



The Grading Process
Office of the Registrar
WELCOME!

Where do I go to enter my grades?

Step 1: Log on to your MyLeo. From the main screen, click on myLeo.

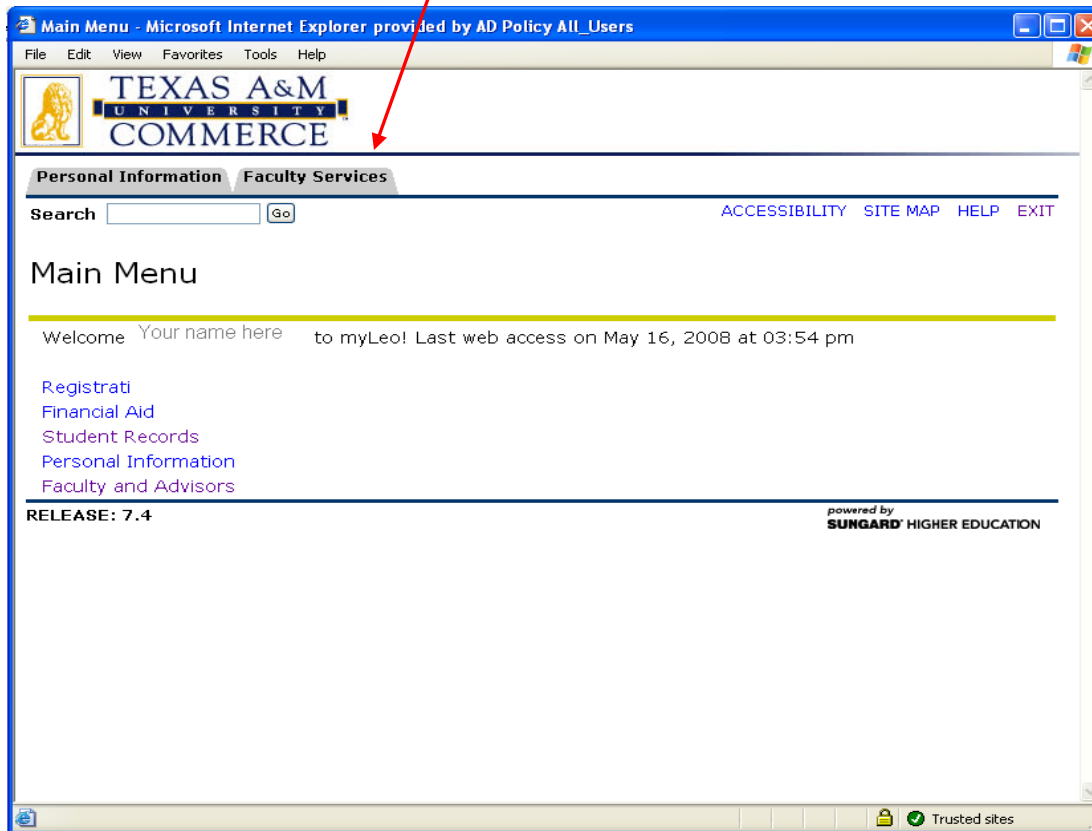



[myLeo](#) | [LeoPay](#) | [eCollege](#) | [Options](#) | [Logoff](#)

Welcome To keep your personal information secure, update your password.	A&M-Commerce Events 1 Day 7 Days 30 days 180 days
myLeo Registration, Records, Grades Drop Class Management 12th Day Roster Early Intervention	
LeoPay Check your balance or make payments toward your balance Enroll in a payment plan so you can pay your balance in installments Authorize others (parents, employers, etc) to view your bill and make payments Enter your bank account information so refunds can be deposited electronically	



