

**In order to access the Self-Service System, ALL faculty members must establish an EnterpriseID.  
Please visit the URL for instructions: <http://www.oar.uiuc.edu/staff/records/banner.html>**

## **Step-by-Step Instructions Grade Entry**

1. Select or type the following link to the Self-Service System on your browser <http://apps.uillinois.edu>.
2. Select the link **Student & Faculty Self-Service**.
3. Select the link **University of Illinois at Urbana-Champaign (UIUC)**.
4. Use your Enterprise ID to login. You must be either a primary or secondary instructor assigned to a specific class (with a distinct Course Reference Number, or CRN) in order to access class rosters and enter final grades via the web.
5. Select **Faculty & Advisor Services**.
6. Select **Faculty Services**.
7. Select **Final Grade Entry**.
8. Select a specific term and a specific class section to begin grade entry.

Final grade rosters will only display for gradable sections. When submitting grades, be sure to select the Course Reference Number (CRN) for the gradable section. If you select a non-gradable CRN, an error message that "there is no final grade roster for that section" will display.

If you cannot access the gradable CRN, please contact your department.

9. Each student who is registered for that term in the specific class section is listed alphabetically with information about their University Identification Number (UIN), number of credit hours enrolled, and registration status.  
  
Note: Please review your roster carefully. Students who have late added courses after web grade entry has been enabled will display at the END of your class roster.
10. To assign a grade for individual students in each specified class section, use the drop down box that appears in the **Grade** column (a student will not receive credit for the course without a final grade assignment).
11. To save the grades you have entered, select the **Submit** button. It is recommended that you submit/save your grades often, it is not necessary to enter and submit grades all at once.
12. You will have the ability to edit and/or correct grades you have already submitted through the Self-Service system up until the OAR published grade deadline.
13. Repeat steps 8 through 12 to enter grades for each course you are teaching.

## GRADE ENTRY TIPS

### Student on Class List, but did not Attend Section/Course

- *Student is enrolled in wrong section*  
Instructors can assign an **ABS** grade to students absent from the final examination without an acceptable excuse. An **ABS** grade counts as a failure, not acceptable for degree credit. If a student is absent from a final examination, and it is clear that taking that examination could not have resulted in a passing grade for the course; a grade of **F** may be given instead of an **ABS** grade.  
If a student is enrolled in a course, but attending a different section of the course the student must contact his/her college office. The **ABS** grade will be removed from a student's record when the section change is processed.
- *Student is enrolled, but never attended course*  
Students not attending any section of the course are required to initiate Late Course Change forms to drop the course(s) indicated on the Class List. Student must contact his/her college office.

### Name is Missing from Class List, but Student Attended Section

If a student is missing from the Class List below are the possible scenarios:

- The student might be attending the wrong section.
- The student might not be officially enrolled in the section.

In both instances the student must contact his/her college office to add the missing section(s).

### Credit/No Credit

Students who have elected to take a course using the Credit/No Credit option will not appear differently than students taking a course for a Standard Letter grade to instructors during grade entry and instructors will submit letter grades. When grades are 'rolled' to academic history, grade substitution rules will award a **CR** grade to students who receive a **C-** or higher; or a **NC** grade to students who receive a **D+** or below.

### DFR (Deferred) Grades

Instructors should only submit **DFR** grades for thesis, research and special problems courses that extend over more than one semester. Generally these courses are taken by graduate students as preparation for thesis and by undergraduate students in satisfaction of the requirements for graduation with honors.

### Honors Credit Learning Agreement (HCLA)

Undergraduate students may elect to take a course not specifically designated as honors credit through an Honors Credit Learning Agreement. College office staff will change a student's Registration Status and Grade Mode during the semester to indicate that an HCLA has been initiated.

On the Final Grade Entry screen, the student's Registration Status should read, "Registered Honors."

- If the student has met the conditions of the HCLA, instructors should submit an Honors Grade of **A+H, AH, A-H, BH or B-H**.
- If the student has NOT fulfilled the HCLA, instructors should submit a Standard Letter Grade of **A+, A, A-, B+, B, B-, C+, C, C-**, etc. The student is not eligible to receive honors credit.

### Honors Section

There are sections specifically designated for honors credit. On the Final Grades Entry screen, the Registration Status will NOT read "Registered Honors." Instructors assign a Standard Letter Grade to students. (ie: **A+, A, A-, B+, B, B-, C+, C, C-**, etc)

**Note:** Substitution rules will automatically assign the honors grade to students who earn a grade of **B-** or higher. For example, when an instructor enters an **A** for a student who is registered in an honors-designated section, the student will receive an **AH** grade.

### Undergraduate "I" (Incomplete) Grades

Instructors cannot assign a grade of **I** for Incomplete to undergraduate students using the Self-Service System. According to university policy, undergraduate students must receive permission from their college to receive an incomplete grade. Students or instructors can contact the college office to obtain written permission for **I** grades.

### Missing Grades

If an instructor does not enter grades for a student before the grade entry deadline, the Office of Admissions and Records will post a grade of **NR** for Not Reported at the time grades are rolled to history.

All **NR** grades will be listed on reports that can be used to follow-up with instructors. These reports will be available to the colleges and departments. As grade changes are entered after grade roll, the **NR** grade will be replaced with the corrected grade as submitted by the instructor.

### Grade Changes after Grade Entry Deadlines

Following the Grade Entry Deadlines for each term, grades are 'rolled' to Academic History. Once grades have been rolled, grade changes must be processed through the Office of Admissions and Records.

### Post-Grade Entry Processes

Many other processes are dependent on the grade roll process. Once grades are rolled, term and cumulative Grade Point Averages, Academic Standing (Drop, Good Standing or various Probation levels), and Dean's Lists are calculated and produced for administrative review. It is important to have grades entered prior to the grade entry deadline to avoid delays in these other processes that are dependent upon the grade roll.

Grades turned in late may affect a student's academic standing or ability to graduate.