







Final Grading in NazNet Self Service

1. Log into **NazNet Self Service** <https://mynaznet.naz.edu/> using your MyNaz username and password. Having account access issues? Contact IT Services at usl@naz.edu or 585-389-2111 for assistance.
2. Once logged in, click on the “Faculty” menu button.

Hello, Welcome to Colleague Self-Service!

Choose a category to get started.

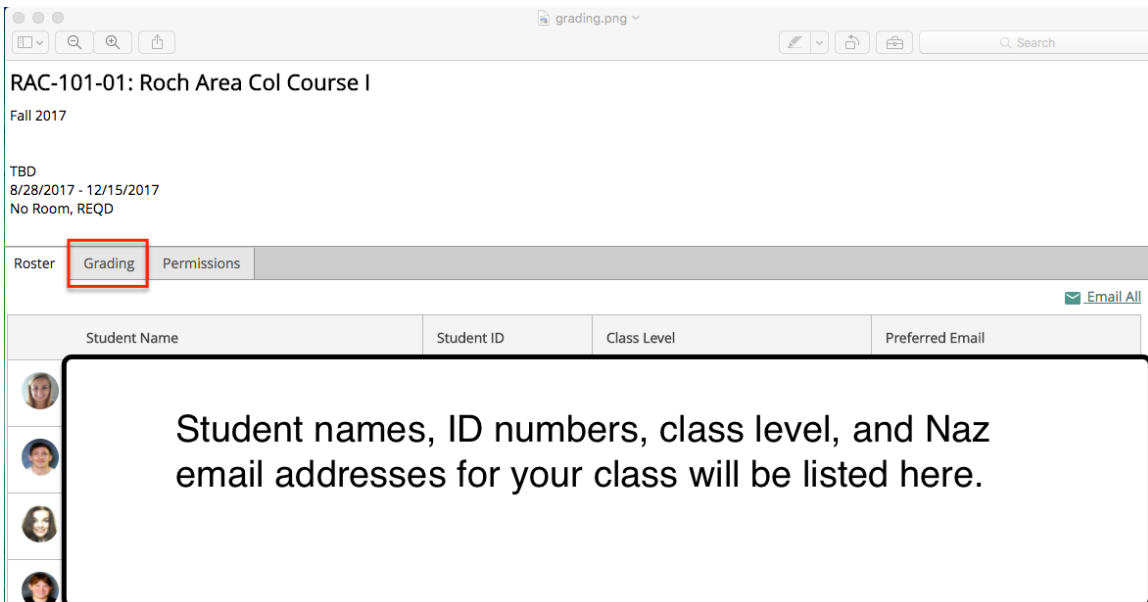
 Student Finance Here you can view your latest statement and make a payment online.	 Banking Information Here you can view and update your banking information.
 Employee Here you can view your tax form consents, banking information, and timecards.	 Course Catalog Here you can view and search in course catalog
 Advising Here you can access your advisees and provide guidance & feedback on their academic planning.	 Faculty Here you can view your active classes and submit grades and waivers for students.

3. Click on the course section you would like to grade.

Fall 2017

Section	Times	Locations
RAC-101-01: Roch Area Col Course I	TBD 8/28/2017 - 12/15/2017	No Room, REQD Standard

4. Next, click the grading tab above the class roster listing which appears.



The screenshot shows a web browser window with the URL 'grading.png'. The page title is 'RAC-101-01: Roch Area Col Course I'. Below the title, it displays 'Fall 2017', 'TBD', '8/28/2017 - 12/15/2017', and 'No Room, REQD'. There are three tabs: 'Roster', 'Grading', and 'Permissions'. The 'Grading' tab is selected and highlighted with a red box. Below the tabs is a table with columns: 'Student Name', 'Student ID', 'Class Level', and 'Preferred Email'. A search bar with 'Email All' is visible on the right. A large black-bordered box is overlaid on the table, containing the text: 'Student names, ID numbers, class level, and Naz email addresses for your class will be listed here.'

- Once on the grading tab, click “Final Grade” and use the drop down menu [C] for each student to select the appropriate final grade.
 - Traditional letter grades may be submitted (A, A-, B+, F etc.). For pass/fail courses use: S (satisfactory) or U (unsatisfactory).

Only if needed should you use the other remaining fields available:

- Assigning a Failing Grade (Grade of F or U) – additional info needed**
 - If the student never attended the class, check the **Never Attended** box [A];
- OR-
- If the student **DID attend class** (for at least a portion of the semester), enter the **Last Date of Attendance**. Completion of this field is required **ONLY** for failing grades.
- Expiration Date [D]. Only** for students getting an I (Incomplete) grade. Enter the appropriate expiration date published on the [Academic Calendar](#) using the format m/d/yyyy (must be resolved within six weeks of the end of the semester). “I” grades are assigned only after the professor and student have had a discussion before the grade for the course has been submitted and have reached a mutual agreement for completion of the course requirements. The instructor submits the “I” grade during the regular grading period.

Overview Final Grade Midterm 1 **A** **B** **C** **D**

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
		<input checked="" type="checkbox"/>		F	M/d/yyyy	Senior	6
		<input type="checkbox"/>	10/05/2017	F	M/d/yyyy	Junior	3
		<input type="checkbox"/>	M/d/yyyy	I	1/29/2018		
		<input type="checkbox"/>	M/d/yyyy	B	M/d/yyyy	Junior	3
		<input type="checkbox"/>	M/d/yyyy	A-	M/d/yyyy	Sophomore	3
		<input type="checkbox"/>	M/d/yyyy	C-	M/d/yyyy	Sophomore	3
		<input type="checkbox"/>	M/d/yyyy	A	M/d/yyyy	First Time Freshman	1

Student names and ID numbers will be listed in these columns.

Never attended checkbox for students that never attended.

Last date of attendance only for students that stopped attending class.

Expiration date used only for I (incomplete) grades. Signed petition required.

- Once all students have been given grades, you are finished. Note: there is no submit button. You can either click “Back to Courses” to select an additional course section to grade or log out.

Section Details

[← Back to Courses](#)

RAC-101-01: Roch Area Col Course I

Note: You may return to the final-grading tab to adjust the final grades for any student **until the grades have been “verified” by the Registrar’s Office** (grades are verified daily during

final's week). Check the [Academic Calendar](#) posted on the Registrar's website for specific dates. Once the final-grade is verified you will not have this ability in NazNet Self Service and will need to submit a change of grade form to adjust a student's grade.