Step 2: Click on the Faculty Services tab





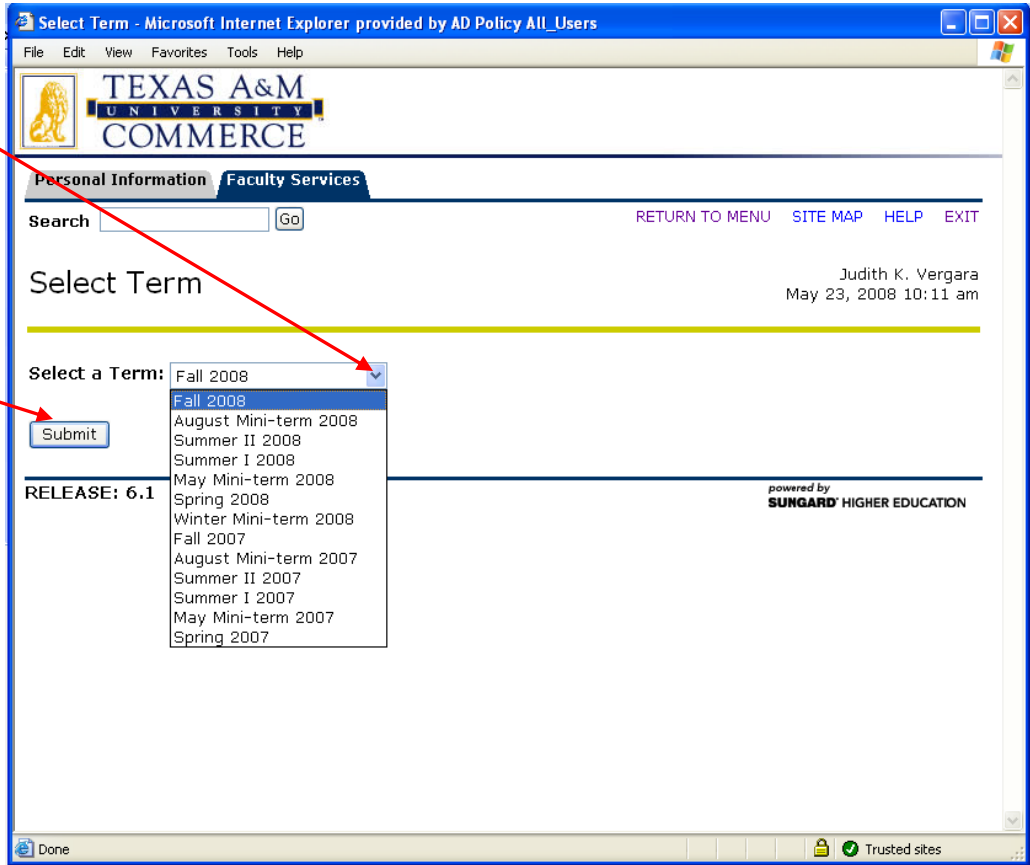
***Step 3: Click on either the
Midterm Grades
or Final Grades link***





Step 4. Use the pull down arrow to view terms. Highlight the term in which you want to enter grades.

Step 5. Click on Submit





Step 6. If you are teaching more than one course, all courses will be listed. In this case, highlight only the course to be graded.

Step 7. Click on Submit

A screenshot of a web browser window titled "CRN Selection - Microsoft Internet Explorer provided by AD Policy All_Users". The browser shows the Texas A&M University Commerce website. The page has a blue header with the university logo and name. Below the header, there are two tabs: "Personal Information" and "Faculty Services". The "Faculty Services" tab is active. Under this tab, there is a search bar with the text "Search" and a "Go" button. To the right of the search bar are links: "RETURN TO MENU", "SITE MAP", "HELP", and "EXIT". Below the search bar, the text "Select a CRN" is displayed. To the right of this text, the user's name "Judith K. Vergara" and the session information "Spring 2008" and "May 23, 2008 10:35 am" are shown. Below the "Select a CRN" text, there is a dropdown menu labeled "CRN:" with the selected option "Electronic Commerce - 21755". Below the dropdown menu is a "Submit" button. At the bottom of the page, there is a link "[Enter CRN Directly]" and the text "RELEASE: 7.3". In the bottom right corner, it says "powered by SUNGARD HIGHER EDUCATION". The browser's status bar at the bottom shows a lock icon and the text "Trusted sites".



