







## 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](mailto: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.

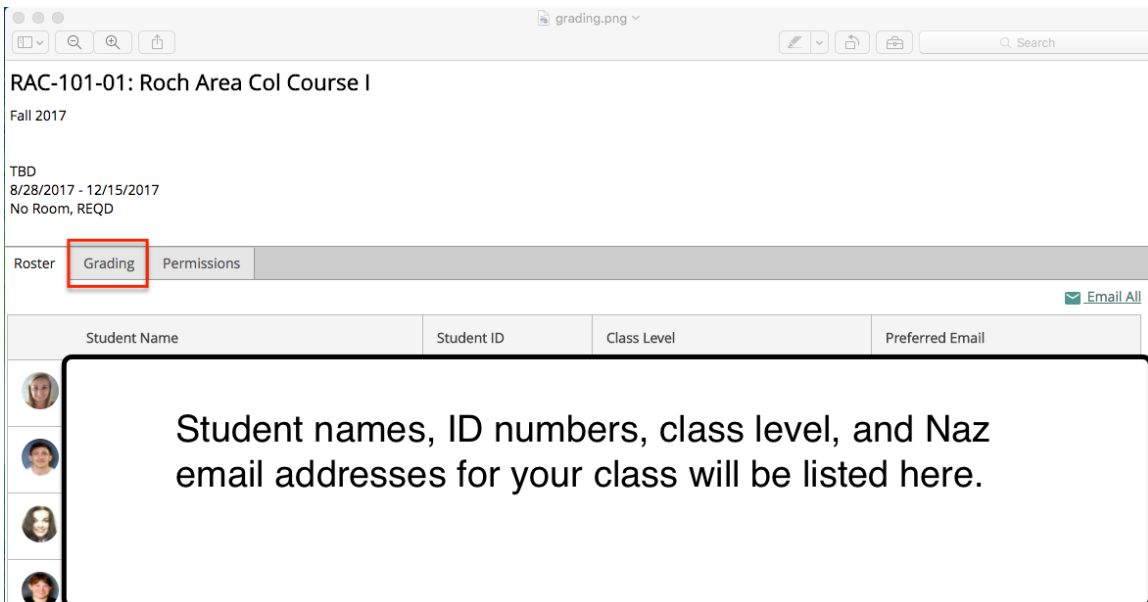
 <b>Student Finance</b> Here you can view your latest statement and make a payment online.	 <b>Banking Information</b> Here you can view and update your banking information.
 <b>Employee</b> Here you can view your tax form consents, banking information, and timecards.	 <b>Course Catalog</b> Here you can view and search in course catalog
 <b>Advising</b> Here you can access your advisees and provide guidance & feedback on their academic planning.	 <b>Faculty</b> 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
<b>RAC-101-01: Roch Area Col Course I</b>	TBD 8/28/2017 - 12/15/2017	No Room, REQD Standard

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







RAC-101-01: Roch Area Col Course I

Fall 2017

TBD  
8/28/2017 - 12/15/2017  
No Room, REQD

Roster **Grading** Permissions

Email All

Student Name	Student ID	Class Level	Preferred Email
			
			
			
			

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.[B]
- 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.

- 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.

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.