

How To's in Ellucian Self-Service: FINAL Grades

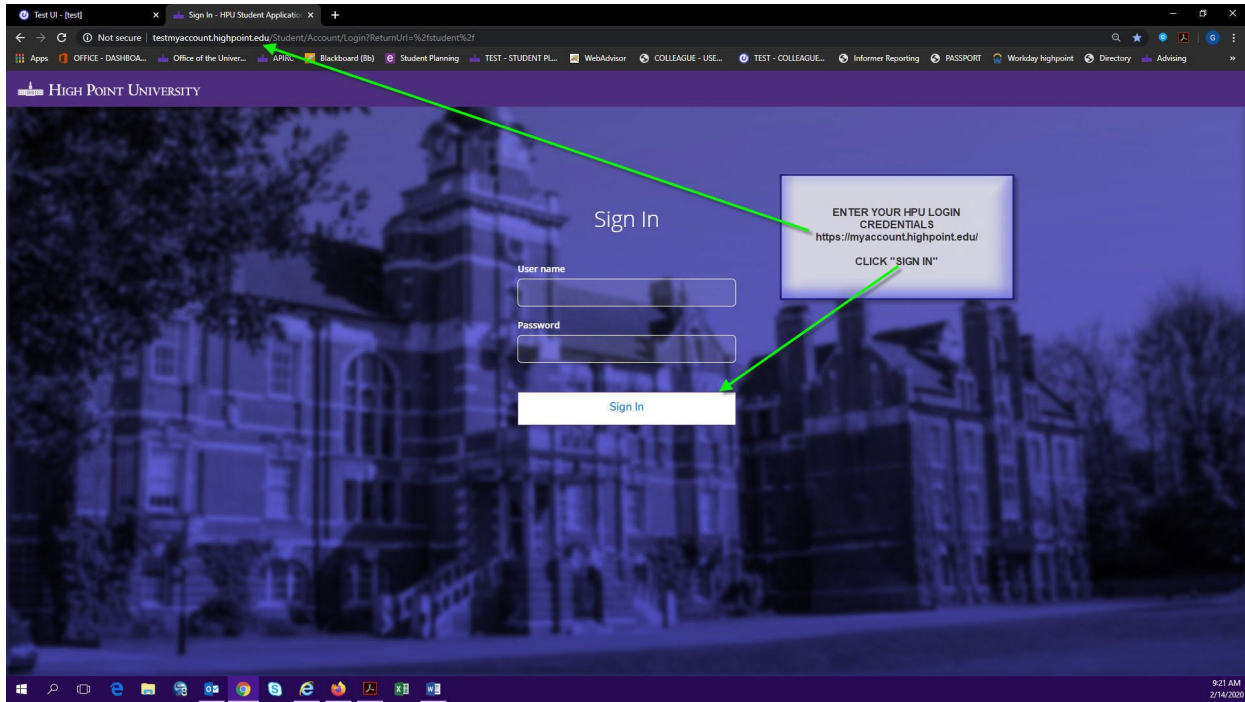
Welcome to Ellucian **Self-Service**, a new interface replacing the soon-to-be unsupported WebAdvisor (a.k.a. MyStuff). If you advise students, you will already be familiar with some of the features as Student Planning is one of the modules being used at HPU.

- Log-in to <https://myaccount.highpoint.edu/>
- Select **Faculty** from the Self-Service landing page
- Select the **Class Section** you wish to grade from the page below
NOTE: Be sure to choose the correct Class Section under the correct Academic Term.
- The class section selected will appear
Click the tab labeled **Grading**
- An **Overview** of the **Grading** tab will appear.
Click **FINAL GRADE**
NOTE: Ensure the **FINAL GRADE** tab is chosen, NOT Midterm tab
- The **FINAL** grading screen will appear
- Choose the appropriate letter grade to record via the **dropdown** box.
- Incomplete Grades – Please see page 6 of this document for additional information.

