

INSTRUCTIONS FOR ENTERING YOUR GRADES VIA FACULTY SELF-SERVICE

What do you need to get started?

- Your MyUSI (formerly known as Campus Pipeline) Username (this is the portion of your campus e-mail address prior to the "@" sign)
- Your six-digit Password number. If you have misplaced your Password number you can see Deb Butler in the Computer Center or staff in the Human Resources Office (please bring along photo ID).
- Your final grades

It must be a valid grading timeframe in order to use Faculty Self-Service Grading.

How to process your final grades:

1. Go to <http://www.usieagles.org/>
2. enter your MyUSI Username in the "Username" field
3. enter your six digit PIN number in the "Password" field
4. click the Login button
5. click the "School Services" tab (near top of screen)
6. click the "Academic Services" link
7. click the "Administrative Services" link (text under heading)
8. click the "Faculty" link
9. click the "Grade Courses" link
10. select the term you want to grade from the drop down box, click the SUBMIT button
11. select the course from the drop down box, click the SUBMIT button

NOTE: at this point you may see a message such as "10 out of 50 students have been graded" this means that 10 students have dropped the course and have a tentative grade of 'W'.

13. Enter all grades in the "Final Grade" column (you advance to the next student by hitting the tab button which will move your cursor to the "Last Date of Attendance" column and hitting the tab button again you will advance to the next student). Once all grades have been entered, click the SUBMIT button at the bottom of the page. Please remember to enter a Last Date of Attendance for all students earning a non-passing grade - 'F', 'NP', or 'U'.

NOTE: For those students who have dropped since the 9th week, you will see a 'WX' in the "Grade Type" column and a 'W' in the "Final Grade on Record" column. If you want the student to receive the 'W' grade, do nothing. If you want the student to receive an 'F' grade, enter the 'F' in the "Final grade" column and enter a last date of attendance in the appropriate column.

NOTE: to give an "Incomplete" grade, simply enter 'IN' in the "Final grade" column. You are not required to submit Incomplete Grade forms at this time. Only when you are ready to change the "Incomplete" to a grade will you need to submit a form to the Registrar's Office.

14. verify all grades are accepted by looking at the messages (in far right "Message" column) to determine if all grades have been accepted. A message of "Final grade posted" means that grade has been accepted. If an invalid grade is entered you will see an error message. For example, if you entered a 'D-' grade you would see a message of "Inval grd D-: grd typ blank". This means you have entered an invalid grade and must re-submit by entering a grade in the "Final grade" column and then clicking "submit" (at the bottom of the screen).

15. select next set of students to grade (numbered ranges - e.g. 1-20, 21-40, 41-60 near top of the screen)

To grade another course:

Click on the button that says "select another course" (this appears near the top of the screen). Then follow steps 11-14 listed above.

When you are finished entering your grades, please remember to....

- Logout (you logout by clicking on the small padlock in the right corner of the screen)
- Close your browser by clicking on the X in the upper right corner.

Contact Sara Rhoades (464-1762 or skrhoades@usi.edu), Karen DuPont (464-1761 or kkdupont@usi.edu), Jennifer Briggs (465-1626 or jabriggs@usi.edu) or Tracy Sinn (465-1078 or tsinn@usi.edu) if you questions or problems.