

Web for Faculty Grade Submissions

If you have not activated your PIN number you must call Pat Tracey @ Local 5755 for help.

Log on to WEB FOR FACULTY

Enter your faculty ID No. 8000....OR 3000....

Enter your 6 digit PIN number (Alpha/numeric)

Click on to FACULTY SERVICES

Click on FINAL GRADES

Select the term: Summer 2008

Submit term

Select the CRN Number

Scroll down to the Grade sheet

Under Grade there is a drop down menu, Select the appropriate grade. If there are more than 25 students in your class, they will appear on the next page.

NOTE: Incomplete Grade Contract: A completed "I" Contract must be filled out and submitted to the Registrar's office **immediately**