

Instructions for Fordham.edu Online Grading

1. On fordham.edu, go to your **Faculty page**. Final grading is located in the **Faculty Services Dashboard**.



2. In the Faculty Services Dashboard, select **Enter Final Grades Here**.

- Instructions for Undergraduate Midterm Evaluations
- Instructions for Final Faculty Grading
- **Enter Final Grades Here**
- Class List
- Class List Report Instructions
- Class List Report - (Email extract)
- Explanation of Transcript & Grades
- Faculty Schedule
- Student Search
- Registration History
- Student Week At a Glance
- (105) Course Section Scan

To view if students are graduating seniors, instructions are provided at the end of this document.

3. A list of all your courses will appear. Click on “Not Started” (no grades entered) or “In Progress” (some grades entered, including “W”) for the particular course you want to grade. All the columns are sortable by clicking either the **^** or **v** arrows at the top of each column.

Faculty Grade Entry • Final Grades

Faculty Grade Entry

Final Grades

My Courses

Grading Status	Rolled	Subject	Course
In Progress	In Progress		
Completed	Completed		
Not Started	Not Started		
Completed	Completed		
Completed	Completed		
Not Started	Not Started		

- After clicking on the course, the grade roster will appear beneath your list of courses. Use the scroll bar to scroll down and view more students.

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Faculty Grade Entry • Final Grades

Faculty Grade Entry

Midterm Grades Final Grades Gradebook

My Courses

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
Not Started	Not Started	HIST - History	3656	E01	THE AMERICAN REVOLUTION	201820 - Spring 2018	33154
Not Started	Not Started	ZZRU - Administrative FCRH	ADV1	R18	FRESHMAN ADVISING	201810 - Fall 2017	14393
In Progress	In Progress	HIST - History	1100	E01	UNDERSTND HIST CHNGE: AMER HIST	201810 - Fall 2017	33121
Not Started	Not Started	ZZRU - Administrative FCRH	ADV2	R12	SOPHOMORE ADVISING	201810 - Fall 2017	17588
Completed	Completed	HIST - History	3833	PR1	SCREENING AMERICA'S PAST	201730 - Summer 2017	10010
Completed	Completed	ZZRU - Administrative FCRH	ADV1	R16	FRESHMAN ADVISING	201720 - Spring 2017	16737

Records found: 10

Enter Grades

Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date	Hours Attended
Alvarez, John C.	1010100001	B				
Alvarez, John C.	1010100002	B				
Alvarez, John C.	1010100003	B				
Alvarez, John C.	1010100004	B				
Alvarez, John C.	1010100005	B				
Alvarez, John C.	1010100006	B				
Alvarez, John C.	1010100007	B				
Alvarez, John C.	1010100008	B				

Use scroll bar to scroll down and view more students.

Activate Windows
Go to Settings to activate Windows.

You have the option to increase the number of students on the page by adjusting the “per page” number, or you can go to the next page. This option is located on the bottom right corner of the webpage.



5. On **Enter Grades**, click in the **Final Grade** column next to the student you are grading and select the appropriate grade. Only available grades will appear on the menu.

*a. Note: You may see some grades with additional symbols, such as A-^ or **C+. These grades should be treated as traditional grades, i.e. A- or C+.*

[Click here for a list of grade explanations.](#)

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Faculty Grade Entry • Final Grades

Faculty Grade Entry

Midterm Grades **Final Grades** Gradebook

My Courses

Grading Status	Noticed	Subject	Course	Section	Title	Term	LN
Not Started	Not Started	HIST - History	3656	E01	THE AMERICAN REVOLUTION	201820 - Spring 2018	33154
Not Started	Not Started	ZZRU - Administrative FCRH	ADM	R18	FRESHMAN ADVISING	201810 - Fall 2017	14393
In Progress	In Progress	HIST - History	1100	E01	UNDRSTND HIST CHNGE AMER HIST	201810 - Fall 2017	33121
Not Started	Not Started	ZZRU - Administrative FCRH	ADV2	R12	SOPHOMORE ADVISING	201810 - Fall 2017	17588
Completed	Completed	HIST - History	3833	PR1	SCREENING AMERICA'S PAST	201730 - Summer 2017	10010
Completed	Completed	ZZRU - Administrative FCRH	ADM	R16	FRESHMAN ADVISING	201720 - Spring 2017	16737
Completed	Completed	HIST - History	3745	E01	COLONIAL AMERICA 1492-1765	201720 - Spring 2017	30210

