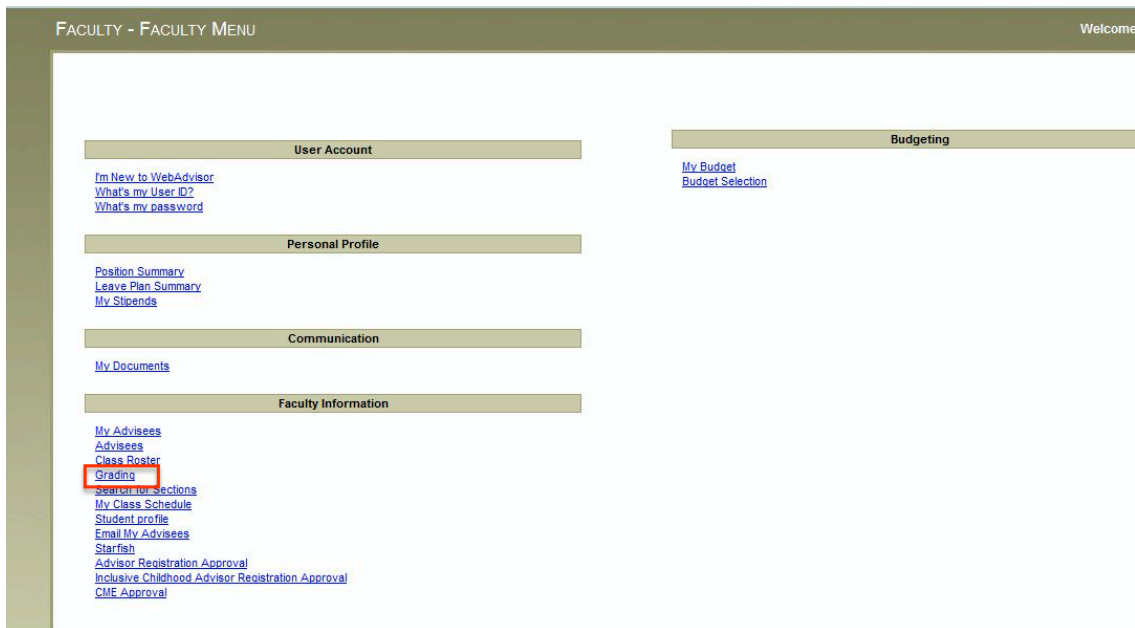
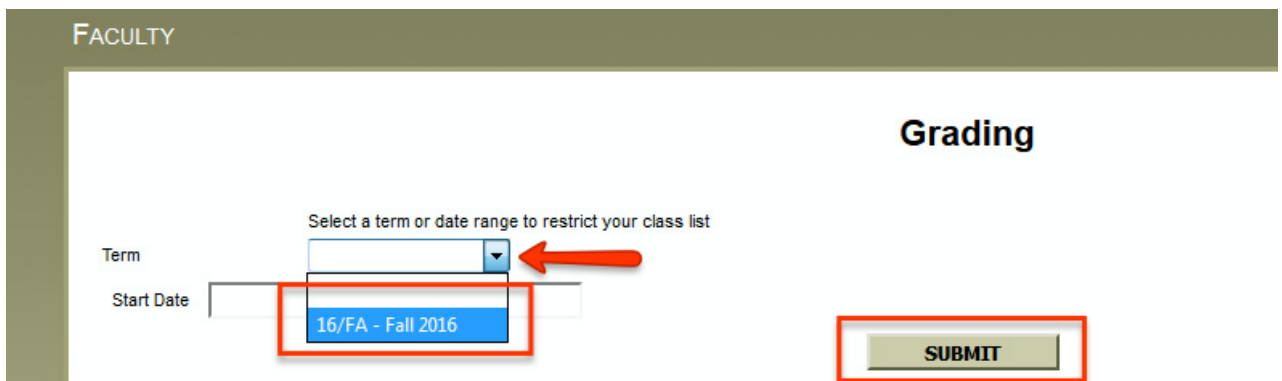


