



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.



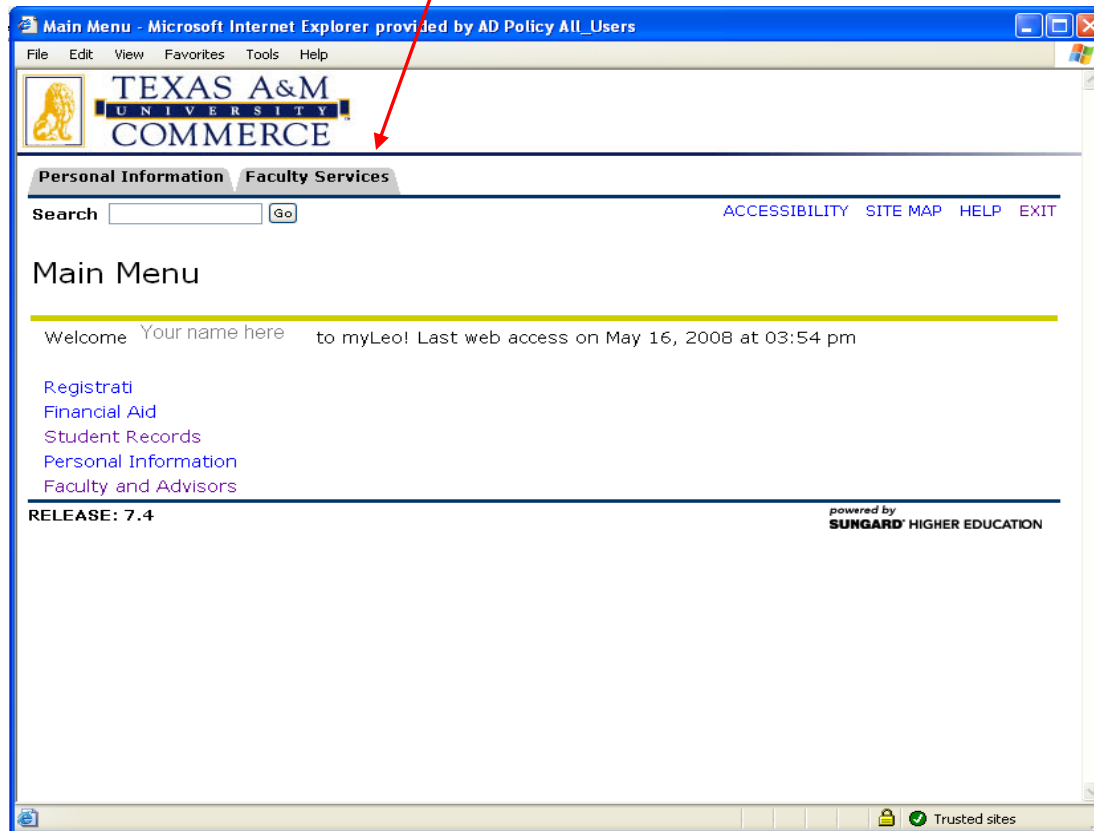

[myLeo](#) | [LeoPay](#) | [eCollege](#) | [Options](#) | [Logoff](#)

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	



Midterm & Final Grading

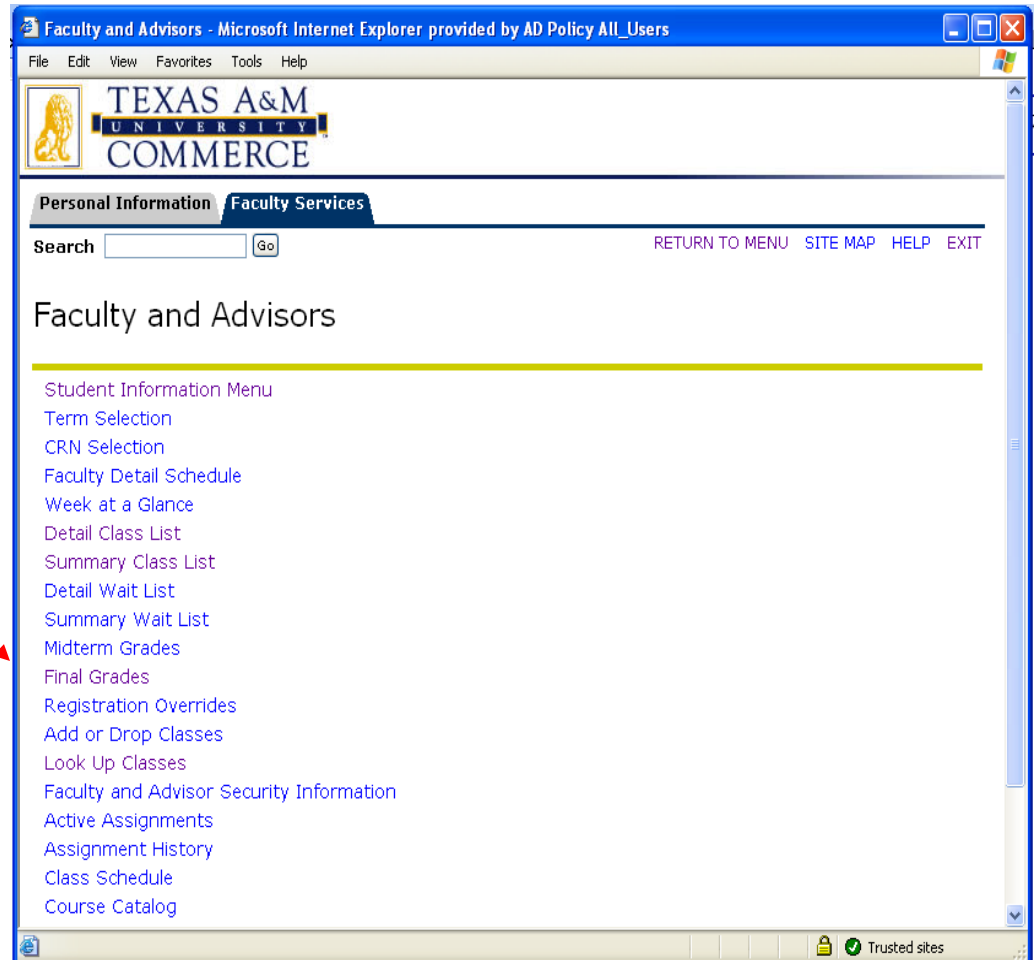
Step 2: Click on the Faculty Services tab