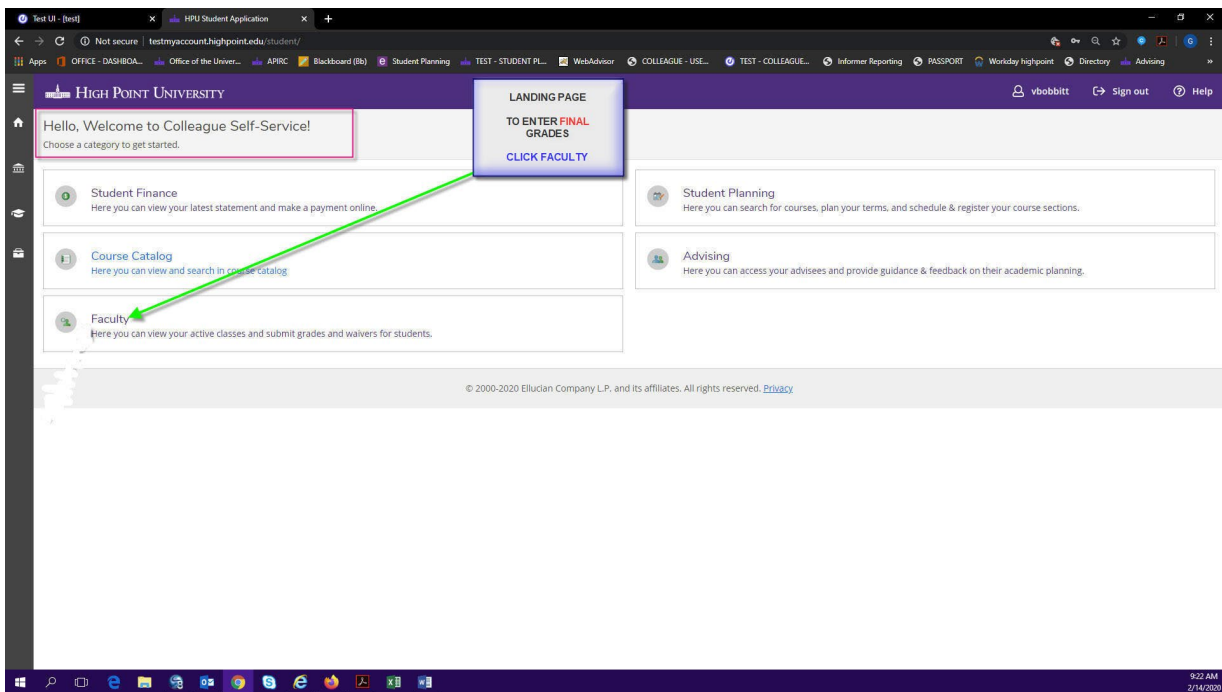
DETAILED SCREEN SHOTS LISTED BELOW

Sign-In Page

Log-in to <https://myaccount.highpoint.edu/>



Landing Page - Select Faculty



Faculty Overview Page

Select the *Class Section* you wish to grade from the page below

NOTE: Be sure to choose the correct Class Section under the correct School Academic Term.

The screenshot shows the Faculty Overview Page. A callout box with the text "FACULTY OVERVIEW PAGE TO ENTER FINAL GRADES CLICK THE CLASS SECTION" points to the "Grading" tab in the class section details for PSY-2000-05: (S)Introduction to Psychology.

Section	Times	Locations
ART-1050-02: (A) Fundamentals of Design	M/W/F 2:00 PM - 4:15 PM 1/13/2020 - 5/7/2020	Norton Hall, 303 Studio
PSY-2000-05: (S) Introduction to Psychology	M/W/F 2:00 PM - 3:10 PM 1/13/2020 - 5/7/2020	Stout School of Education, 257 Lecture

Class Section Details Overview Grading Page

Click the tab labeled *Grading*

The screenshot shows the Class Section Details Overview Grading Page. A callout box with the text "CLASS SECTION DETAILS PAGE TO ENTER FINAL GRADES CLICK GRADING" points to the "Grading" tab in the class section details for PSY-2000-05: (S)Introduction to Psychology.

Section Details
PSY-2000-05: (S)Introduction to Psychology
2020 Spring Undergraduate
High Point Campus
M/W/F 2:00 PM - 3:10 PM
1/13/2020 - 5/7/2020
Stout School of Education, 257 Lecture
Seats Available 0 of 32

Grading

Student Name	Student ID	Class Level	Preferred Email
[REDACTED]	1466160	Freshman	emnac.barnhill@gmail.com
[REDACTED]	1687975	Freshman	mecette@icloud.com
[REDACTED]	1683425	Freshman	colleenconolia@gmail.com
[REDACTED]	1782303	Freshman	emetston17@gmail.com
[REDACTED]	1410133	Junior	dylangolden8@gmail.com
[REDACTED]	1647406	Freshman	harrisadamgoldstein@gmail.com

Class Section Details Overview Grading Page

Click FINAL GRADES

NOTE: Ensure the FINAL GRADES tab is chosen, NOT Midterm (you will be able to quickly view the midterm grade that was assigned.)

CLASS SECTION DETAILS OVERVIEW GRADING PAGE
TO ENTER FINAL GRADES
CLICK FINAL GRADES

Notice the Midterm grades are showing in this view

Student Name	Student ID	Final Grade	Expiration Date	Midterm	Class Level	Credits
[REDACTED]	1466160	I	12/18/2020	B+	Freshman	4
[REDACTED]	1687975	C+		C-	Freshman	4
[REDACTED]	1683425	B		D+	Freshman	4
[REDACTED]	1782303	AU		B	Freshman	4
[REDACTED]	1410133	B		B-	Junior	4

Class Section Details FINAL GRADE Page

Choose the appropriate letter grade to record via the *drop down* box.