## Final Grading Directions

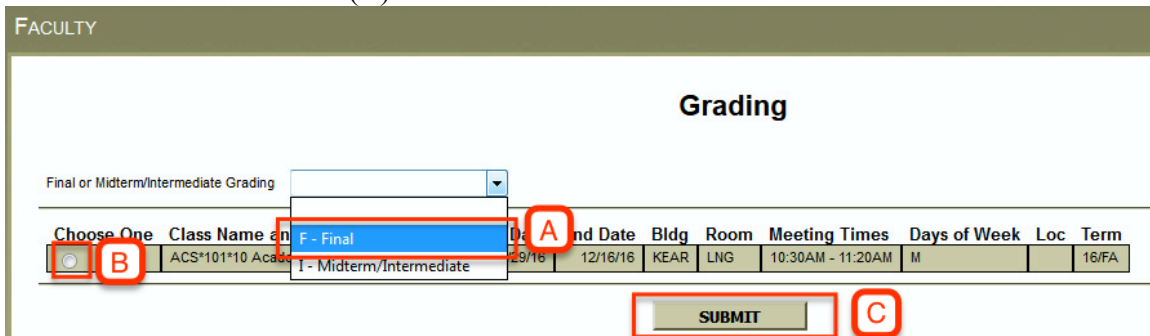
1. Log into [NazNet](#)
2. Click on “Grading.”



3. You should now be on the screen below – **Grading**.
4. Click the drop down menu for “Term” and select the current term.
5. Click on “Submit.”



6. You should now be on the screen below – **Grading**.
7. Click the drop down menu and select “F – Final” (A)
8. Select the roster you wish to enter grades for (B)
9. Click on “Submit” (C)



10. You should be on the screen below - **Final Grading** (shows all the students on your roster for the class you selected to grade in step #8)
11. Acceptable final grades should be entered in the “Final Grade” column (A).
12. Use the “Expire Date” column (B) **only** for students getting an I (Incomplete) grade. Expiration dates are published on the Academic Calendar. A signed petition must be submitted to the Registrar’s Office.
13. Use the “Last Date of Attendance” column (C) *if needed*.
  - a. **If the student stopped attending class**, fill in this column with the last date they attended
  - b. **If they are still attending class**, please leave this field blank.
14. Use the “Never Attended” column (D) *if needed*. Only check this box if the student has never attended the class.
15. Once the information is complete click “Submit.”

### Final Grading

Class Name ACS\*101\*10  
 Title Academic and College Success  
 Location  
 Term Fall 2016  
 Instructor  
 Mrs. Mackenzie N. Bramble

A
B
C\*
D

| Student | ID | Status | Grade | Expire Date | Last Date of Attendance | Never Attended                      | Midterm Grade | Class Level | Credits | CEUs | Cross-Listed Section |
|---------|----|--------|-------|-------------|-------------------------|-------------------------------------|---------------|-------------|---------|------|----------------------|
|         |    | N      | A     |             |                         | <input type="checkbox"/>            | A             | FF          | 1.00    |      |                      |
|         |    | N      | B     |             |                         | <input type="checkbox"/>            | A             | FF          | 1.00    |      |                      |
|         |    | N      | C     |             |                         | <input type="checkbox"/>            | A             | FF          | 1.00    |      |                      |
|         |    | N      | D     |             |                         | <input type="checkbox"/>            | A             | FF          | 1.00    |      |                      |
|         |    | N      | F     |             | 09/27/2016              | <input type="checkbox"/>            | A             | FF          | 1.00    |      |                      |
|         |    | N      | F     |             |                         | <input checked="" type="checkbox"/> | A             | FF          | 1.00    |      |                      |
|         |    | N      | I     | 01/20/2017  |                         | <input type="checkbox"/>            | A             | FF          | 1.00    |      |                      |
|         |    | N      | C     |             |                         | <input type="checkbox"/>            | A             | FF          | 1.00    |      |                      |
|         |    | N      | C     |             |                         | <input type="checkbox"/>            | A             | FF          | 1.00    |      |                      |
|         |    | N      |       |             |                         | <input type="checkbox"/>            | A             | FF          | 1.00    |      |                      |
|         |    | N      |       |             |                         | <input type="checkbox"/>            | A             | FF          | 1.00    |      |                      |
|         |    | N      |       |             |                         | <input type="checkbox"/>            | A             | FF          | 1.00    |      |                      |
|         |    | N      |       |             |                         | <input type="checkbox"/>            | A             | FF          | 1.00    |      |                      |
|         |    | N      |       |             |                         | <input type="checkbox"/>            | A             | FF          | 1.00    |      |                      |
|         |    | N      |       |             |                         | <input type="checkbox"/>            | A             | FF          | 1.00    |      |                      |
|         |    | N      |       |             |                         | <input type="checkbox"/>            | A             | FF          | 1.00    |      |                      |
|         |    | N      |       |             |                         | <input type="checkbox"/>            | A             | FF          | 1.00    |      |                      |
|         |    | N      |       |             |                         | <input type="checkbox"/>            | A             | FF          | 1.00    |      |                      |
|         |    | N      |       |             |                         | <input type="checkbox"/>            | A             | FF          | 1.00    |      |                      |
|         |    | N      |       |             |                         | <input type="checkbox"/>            | A             | FF          | 1.00    |      |                      |
|         |    | N      |       |             |                         | <input type="checkbox"/>            | A             | FF          | 1.00    |      |                      |

