



FINAL GRADING PROCEDURES



Access Grade Worksheet

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

myLeo

LeoPay | eCollege | Options | Logoff

Welcome [redacted]

- To keep your personal information secure, [update your password.](#)

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](#)

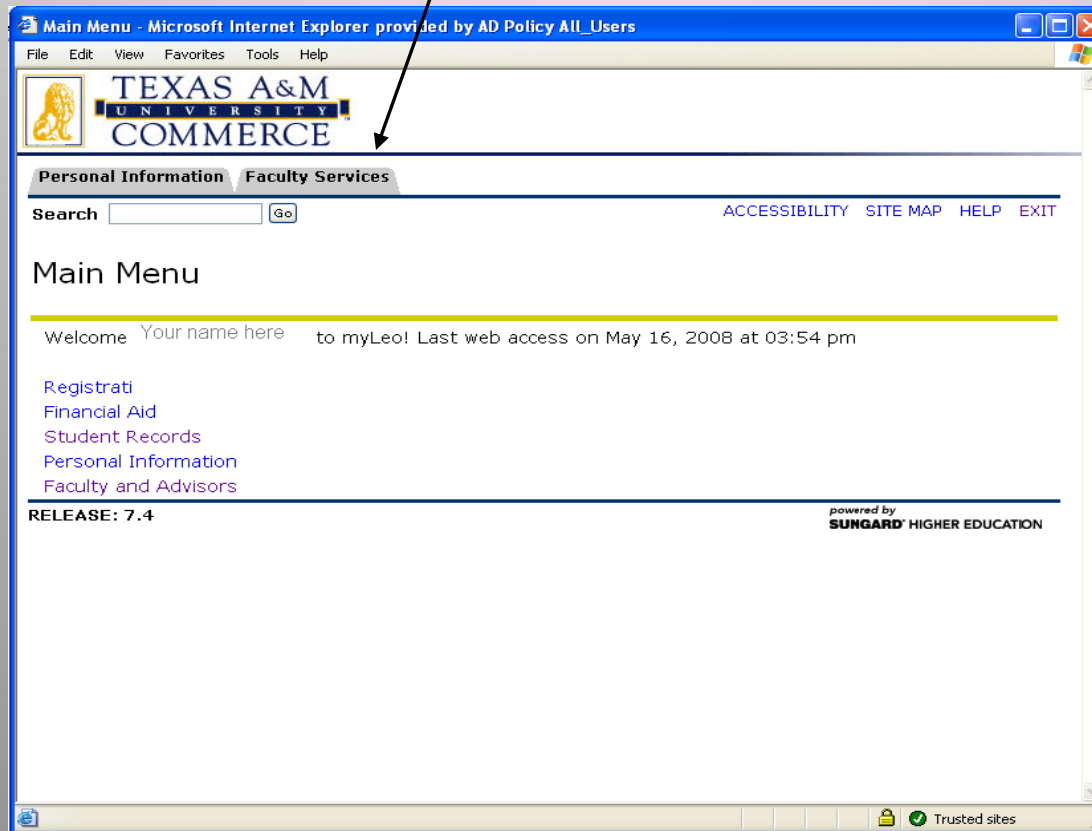
A&M-Commerce Events

[1 Day](#) | [7 Days](#) | [30 days](#) | [180 days](#)