When finished entering FINAL GRADES, CLICK the **Post Grades** button

CLASS SECTION DETAILS FINAL GRADE PAGE
NOTICE COLUMNS LISTED
STUDENT NAME
STUDENT ID
FINAL GRADE
CLASS LEVEL
CREDITS

POST GRADES BUTTON
UNLIKE MIDTERM GRADING, THE FINAL GRADE TAB CONTAINS A POST GRADES BUTTON.

Student Name	Student ID	Final Grade	Expiration Date	Class Level	Credits
[REDACTED]	1466160	Select Grade	M/d/yyyy	Freshman	4
[REDACTED]	1687975	Select Grade	M/d/yyyy	Freshman	4
[REDACTED]	1683425	Select Grade	M/d/yyyy	Freshman	4
[REDACTED]	1782303	Select Grade	M/d/yyyy	Freshman	4
[REDACTED]	1410133	Select Grade	M/d/yyyy	Junior	4

Class Section Details FINAL GRADE Page (cont.)

Note: You will be asked to **confirm** grade posting

The screenshot shows the High Point University LMS interface. At the top, the university name and user 'vbobbitt' are visible. The page title is 'Section Details' for 'PSY-2000-05: (S)Introduction to Psychology'. Below this, course details include '2020 Spring Undergraduate', 'High Point Campus', and 'Stout School of Education, 257 Lecture'. A 'Seats Available' indicator shows 0 of 32. The 'Grading' tab is active, displaying a table of student grades. A modal dialog box titled 'Confirm grade posting' is centered on the screen, warning that grades cannot be modified after posting and that 5 grades will be posted. The dialog has 'Cancel' and 'Post Grades' buttons. The table below has columns for Student Name, Student ID, Final Grade, Expiration Date, Class Level, and Credits.

Student Name	Student ID	Final Grade	Expiration Date	Class Level	Credits
[REDACTED]	1466160	I	12/18/2020	Freshman	4
[REDACTED]	1687975	C+	M/d/yyyy	Freshman	4
[REDACTED]	1683425	B	M/d/yyyy	Freshman	4
[REDACTED]	1782303	AU	M/d/yyyy	Freshman	4

FAQ's

- **How do I issue an INCOMPLETE GRADE?**

When an Incomplete Grade is deemed necessary simply select "I". In addition to the grade of "I", the system will require an expiration date.

NOTE: The date entered will "expire" the day following, "translating" from a grade of "I" to a final grade of "F".

- **I entered the wrong Expiration Date for the Incomplete grade... The Expiration Date for the Incomplete grade initially entered needs to be extended...**

The Office of the University Registrar DOES NOT have the ability to make changes to the Expiration Date entered.

When deciding on a date to enter, be sure you are providing ample time for the student, yourself (in grading the incomplete work) AND for OUR office to process the incomplete grade change. Lastly, you must adhere to the

Per University policy, the deadline for completion may not be any longer than the last day of classes of the subsequent regular term (fall or spring)...
(p.52 Undergraduate Bulletin)

INCOMPLETE GRADES
When a grade of "I" Incomplete is issued, the system will require an Expiration Date.
The Expiration Date should be a date that both the instructor and the student agree to. In addition, the Expiration Date issued, should reflect a reasonable timeframe with a maximum date reflecting no later than the End Date of the subsequent term.
Once the Expiration Date passes, if an incomplete grade change form has not been received/processed, the grade of "I" will translate automatically to a grade of "F".

Student Name	Student ID	Final Grade	Expiration Date	Class Level	Credits
[REDACTED]	1466160	I	MM/00/00	Freshman	4

Expiration date is required

- **How long do I have to submit grades using Self-Service?**

Not long... If you remain idle for too long (approximately 3-5 minutes) the system will log you out.

- **I have Seniors who are graduating and I need to submit their grades early. Can I enter some grades, click the Post Grades button, and still be able to log-in at a later time to enter the remaining grades?**

Yes! As long as you see the drop down box, final grades can be submitted. Once the Post Grades button is clicked; you lose the ability to make any changes.

Student Name	Student ID	Final Grade	Expiration Date	Class Level	Credits
[REDACTED]	1466160	I	12/18/2020	Freshman	4
[REDACTED]	1687975	C+	MM/00/00	Freshman	4
[REDACTED]	1683425	B	MM/00/00	Freshman	4
[REDACTED]	1782383	AU	MM/00/00	Freshman	4
[REDACTED]	1410133	B	MM/00/00	Junior	4
[REDACTED]	1647406	Select Grade	MM/00/00	Freshman	4
[REDACTED]	1722736	Select Grade	MM/00/00	Freshman	4
[REDACTED]	1678903	Select Grade	MM/00/00	Freshman	4

For questions regarding Self-Service grading, please contact the Records Manager located in The Office of the University Registrar. Phylise Bartlett – pbartlett@highpoint.edu