# Faculty Final Grade Submission

Faculty must enter final grades for all courses in Mavzone by the Monday after final exam week. Starting Tuesday at 8 AM, the grade link will be shut off. It will take a few days processing time before students will be able to see their grades in Mavzone. The link for grade submission will be turned on the Friday before the Final Exam week and will only show on current semester courses.

**In MAVzone Under My Account in the Faculty section**

**Choose the Submit Banner Grades link**



**Select Appropriate Term and Submit**



**Select the letter grade for each student , click out of the box, then do the next student (Note: use caution when scrolling)**



Grades should be based on the D2L grade roster used in the academic term.

If a "W" is preselected, it means the student withdrew and the grade should be kept as a "W". If "None" is preselected, please select from A, B, C, D, F, or I.

"I" Grades – Incomplete grades are temporary grades given to a student only in an emergency case and are intended to allow the student one semester to complete coursework beyond the original course end date. A faculty member may choose to grant a shorter extension than the full semester.

**Please do not enter any information in the attendance dates or hours boxes. Go to the bottom of the screen and submit every 30 minutes. If there are more than 25 students, use the links at the bottom of the page to navigate through the student list.**

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## Press "Submit" at the bottom of the page.

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Scroll to the bottom and submit every 30 minutes.



## The course listing only shows 25 people at a time.
Press submit after each set of 25 students.
Once all changes are saved successfully, verify the grades one last time against the gradebook before moving to the next course

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After submitting, the page will refresh and show the following at the top of the screen:



Scroll down the list of students and verify the grades are correct. If there are more than 25 students, click the link at the bottom of the page to check all students.

If a grade is incorrect or needs to be changed, the faculty member may do so and resubmit until the grading cutoff date.

## Repeat for each course

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After submitting all of the grades for a class, close the tab and select the next course to enter grades.

Repeat the process above until all courses and grades have been entered.

## Questions and additional information

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It is vital that grades are posted by the deadline and your help is appreciated. Once grade processing has started, the system requires a change of grade form for each student. This adds significant processing time for the faculty member and other offices. Most important, our goal is to get the student record accurate for the term during the initial processing for financial aid, scholarships, athletic eligibility, academic honors and other factors. Please work with your Academic Department and the Registrar's Office if there are extraordinary, unexpected circumstances.

Once the grade submission link is inactive or turned off, an instructor may submit a Change of Grade Form for an individual student. This is submitted to the Registrar's Office and may take a few days for processing.

Contact the Registrar's Office at (970) 248-1555, option 4, with any questions.