
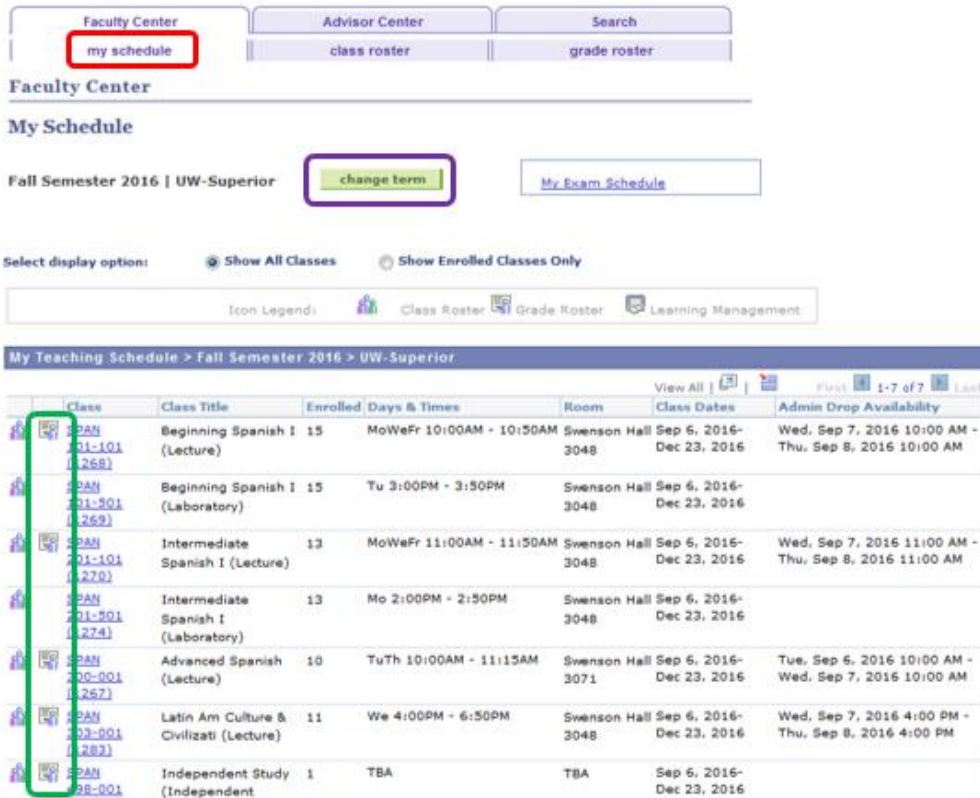


Assigning Final Grades on Faculty Center (E-Hive)

1. **Login into the E-Hive.** If you don't know your User Name or password, contact the technology help desk (SWEN 1061) at 715-394-8300 or 800-806-2890
2. From **Main Menu**, click **Self Service** » click **Faculty Center**.
3. Choose the **My Schedule** menu option to grade the desired class.
4. **Change the term** to the correct grading term if necessary.
NOTE: The system remembers the last term you've viewed.
 Your personalized *Faculty Center* page will appear, along with your teaching schedule for the current semester. To display all rows for larger rosters, select the View All link lower left of roster. If a class is missing, contact your department's academic associate to make sure that you have been added as faculty for the respective class
5. Click on the **Grade Roster**  icon to the left of the class you wish to work with.
HINT: The class link simply takes you to a detailed description of the class.
 Below is an image showing the previous steps:



Faculty Center | Advisor Center | Search

my schedule | class roster | grade roster

Faculty Center

My Schedule

Fall Semester 2016 | UW-Superior | change term | My Exam Schedule

Select display option: Show All Classes Show Enrolled Classes Only

Icon Legend: Class Roster Grade Roster Learning Management

My Teaching Schedule > Fall Semester 2016 > UW-Superior

Class	Class Title	Enrolled	Days & Times	Room	Class Dates	Admin Drop Availability
SPAN 201-101 (268)	Beginning Spanish I (Lecture)	15	MoWeFr 10:00AM - 10:50AM	Swenson Hall 3048	Sep 6, 2016 - Dec 23, 2016	Wed, Sep 7, 2016 10:00 AM - Thu, Sep 8, 2016 10:00 AM
SPAN 201-201 (269)	Beginning Spanish I (Laboratory)	15	Tu 3:00PM - 3:50PM	Swenson Hall 3048	Sep 6, 2016 - Dec 23, 2016	
SPAN 201-101 (270)	Intermediate Spanish I (Lecture)	13	MoWeFr 11:00AM - 11:50AM	Swenson Hall 3048	Sep 6, 2016 - Dec 23, 2016	Wed, Sep 7, 2016 11:00 AM - Thu, Sep 8, 2016 11:00 AM
SPAN 201-201 (274)	Intermediate Spanish I (Laboratory)	13	Mo 2:00PM - 2:50PM	Swenson Hall 3048	Sep 6, 2016 - Dec 23, 2016	
SPAN 200-001 (267)	Advanced Spanish (Lecture)	10	TuTh 10:00AM - 11:15AM	Swenson Hall 3071	Sep 6, 2016 - Dec 23, 2016	Tue, Sep 6, 2016 10:00 AM - Wed, Sep 7, 2016 10:00 AM
SPAN 202-001 (283)	Latin Am Culture & Civilization (Lecture)	11	We 4:00PM - 6:50PM	Swenson Hall 3048	Sep 6, 2016 - Dec 23, 2016	Wed, Sep 7, 2016 4:00 PM - Thu, Sep 8, 2016 4:00 PM
SPAN 208-001	Independent Study (Independent)	1	TBA	TBA	Sep 6, 2016 - Dec 23, 2016	

6. At the end of the semester the **Final Grade** roster type will default.
7. To assign a grade to a student, click on their **Roster Grade pull-down menu**. The appropriate grading basis appears in the dropdown list. Enter a grade for each student on the roster.