Midterm & Final Grading

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





Midterm & Final Grading

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

A screenshot of a web browser window titled "Select Term - Microsoft Internet Explorer provided by AD Policy All_Users". The browser shows the Texas A&M University Commerce website. The page has a header with the university logo and navigation links: "Personal Information" and "Faculty Services". Below the header is a search bar with a "Go" button and links for "RETURN TO MENU", "SITE MAP", "HELP", and "EXIT". The main content area is titled "Select Term" and includes a "Select a Term:" dropdown menu. The dropdown menu is open, showing a list of terms: "Fall 2008", "August Mini-term 2008", "Summer II 2008", "Summer I 2008", "May Mini-term 2008", "Spring 2008", "Winter Mini-term 2008", "Fall 2007", "August Mini-term 2007", "Summer II 2007", "Summer I 2007", "May Mini-term 2007", and "Spring 2007". A red arrow points from the text "Step 4. Use the pull down arrow to view terms. Highlight the term in which you want to enter grades." to the dropdown menu. Another red arrow points from the text "Step 5. Click on Submit" to a "Submit" button located below the dropdown menu. The page also displays the user's name "Judith K. Vergara" and the date "May 23, 2008 10:11 am". At the bottom, there is a "RELEASE: 6.1" label and a "powered by SUNGARD HIGHER EDUCATION" logo. The browser's status bar at the bottom shows "Done" and "Trusted sites".



Midterm & Final Grading

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 header with the university logo and name. Below the header, there are tabs for "Personal Information" and "Faculty Services". A search bar is present with a "Go" button. The main content area is titled "Select a CRN" and features a dropdown menu labeled "CRN:" with the selected option "Electronic Commerce - 21755". A "Submit" button is located below the dropdown. To the right of the "Select a CRN" section, the user's name "Judith K. Vergara" and the session "Spring 2008" are displayed, along with the date and time "May 23, 2008 10:35 am". At the bottom of the page, there is a "RELEASE: 7.3" notice, a link "[Enter CRN Directly]", and a logo for "powered by SUNGARD HIGHER EDUCATION". The browser's status bar at the bottom indicates "Trusted sites".

CRN Selection - Microsoft Internet Explorer provided by AD Policy All_Users

File Edit View Favorites Tools Help

TEXAS A&M UNIVERSITY COMMERCE

Personal Information Faculty Services

Search Go

RETURN TO MENU SITE MAP HELP EXIT

Select a CRN

Judith K. Vergara
Spring 2008
May 23, 2008 10:35 am

CRN:

Submit

[Enter CRN Directly]

RELEASE: 7.3

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Trusted sites



You will now be presented with your grading roster.

Step 8. If a “W” 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. Students who have dropped the class will be assigned a “Q” grade, and Instructors do not need to make any changes. The “Q” grade will count toward undergrad students 6 drop rule.

19	STUDENT'S NAME	STUDENT'S ID #	3.000	Drop with grade Mar 12, 2008	Q ▼ N			25
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The “X” Grade

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!

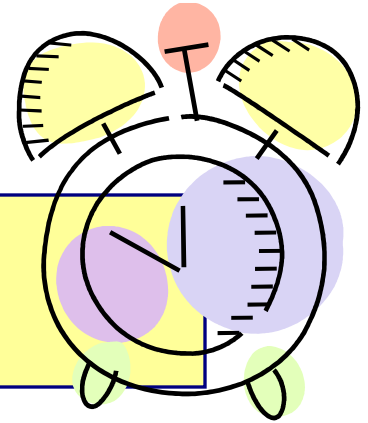
Record Sets: 1 - 25 26 - 31

Submit Reset



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

SUBMIT GRADES ON TIME!!



Step 12. If grades are not submitted during the open grading period, instructors must complete a Petition for Grade Changes form 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 Registrar's Office for processing.



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