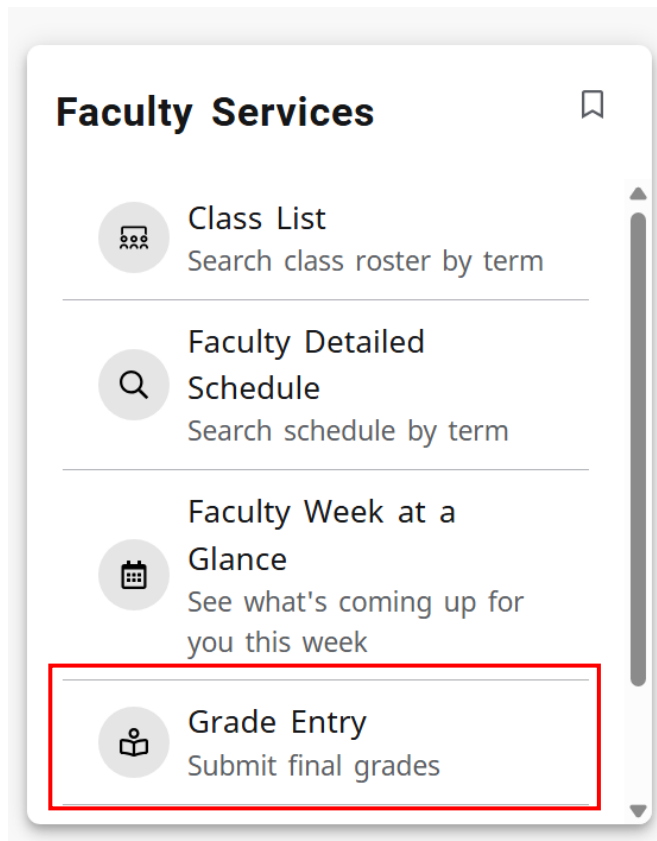


## Entering Grades for an Academic Term

### Accessing Grade Entry:

From the WOU Portal, click the **Experience** icon (located in top toolbar). Once in Experience, find the **Faculty Services** card and click **Grade Entry**:



## General Grade Entry:

On the **Grade Entry** page, select the course to begin entering grades:

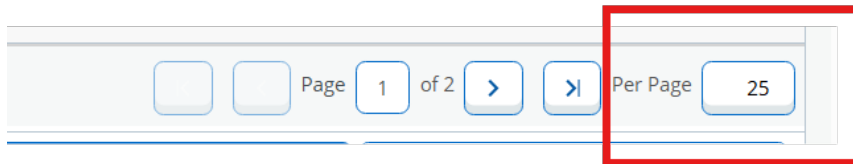
[Faculty Grade Entry](#) • [Final Grades](#)

### Faculty Grade Entry

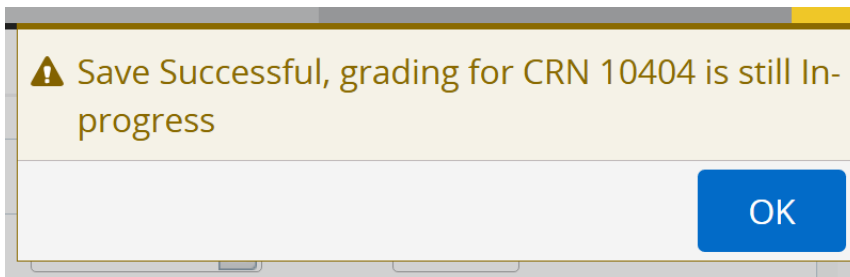
Final Grades							
My Courses							
Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
Completed	Completed	GERO - Gerontology	484	001	DEATH, DYING AND GRIEF	202301 - Fall 2023	10757
Not Started	Not Started	MTH - Mathematics	105Z	001	MATH IN SOCIETY	202500 - Summer 2025	1298
Completed	Completed	CS - Computer Science	195	001	FUNDAMENTALS OF WEB DESIGN	202403 - Spring 2025	31376

Records Found: 3

Once a course is selected, **the list of students will appear at the bottom of the page**. Use the drop-down menu to select the **Final Grade** for each student. Please note, the page displays 25 results at a time. For larger classes, remember to click through to the next page of results:



It is recommended to save as you go:



### Entering NC or F Grades:

If a student is assigned a grade of “NC” (undergraduate classes) or “F” (graduate classes), the student’s **Last Attend Date** is required:

! A last attend date is required for this grade.

Not Started	Not Started	MTH - Mathematics	105Z	001	MATH IN SOCIETY	202500 - Summer 2025	1298
Completed	Completed	CS - Computer Science	195	001	FUNDAMENTALS OF WEB DESIGN	202403 - Spring 2025	31376

Records Found: 3

Enter Grades

Full Name	ID	Final Grade	Last Attend Date	Hours Attended	Rolled
		NC			

The **Last Attend Date** must be between section start and end dates. **Please leave the Hours Attended field blank.**

### Entering Incomplete Grades:

If a student is assigned a grade of “I”, an **Incomplete Final Grade** is required. Once an “I” is entered in the **Final Grade** drop-down menu, a new tab opens for you to enter the **Incomplete Final Grade**:

Roster Incomplete Grades

Full Name	ID	Grade	Incomplete Final Grade	Rolled	Extension Date	Extension Date Constraints
		I			09/07/2026	
		I	D+		09/07/2026	

Records Found: 2

Save Reset

The **Incomplete Final Grade** is the grade the student would receive if no further work were submitted. **Please do not update the Extension Date field:**

! Cannot override default extension date for incomplete grades.

Once an **Incomplete Final Grade** is entered and saved, you can toggle back to the class list to continue entering grades by clicking the **Roster** tab:

The screenshot shows a web interface with two tabs: 'Roster' (highlighted with a red box) and 'Incomplete Grades'. Below the tabs is a table with columns: Full Name, ID, Grade, Incomplete Final Grade, Rolled, Extension Date, and Extension Date Constraints. A single record is visible with a blacked-out name, a blacked-out ID, a grade of 'I', a dropdown menu for 'Incomplete Final Grade' showing 'D+', and an 'Extension Date' of '09/07/2026'. At the bottom, it says 'Records Found: 1' and has pagination controls showing 'Page 1 of 1' and 'Per Page 25'. There are 'Save' and 'Reset' buttons at the bottom right.

Once all grades are entered, click the Save button:

Two buttons are shown: a blue 'Save' button and a white 'Reset' button with a blue border.

If all grades were entered successfully, you will receive a green success message in the upper right corner:

✓ Save Successful, grading for CRN 10404 is completed

When you refresh the page, the course will show as **Completed** in the Grading Status column:

Final Grades								
My Courses								
Grading Status	Rolled	Subject	Course	Section	Title	Term	CF	
Completed	Not Started	GERO - Gerontology	200	001	AGING SLF:PTHWY THRGH ADLTHOOD	202501 - Fall 2025	10	

If there are still grades missing, the course will show as **In Progress** in the Grading Status column:

In Progress	Not Started	WR - Writing	121Z	002	COMPOSITION I	202403 - Spring 2025	31392	
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