

Spring 2009 Grade Submission

1. Log in to myPurdue using Career Account username and password:
(<https://mypurdue.purdue.edu>).

Additional information regarding grade submission using INB or Blackboard is available at:
http://www.purdue.edu/onepurdue/ESA/info_instructors.shtml



Secure Access Login

User Name:

Password:

[Having problems logging in? Click here.](#)

2. Select the **Faculty** tab.
3. When grade entry is open, classes display in the **Faculty Grade Assignment** channel in myPurdue.
4. Select **Final Grades** from the drop down box and click **Go**.
5. Click the green or yellow triangle to start grade entry for a class.
6. After entering and saving grades, click **Back to Faculty/Staff**

Key Dates for Grade Submissions:

8 Wk Courses

Open, Monday March 2 at 8:00 a.m.
Close, Fri. March 13 at 5:00 p.m.

End of Semester

Open, Monday, May 4 at 8:00 a.m.
Close, Tues., May 12 at 5:00 p.m.

Grading questions:

Contact the Office of the Registrar
(765) 494-6165 or email at
registrar@purdue.edu

To print a copy of the grades for your records, click on the Printer icon on your browser toolbar. This can be done only during the grade entry times as indicated by the Registrar's office. Once the grades are rolled into academic history they are no longer available for faculty on grade rosters in Self-Service Banner

Important Reminders:

There is a **30 minute timeout limit** to enter grades. The **Submit** button, located at the bottom of the grade entry screen, allows grades entered to be saved and will reset the timeout limit each time the button is clicked. After submitting grades, a message displays indicating the **changes were saved** and the time limit is reset. Because changes only save via the **Submit** button, be sure to save often to prevent a timeout during grade entering. If you do not, all work may be lost.

For each student, select a grade code from the pull-down list (note: grade mode referenced is the only possible available grade). Entry of Attendance information is optional.

Instructors are reminded that when a grade of "I" is reported, the instructor shall file a Registrar Form 60 in the departmental office that indicates the reason for the "I" grade and what is required of the student to achieve a permanent grade. The instructor shall also indicate the grade the student has earned on the work completed, and the weight to be given to the remainder of the work in computing a final, permanent course grade.

Grades will be rolled to academic history at the end of the second business day following the end of the semester. You may continue to enter grades during the grade entry period for any student who has not previously been assigned a grade. You may submit and change grades up until the submission deadline. Grades submitted after deadline will need to be submitted using Registrar Form 350.

Do you have more than four classes? Click **More** to view additional classes or increase the Number of Rows setting.

