



Office of the Registrar
Fall 2009 Grade Submission

- Log into myPurdue using career account username and password
 - <https://mypurdue.purdue.edu>
- Select the **Faculty tab**
- Look to the bottom right of the viewing window for the Faculty Grade Assignment box
- Select the **more** link listed under the courses or if all your courses appear, you may just click on the icon to the right of the course.
- A new page will display all the courses you are listed as faculty of record for.
 - For each course notice the icon
 - A triangle shape means you must take action to enter grades
 - A check mark means grading is complete for that course
 - A circle with a minus sign means no students are enrolled, no action needed
 - A circle with an X means students are enrolled, but the class is not gradable
- Click the icon to begin entering grades
- After entering all grades and saving, click **Back to Faculty/Staff**
- This is your only opportunity to print from the faculty tab. Find the printer icon on the toolbar.

Things to remember

- A grade of Incomplete means the instructor will file a Registrar Form 60 in the departmental office indicating the reason for the I grade and what is required of the student to achieve a permanent grade. The instructor must also indicate the grade the student has earned on the work completed and the weight to be given to the remainder if the work in computing a final grade.
- Grades not entered by the entry deadline will require a form 350 to assign a grade. The last day to enter grades for fall First 8 Weeks is Tuesday, October 22nd at 5:00 p.m. The last day to enter grades for the full term and Second 8 Weeks is December 22, 2009 at 5:00 p.m.