Enter Grades

Full Name ID Midterm Grade **Final Grade** Rolled Last Attend Date Hours Attended

Alfonso, Michael	1010000000		<div style="border: 1px solid black; padding: 2px;"> A A- B+ B B- C+ </div>			
Alfonso, Michael	1010000000					
Alfonso, Michael	1010000000					
Alfonso, Michael	1010000000					

6. After you have completed grading your course, click the “Save” button at the bottom of the page.
 - a. You do have the option of partially grading your course and saving. However, please remember to go back and complete your grading for the course.
 - b. You will see a “**Save Successful**” message after the grades have been saved. This will be your only confirmation that grades were saved.

Faculty Grade Entry • Final Grades

Save Successful

Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date	Hours Attended
David, Anthony	1010000017		S			
David, Anthony	1010000018		S			
David, Anthony	1010000019		S			
David, Anthony	1010000020		S			
David, Anthony	1010000021		S			
David, Anthony	1010000022		S			
David, Anthony	1010000023		S			
David, Anthony	1010000024		S			
David, Anthony	1010000025		S			
David, Anthony	1010000026		S			
David, Anthony	1010000027		S			
David, Anthony	1010000028		S			
David, Anthony	1010000029		S			
David, Anthony	1010000030		S			

Records Found: 12

Save Reset

After entering grades, click “Save”.

You will then receive a “Save Successful” message.

7. Ignore the column* marked “Hours Attended.”
8. **Undergraduate courses only:** If you are grading a student “WF” – a withdrawal failure because a student never officially withdrew from the course and simply stopped attending – you **must** enter the last date of attendance for that student in the corresponding “**Last Attend Date**” field.
 - a. Please ignore the column marked “Last Attend Date”* for all other courses/grades
9. **Checking to view if students are graduating seniors:** prior to going to the final grading, select **Class List – (Banner)** on the **Faculty Services Dashboard** and select the course you wish to view.

- Instructions for Final Faculty Grading
- Enter Final Grades Here
- **Class List - (Banner)**

On the class list, under the **Class** heading you will see which students are seniors. Clicking on the “Enter Grade” link will open the Final Grading page for the course.

It is suggested that you open the grading page in a new tab or window, so that you have both the class list and grading roster open at the same time.

Faculty & Advisors • Class List • Class List

Class List Export Print

Spring 2021 - 202120

Course Information

Duration: 01/19/2021 - 05/22/2021
Status: Open

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment	0	0	0
Wait List	0	0	0
Cross List	0	0	0

Class List Wait List

Summary View

Summary Class List

Search (Alt+Y)

	Student Name	ID	Registration Status	Level	Credit Hours	Midterm	Final	Class
<input type="checkbox"/>			**Registered**	Undergraduate	4	No Access	Enter Grade	Senior
<input type="checkbox"/>			**Web Registered**	Undergraduate	4	No Access	Enter Grade	Junior
<input type="checkbox"/>			**Web Registered**	Undergraduate	4	No Access	Enter Grade	Senior
<input type="checkbox"/>			**Web Registered**	Undergraduate	4	No Access	Enter Grade	Junior

Additional information regarding grading policies can be found below:

[Undergraduate Policies and Procedures](#)

[Undergraduate Deferred Examinations](#)

[Undergraduate Academic Progress, Probation, Suspension and Dismissal](#)

[Gabelli Graduate School of Business Policies and Procedures](#)

[Graduate School of Arts & Sciences Policies and Procedures](#)

[Graduate School of Education Policies and Procedures](#)

[Graduate School of Religion & Religious Education Policies and Procedures](#)

[Graduate School of Social Service Policies and Procedures](#)

[PCS Graduate Division Policies and Procedures](#)