Final Grading

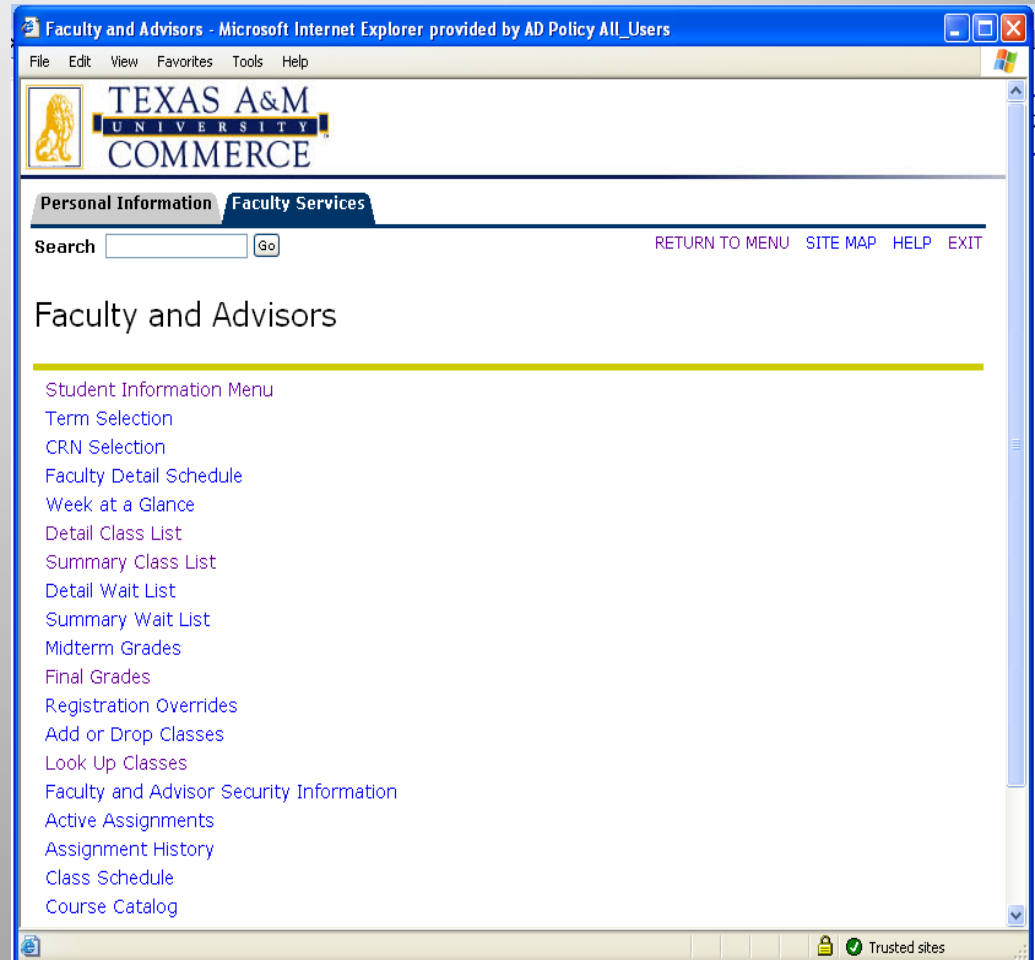
Step 2: Click on the Faculty Services tab





Final Grading

**Step 3: Click on
Final Grades
link**





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

The screenshot shows a web browser window titled "Select Term - Microsoft Internet Explorer provided by AD Policy All_Users". The page header includes the Texas A&M University Commerce 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 features 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". The "Fall 2008" option is highlighted. Below the dropdown menu is a "Submit" button. The page also displays "RELEASE: 6.1" and "powered by SUNGARD HIGHER EDUCATION". The status bar at the bottom shows "Done" and "Trusted sites".



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 two tabs: "Personal Information" and "Faculty Services", with "Faculty Services" being the active tab. Under "Faculty Services", there is a "Search" field with a "Go" button. To the right of the search field are links for "RETURN TO MENU", "SITE MAP", "HELP", and "EXIT". The main content area is titled "Select a CRN" and features a yellow horizontal bar. Below this bar, there is a "CRN:" label followed by a dropdown menu showing "Electronic Commerce - 21755". A "Submit" button is located below the dropdown. In the top right corner of the main content area, there is a black redaction box, and below it, the text "Spring 2008" and "May 23, 2008 10:35 am". At the bottom of the page, there is a "RELEASE: 7.3" label, a link "[Enter CRN Directly]", and a logo for "powered by SUNGARD HIGHER EDUCATION". The browser's status bar at the bottom shows a "Trusted sites" icon.



You will now be presented with your grading roster.

Step 8. Drops and withdrawals are reflected with a “W” or “Q” grade. You will not be able to override a “W” or “Q” grade.

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

*****Note that this screen times out, so if you do not complete the grades in a timely manner, the grading may time out and not save. Contact our office if you feel this may have occurred.***



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



The “X” or “I” Grade

Step 9. 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 in the student’s GPA. Grades of “X” earned during the spring or summer must be completed in one academic year. 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 respective 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 10. 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 11. 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 Office for signatures, and then is submitted to the Registrar's Office for processing.



Contact Information:

Office of the Registrar

903-886-5070

Paige Bussell – Registrar

Paige.Bussell@tamuc.edu

903-468-3209

Molly Baur – Associate Registrar

Molly.Baur@tamuc.edu

903-886-5069

Andrea Potter – Enrollment Auditor

Andrea.Potter@tamuc.edu

903-886-5070