Display Options:

*Grade Roster Type Final Grade

Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status Not Reviewed save

Student Grade		Transcript Note					
	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>	1		▼		GRD	Undergraduate - Chemistry/Biology	Senior
<input type="checkbox"/>	2		▼		GRD	Undergraduate - Music Major (BA)/Psychology	Senior

IMPORTANT GRADING NOTES:

- a. **Incomplete (I) and In-Progress (IP) grades.** Only courses approved via policy AP1107 (as listed under the policies link on the Registrar's site) can be assigned IP grades. I grades automatically lapse to F grades, if a Change of Grade form is not submitted to the Registrar's office prior to the last day of final exams for the following fall or spring semester.
- b. **XF Grade Assigned** for students who stop attending. Instructors must submit a grade of XF with the last date of attendance. If the student never attended, enter the first day of the term.
 - To enter a date, click the Transcript Note tab, then to right of the student's name click the Note link. On the Note, enter the date of last attendance (for example, enter "9/6/2016").

Student Grade		Transcript Note					
	ID	Name	Roster Grade	Official Grade			
<input type="checkbox"/>	1		▼		Note		
<input type="checkbox"/>	2		▼		Note		
<input type="checkbox"/>	3	2326139	Dahl, Graham Stuart	▼	Note		

8. If you are not able to grade the entire class, keep the Approval Status set to **Not Reviewed** and click **Save** SAVE and return later to finish grading.
9. Student grades will not be posted until Approved. After you have graded all students, from the *Approval Status* pull-down menu, select **Final Grades**. Click **Save**. When all students have been graded properly, a pop-up box will appear indicating grades were submitted with success. If an error occurs, a failure message will be displayed.

▼ **SPAN 101 - 101 (1268)** change class

Beginning Spanish I (Lecture)

Days and Times	Room	Instructor	Dates
MoWeFr 10:00AM-10:50AM	Swanson Hall 3048	Pucheu, Jeanette M	09/06/2016 - 12/23/2016


Display Options:

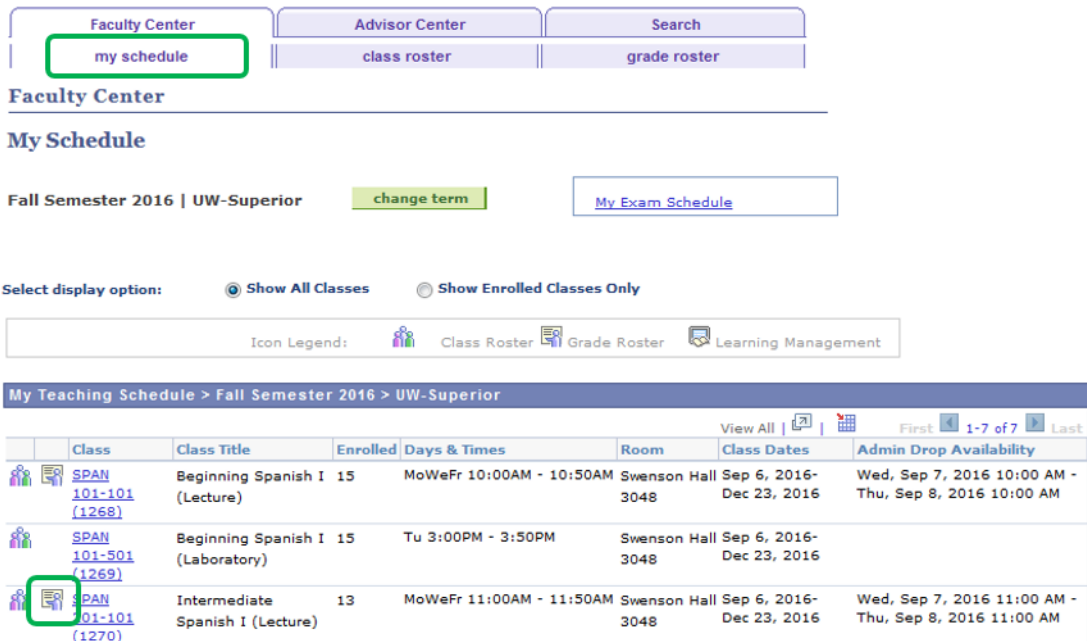
*Grade Roster Type Final Grade

Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status Final Grades save

10. To enter grades on your next roster select the **My Schedule** tab and select the **Grade Roster**  icon for your next course.



Faculty Center




my schedule class roster grade roster

Faculty Center




My Schedule

Fall Semester 2016 | UW-Superior change term My Exam Schedule

Select display option: Show All Classes Show Enrolled Classes Only

Icon Legend:  Class Roster  Grade Roster  Learning Management

My Teaching Schedule > Fall Semester 2016 > UW-Superior

Class	Class Title	Enrolled	Days & Times	Room	Class Dates	Admin Drop Availability
 SPAN 101-101 (1268)	Beginning Spanish I (Lecture)	15	MoWeFr 10:00AM - 10:50AM	Swenson Hall 3048	Sep 6, 2016- Dec 23, 2016	Wed, Sep 7, 2016 10:00 AM - Thu, Sep 8, 2016 10:00 AM
 SPAN 101-501 (1269)	Beginning Spanish I (Laboratory)	15	Tu 3:00PM - 3:50PM	Swenson Hall 3048	Sep 6, 2016- Dec 23, 2016	
 SPAN 101-101 (1270)	Intermediate Spanish I (Lecture)	13	MoWeFr 11:00AM - 11:50AM	Swenson Hall 3048	Sep 6, 2016- