

Faculty Final Grade Submission

In MAVzone
Under
My Account
in the
Faculty
section

Choose the
Submit Banner
Grades
link

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.

MAVzone

Teal, Holly
Registrar

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Personal

Advisees

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Faculty Courses - Fall 2020

CISB241-003-20714

Intro to Business Analysis -- Email CISB241-003-20714

SUBMIT BANNER GRADES D2L

Registration Override

Look Up Classes

Detail Class Roster

Class Roster with Pictures

Summary Class Roster

Summary Wait List Roster

Faculty Detail Schedule

Faculty Schedule by Date

Final Grades

Submitted Grade Summary

Select either option

Select
Appropriate
Term and Submit

SCT WWW Information System
Select Term

Select the Term for processing then press the Submit Term button.

Select a Term: Fall 2020

Submit

RELEASE: 8.7.1

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

| Record Number | Student Name | ID | Credits | Registration | Status | Grade | Roll | Last Attend | Attend Hours | Registration Number |
|---------------|------------------|-----------|---------|--------------------|--------|-------|------|-------------|--------------|---------------------|
| 1 | Arnold, Samantha | 700356811 | 3.000 | **Web Registered** | None | N | | | | 29 |
| 2 | Bonham, Steve | 700156842 | 3.000 | **Web Registered** | A | N | | | | 40 |
| 3 | Davis, Courtney | 700965713 | 3.000 | **Web Registered** | C | N | | | | 34 |
| 4 | Forray, Wesley | 700856325 | 3.000 | **Web Registered** | I | N | | | | 15 |

Leave these boxes blank.

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.

Faculty Final Grade Submission

Press "Submit" at the bottom of the page.

Scroll to the bottom and submit every 30 minutes.

17 [redacted] [redacted] 3.000 **Web Registered** A N [redacted] 13
Apr 06, 2020

Submit Reset

⚠ Please submit the grades often. There is a 60 minute time limit starting at [redacted] on [redacted] for this page.

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

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

SCT WWW Information System
Final Grade Worksheet

- Enter changes to final grades and attendance hours, then click Submit Grades.
- If the word "Confidential" appears next to a student's name, information is to be kept confidential.
- Click on a student's name to view the student's address(es) and phone(s).

Course Information
Introduction to Business Analysis - CISB 241 003
CRN: 20714
Students Registered: 17

⚠ Please submit the grades often. There is a 60 minute time limit starting at [redacted] on [redacted] for this page.

The changes you made were saved successfully.

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

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

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.