You will now be presented with your grading roster.

Step 8. *If a W or Q is automatically entered under a student's Grade, please enter the Last Attend Date for that student and the Attend Hours if available. You will not be able to override a W grade.*

For all other grades, use the pull down arrow to select the appropriate grade for each student.

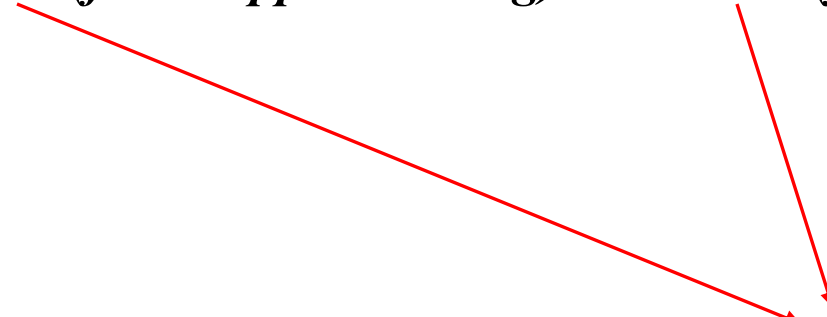
Final Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
1	Student Name	ID #	3.000	Web Registered Oct 25, 2007	None ▾	N			18



Step 9. When you see a “Q” already entered for a student’s final grade on your grading roster, you should replace the “Q” with either: “DP” (for Dropped Passing) or a “DF” (for Dropped Failing)

19 STUDENT'S NAME STUDENT'S ID # 3.000 Drop with grade Mar 12, 2008 25

Two red arrows originate from the text "DP" and "DF" in the instruction above. One arrow points to the dropdown menu containing "Q" and "N", and the other points to the same dropdown menu.



Incompletes

Step 10. When a student is unable to complete the coursework, you may assign an incomplete grade. The “I” grade is used ONLY for Thesis & Dissertations. All other courses use the “X” to indicate an incomplete.

When the “X” grade is given, the credit hours are NOT included for one semester (exclusive of summer) in calculating the student’s GPA. Grades of “X” earned during the spring or summer must be completed by the end of the following fall semester. If the “X” is not removed, a grade of “F” will be assigned and this will be calculated in the GPA.

Recording a grade of “X” requires the filing of a plan of completion. The plan will be submitted with the official grade record sent to the department head who will forward it to the Dean’s office. The plan must include why the grade was given and detail steps necessary for the student to receive the final grade.

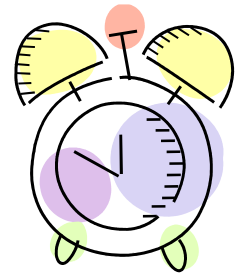


Step 11. After you enter all of your grades, be sure and hit SUBMIT button on each page!

Record Sets: 1 - 25 26 - 31



Please submit the grades often. There is a 30 minute time limit starting at 05:30 pm on May 28, 2008 for this page.



PLEASE SUBMIT GRADES ON TIME!!

Step 12. If grades are not submitted during the open grading period, instructors must complete a Petition for Grade Change form for each student for each class in order to enter the grades for the term. The completed form is sent to the Department Head for signature, forwarded to the Dean's office and Graduate School for signatures, and then is submitted to the Office of the Registrar's for processing.

Link to the grade change procedure and petition is located at:

http://www.tamu-commerce.edu/administration/Rules&Procedures/rules_procedures.asp?RID=94

Link to Computation of GPA and X removal process: http://www.tamu-commerce.edu/administration/Rules&Procedures/rules_procedures.asp?RID=93



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