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 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.

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.
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, click on the **Submit** button at the bottom of the page to record them. After you click on **Submit**, you’ll remain on this page, but you’ll see a notice on the page indicating that the grades were submitted successfully. To enter grades for another course, return to the **Select CRN** page and choose the next course from the drop-down menu.

![Final Grade Worksheet](#)

**Important to Know!**

There is a 65-minute time limit for entering grades once you open this page. It is critical to click on the **Submit** 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 of the grades for a class before beginning to enter them to avoid timing out your grade entry session and losing your work.

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**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 "Attend Hours" 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 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. Follow these steps to view a student's activity log for your course.

Students No Longer Enrolled in Moodle
If students have been dropped from Moodle, you'll need to re-enroll them in your course before you can check their activity logs. If you have used an Attendance activity in your course, you may find that you need to update a student's manual enrollment date in order to review class attendance. To do so, click on Participants, click on the admin gear, then on Enrolled users. Click on the edit enrollment icon to change the Enrollment starts date to the beginning of the term.

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 Attend Hours field. This combination indicates non-attendance. (You do not have to indicate Attend Hours for students who did participate in class activities.)

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

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.