

# INSTRUCTIONS FOR FINAL GRADE SUBMISSION THROUGH SELF-SERVICE

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## I. LOG INTO THE FACULTY STAFF PORTAL

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

## II. GETTING INTO LYNX / BANNER

- CLICK Lynx Self-Service in the purple bar
  - if you do not have Lynx Self-Service in the purple bar complete the following steps:*
  - CLICK Preferences
  - CLICK the Quick Links tab
  - SCROLL until you see the link and selection box for Lynx self service
  - CLICK the box corresponding to Lynx self service
  - SCROLL to the bottom of the form
  - CLICK the Submit button
- CLICK Faculty & Advisors
  - ✓ If you do not have a Faculty & Advisors link, please contact your department to have the correct account request 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).
  - ✓ Note: PLEASE DO NOT ENTER AN 'I' GRADE IN THIS FORM. The 'Incomplete Form' must be completed and turned into the Records Office (MC 1102) for the 'I' grade to be entered. Forms are available on the Registrar's website:  
<http://departments.weber.edu/registrar/>
  - ✓ Do not enter any information in the hours attended column. This has been handled through the registration office.
- CLICK Submit often to save your progress