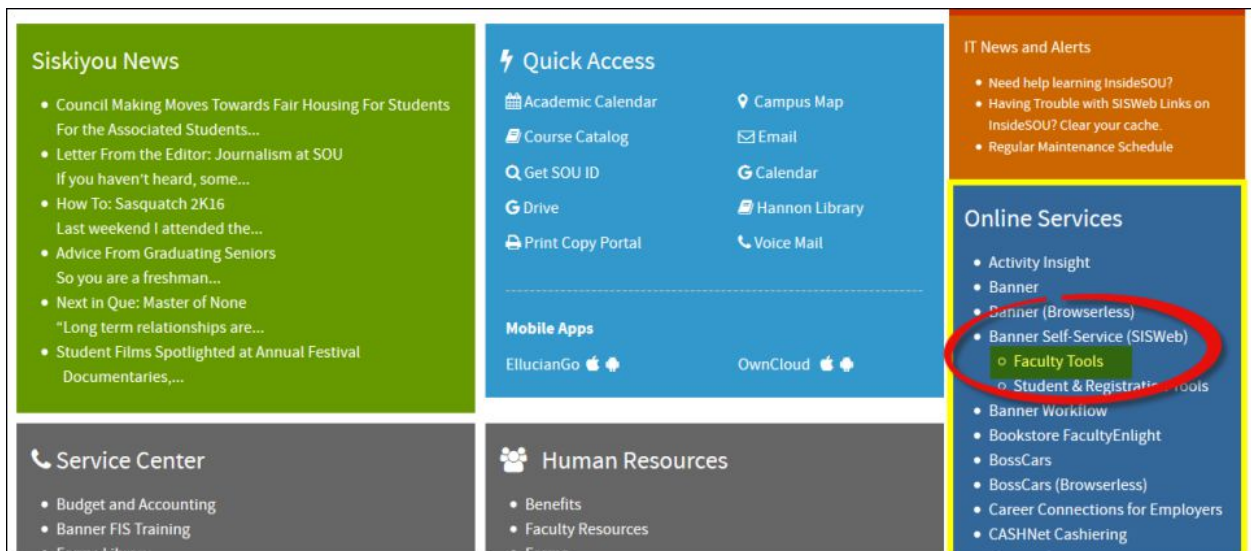
Faculty Grade Entry through Inside SOU

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

- 1) Log in to 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 at <https://support.sou.edu> or 541-552-6900.



- 2) Once logged in, scroll down and select the **Faculty Tools** link under **Online Services** from the right hand side of the page.



- 3) Once on the **Banner Self-Service Student and Faculty Tools** page, make sure you're on the **Faculty** tab. Click on **Final Grade Assignment** in the **Grade Assignment** box.

Banner Self-Service Student and Faculty Tools

Student **Faculty**

Faculty Classes and Schedule

- Class List (Summary)
- Wait List
- Syllabus
- Office Hours
- Class List Download to Excel
- Faculty Detail Schedule
- Faculty Schedule Week at a Glance
- Final Exam Schedule

Faculty Registration Tools

- Course Catalog
- Class Schedule
- Registration Time Tables
- Look Up Classes for Student
- Add or Drop Classes
- Change Course Options
- Registration Overrides
- Irregular Registration

Advising

- Advisee Listing
- Student Information
- Holds
- Transcript
- Test Scores

Grade Assignment

- Grade Definitions
- Final Grade Assignment
- Grade Changes
- Advisee Grade Summary
- Faculty Grade Summary

Quick Tips

- InsideSOU Help Video
- Advising Plans
- Advisor/Major Assignments
- Class List Download to Excel
- Final Grade Assignment
- Grade Changes

- 4) You're now in the Final Grade Assignment area of SISWeb. To begin entering grades for a course, select the **Term** and then the desired **CRN**, using the drop down menu to display a list of the course(s) you are teaching this term.

Personal Information Student **Faculty Services** Employee Finance

Search Go

Select Term

Select a Term:

RELEASE: 8.5.4.3

Personal Information Student Financial Aid **Faculty Services** Employee Finance

Search Go

Select CRN

CRN:

ART 133 0: Introduction to Drawing, 8849 (13)
BA 217 0: Entry Lvl Business Internship, 8885 (1)

- 5) After selecting the term and CRN, you'll be on the **Final Grade Worksheet** page where you will enter the grades. (See this handy [guide to SOU's grading system](#) if necessary.) At this screen, you will enter the grade each student received by using the drop-down menu in the **Grade** column. (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.) Once all the grades are entered, be sure to click on the **Submit** button at the bottom of the page to record them. **Note:** After you click on Submit, you'll remain on this page, but you'll see a notice on the page that the grades were submitted successfully.

Two important notes about entering grades in this worksheet:

- Be aware that there is a 65-minute time limit for entering grades once you open this page. If you have not clicked on Submit to record grades in a 65-minute time period, your session will time out and you will lose any work in progress. It is critical to click on the Submit button often if you plan on taking longer than 65 minutes to enter all of your grades for a particular course. It's recommended that you calculate all of the grades for a class before beginning to enter them to avoid timing out your grade entry session.
- You can safely ignore the two columns to the right of the grade entry column (**Last Attend Date** and **Attend Hours**). This information is **not** required. On rare occasions you may be asked to provide information about attendance for a student who has withdrawn from the course, but that information does not need to be recorded for any student in this grade entry form.

To enter grades for another course, return to the **Select CRN** page and choose the next course from the drop-down menu.

See the next page for instructions on changing grades...

Changing Grades Prior to Grades Rolling

If for some reason you need to change a grade **before** grades “roll” into student records (watch your email for messages from the Registrar for specific dates and times), follow the instructions above to return to the **Grade Entry Worksheet** and adjust the student’s grade as needed, then **Submit**.

Changing Grades After Grades Roll

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 **Banner Self-Service Student and Faculty Tools** page. In the **Grade Assignment** area, select **Grade Changes**. Select the term and CRN as you would to assign final grades.

On the **Grade Change Worksheet**, you’ll find a list of students with a grade of I, E 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**. You will see a confirmation message that your changes have been recorded. **NOTE:** If you do **not** click on **Submit**, your changes will **not** be recorded and students will **not** receive credit for having completed the course.

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.

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 Aug 06 | I | | Y | Graded | None |
| 2 | Student | 4.00 | Web Registered Sep 23 | I | | Y | Graded | None |



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

None

A

A-

B

B+

B-

C

C+

C-

D

D+

D-

F

NC