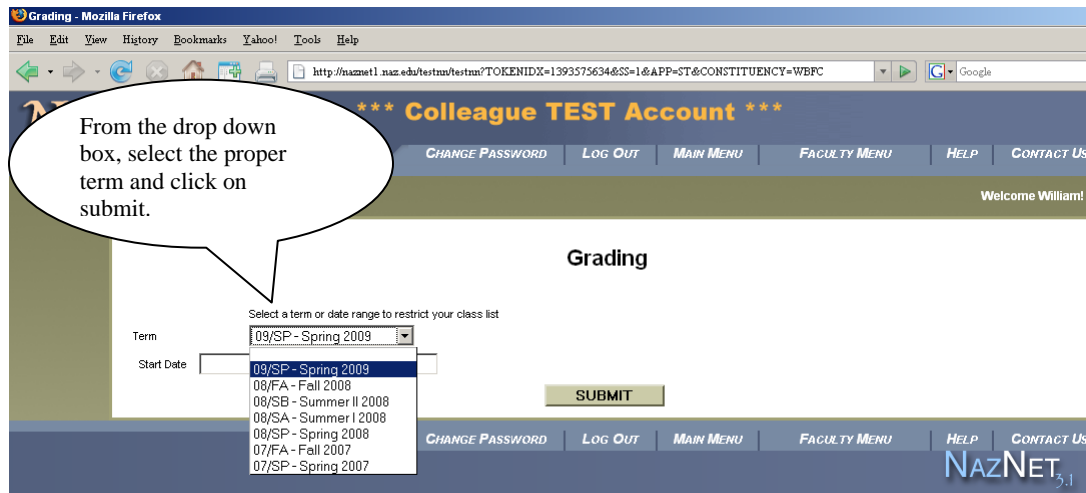
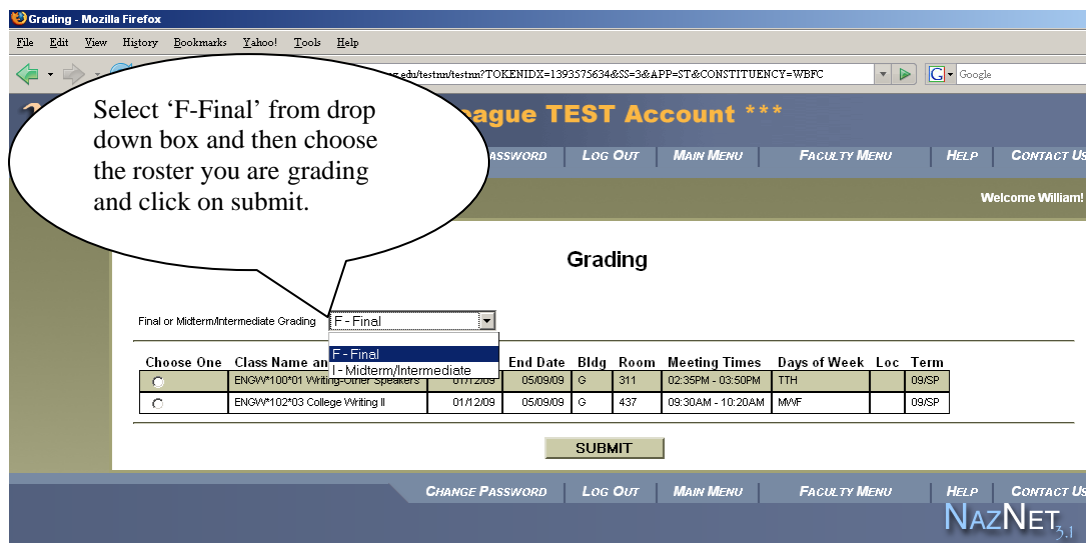


Final Grading on Naznet

1. Go to Naznet and login into your account
2. Click on the grading selection (which brings you into the screen below)
3. Open the drop down box for term and select the proper term and click on submit



4. The screen below is where you select the the type of grading you are submitting, which is 'final grades'
5. Open the drop down box and select F-Final
6. Next select the grade roster that you are ready to submit grades for
7. Click on submit to start entering grades



8. Now you are in the 'Final Grading' screen below.

9. There are some new columns/features that you need to be aware of
 - a. Grade column – this is where you enter a valid grade for each student
 - b. Expire Date column – this is for ‘Incomplete’ grades only. If you are assigning an incomplete grade for the student it will need the date when the incomplete is to be completed, for summer sessions, that due date is 9/14/09 (also a signed petition needs to be completed at the same time as grading).
 - c. Last Date of Attendance – if you have a student on the roster that you believe dropped the course, please enter the last date of attendance in this column
 - d. Never Attended – if you have a student on your roster that never attended, please check this column
10. Once you have entered grades, incomplete grades (if any), last date of attendance (if any) and never attended (if any), click on the submit button at the bottom of the screen

Final Grading

Class Name: ENGW102*03
 Title: College Writing II
 Location: Spring 2009
 Term: Spring 2009
 Instructor: William N. Ellison

Student	ID	Status	Grade	Expire Date	Last Date of Attendance	Never Attended	Midterm Grade	Class Level	Credits	CEUs	Cross-Listed Section
Abrams, Amanda T.		N				<input type="checkbox"/>		FF	3.00		
Austin, Maiah C.		N				<input type="checkbox"/>		FF	3.00		
Borges, Sarali M.		N				<input type="checkbox"/>		FF	3.00		
Buza, Brittany A.		N				<input type="checkbox"/>		FF	3.00		
Castiglione, Serena		N				<input type="checkbox"/>		FF	3.00		
Devery, Daniel M.		N				<input type="checkbox"/>		SO	3.00		
Fretto, Clara		N				<input type="checkbox"/>		FF	3.00		