

Grade Submission using Self Service

Log in to UWA Self Service (<http://selfservice.uwa.edu>).

Select **Faculty**.

 **Faculty**
Here you can view your active classes and submit grades and waivers for students.

Select the appropriate class.

Online Spring One 2018

Section

ED-405-61: Technology and Education

Select the **Grading** tab.

ED-405-61: Technology and Education

Online Spring One 2018

On-Line

Roster **Grading** Permissions

Select **Final Grade**.

ED-405-61: Technology and Education

Online Spring One 2018

On-Line

Roster Grading Permissions

Overview **Final Grade**

 Please enter missing final grade(s).

Choose the appropriate grade for each student from the **Final Grade** dropdown.

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade
Smith, James	9999903	<input type="checkbox"/>	<input type="text" value="M/yyyy"/>	Select grade
Swan, Jan	9999901	<input type="checkbox"/>	<input type="text" value="M/yyyy"/>	Select grade
Thomas, Fred	9999907	<input type="checkbox"/>	<input type="text" value="M/yyyy"/>	Select grade

Select grade

- A
- AU
- B
- C
- D
- F
- I
- IP
- N
- NC
- P
- X

Select grade

Grades of I, X, or IP

If the assigned grade is an “I” (Incomplete), “X” (Did Not Take Final Exam), or “IP” (In Progress), enter the date one year from the current date (ex. current date: 02/26/2018 – expiration date: 02/26/2019).

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
Smith, James	9999903	<input type="checkbox"/>	M/d/yyyy	Select grade	M/d/yyyy	Sophomore	3
Swan, Jan	9999901	<input type="checkbox"/>	M/d/yyyy	Select grade	M/d/yyyy	Junior	3
Thomas, Fred	9999907	<input type="checkbox"/>	M/d/yyyy	Select grade	M/d/yyyy	Junior	3

Never Attended Option

If the student never attended your class, check the box under **Never Attended** and assign a **Final Grade** of “F”.

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
Smith, James	9999903	<input type="checkbox"/>	M/d/yyyy	Select grade	M/d/yyyy	Sophomore	3
Swan, Jan	9999901	<input type="checkbox"/>	M/d/yyyy	Select grade	M/d/yyyy	Junior	3
Thomas, Fred	9999907	<input type="checkbox"/>	M/d/yyyy	Select grade	M/d/yyyy	Junior	3

Last Date of Attendance Option

If the student stopped attending your class, enter the appropriate date under **Last Date of Attendance** and assign an appropriate **Final Grade**.

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
Smith, James	9999903	<input type="checkbox"/>	M/d/yyyy	Select grade	M/d/yyyy	Sophomore	3
Swan, Jan	9999901	<input type="checkbox"/>	M/d/yyyy	Select grade	M/d/yyyy	Junior	3
Thomas, Fred	9999907	<input type="checkbox"/>	M/d/yyyy	Select grade	M/d/yyyy	Junior	3