How to Post Final Grades

This help aid walks you through submitting final grades, and how to verify they have been submitted correctly.

Log into your mystarkstate portal account and click on the Faculty/Advisors tab (reference figure 1).

Under the Grades and Early Alerts channel select Enter Final Grades (reference figure 2).

Select the Term from the drop down box beside Select a Term: and click the Submit button (reference figure 3). Note: Other terms are available; you must select the one you want.

Select the CRN of the class you want and click the Submit button (reference figure 4).

The Final Grades page will load with the class information and class roster. Under the Grade column, select a grade from the drop down menu for each student (reference figures 5 & 6).
Additional Information: If a student’s grade is displayed as a W, do not change the grade (reference figure 7). The W indicates the student has withdrawn from the course.

![Figure 7. Web Withdrawal W Y 01/29/9999 None Apr 13, 9999](image)

If the grade is an F or IN, you must enter the Last Attend Date (MM/DD/YYYY) in the format displayed in the correct column. A grade of NA should be used for students that have never attended class, or never logged into ANGEL.

**NOTE:** There is a 60 minute time limit for entering grades. **Click the submit button often** to assure the grades entered have been saved. If you did not save after 60 minutes, you will be automatically logged out of the page, and all changes not saved will be lost.

Once a grade for each student has been entered, click the **Submit** button at the bottom of the form. You may save intermittently while entering grades.

**Note:** When a student has received an F in a course, the following warning message will always be received: “**The student has not withdrawn from the class**”. This message is just a warning that the failed student has not withdrawn. This will not stop the submission of grades.

Each time the **Submit** button is clicked and a change has been made, the page will reload with a message verifying “**The changes you made have been saved successfully**” (reference figure 8). If you receive an error message, make any corrections and click the **Submit** button again.

![Figure 8. The changes you made were saved successfully.](image)

**NOTE:** There are a couple of warning messages that may appear when submitting grades. Warning messages may be ignored, but **error messages must be addressed**.

To grade additional courses, click **Back to Faculty/Advisors Tab** at the top left hand corner of the screen (reference figure 9) and repeat the above steps.

![Figure 9. Back to Faculty/Advisors Tab](image)

**Verifying Submission of Grades**

To verify your grades have been submitted correctly, click on the **Class List** icon under the **Faculty Dashboard** channel (reference figure 10). The final grades for each student should appear under the final category.
Additional Notes:

- Please inform Registration at registration@starkstate.edu of any discrepancies between your grade book and the Web roster.
- Past Incomplete grades (IN) need to be updated by submitting a Grade Change Form which are available in the Registrar’s Office.
- Once the date to submit final grades has past, and grades have been rolled to history, you will no longer be able to change grades thru Self-Service Banner.

This completes this help aid.