

## INSTRUCTIONS FOR FINAL GRADE SUBMISSION THROUGH SELF-SERVICE

Last Update: 4/27/09

### I. LOG INTO THE FACULTY/ STAFF PORTAL

- Go to [www.weber.edu](http://www.weber.edu)
- CLICK faculty & staff
- Enter your Wildcat Username in the designated field
- Enter your Wildcat Password in designated field
- CLICK the Login button

### II. GETTING INTO LYNX / BANNER

- CLICK the Faculty Tab
- CLICK Lynx-Self Service
  - if you do not have Lynx Self-Service complete the following steps:*
  - CLICK Content/Layout (Upper left corner)
  - CLICK Add Channel
  - CLICK Select All from the selection box
  - CLICK Go
  - CLICK Lynx Self-Service from the Select a Channel box
  - CLICK Add Channel
  - CLICK back to Faculty Tab (Upper left corner)
- CLICK Faculty & Advisors
  - ✓ If you do not have a Faculty & Advisors link, please contact your department to have the correct account requested and complete the *Confidentiality and Acceptable Use Agreement* which is filed with the Registrar's Office.

### III. SELECTING A COURSE FOR FINAL GRADE INPUT

- CLICK Input Final Grades
- SELECT a term
- CLICK Submit
- SELECT the CRN/Course for which you wish to enter Final Grades from the drop down menu
  - ✓ If there is not a drop-down menu, or if it is incomplete, this means that your department has not yet had you assigned as the primary instructor for this course. Please contact your department to have the course assigned to you as the primary instructor.
- CLICK Submit
  - A roll of the individuals in the class will be generated

### IV. INPUTTING THE FINAL GRADE

- SELECT the grade you wish to assign from the drop-down menu in the "Grade" column
  - ✓ If you enter an "E" or a "UW" for the student, Tab to the **Date Last Attended** field and input the last date of attendance (MM/DD/YYYY).
  - ✓ If you enter an "I" grade, Tab to the **Incomplete Date** field and input the date (MM/DD/YYYY) by which the student must complete the course. Upon completion of the course, a grade change form indicating the grade the student earned needs to be submitted to the Records Office (MC 1102). If a grade change form is not received by the date indicated the grade of "E" will automatically be assigned by the system.
  - ✓ Do not enter any information in the hours attended column. The Registration Office handles this item.
- CLICK Submit often to save your progress