This column shows the student names and id numbers

Only enter “expire date” for students getting an I “incomplete” grade.

Expiration dates are published on the Academic Calendar. Grades not changed by the expiration date will convert to an ‘F’ grade.

A signed petition must be submitted to Registrar’s office.

**\*IMPORTANT:** Only enter last date of attendance if the student stopped attending class.

SUBMIT

16. Now you should be on the screen below – **Grading Confirmation Form**
17. Review your submitted information. If everything looks correct, click on “OK.”  
If you have errors, please click the back button in your Internet browser, change the incorrect grades, and then click on “Submit” again.

### Grading Confirmation Form

Class Name ACS\*101\*10

Title Academic and College Success

Location

Term Fall 2016

Instructor

Mrs. Mackenzie N. Bramble

\*\* Your changes have been saved. Modified records are shown below \*\*

| Student  | ID | Status | Final Grade | Expire Date | Last Date of Attendance | Never Attended | Midterm Grade | Class Level | Credits | CEUs | Cross-Listed Section |
|--|----|--------|-------------|-------------|-------------------------|----------------|---------------|-------------|---------|------|----------------------|
| These columns show your student names and id numbers | N  | A      |             |             |                         |                | A             | FF          | 1.00    |      |                      |
|  | N  | B      |             |             |                         |                | A             | FF          | 1.00    |      |                      |
|  | N  | C      |             |             |                         |                | A             | FF          | 1.00    |      |                      |
|  | N  | D      |             |             |                         |                | A             | FF          | 1.00    |      |                      |
|  | N  | F      |             |             | 09/27/16                |                | A             | FF          | 1.00    |      |                      |
|  | N  | F      |             |             |                         | Y              | A             | FF          | 1.00    |      |                      |
|  | N  | I      |             | 01/20/2017  |                         |                | A             | FF          | 1.00    |      |                      |
|  | N  | C      |             |             |                         |                | A             | FF          | 1.00    |      |                      |
|  | N  | C      |             |             |                         |                | A             | FF          | 1.00    |      |                      |
|  | N  | C      |             |             |                         |                | A             | FF          | 1.00    |      |                      |
|  | N  | C      |             |             |                         |                | A             | FF          | 1.00    |      |                      |
|  | N  | C      |             |             |                         |                | A             | FF          | 1.00    |      |                      |
|  | N  | C      |             |             |                         |                | A             | FF          | 1.00    |      |                      |
|  | N  | C      |             |             |                         |                | A             | FF          | 1.00    |      |                      |
|  | N  | C      |             |             |                         |                | A             | FF          | 1.00    |      |                      |
|  | N  | C      |             |             |                         |                | A             | FF          | 1.00    |      |                      |

OK

18. If you have additional rosters to grade, click “Faculty Menu” at the top and repeat steps #2-16

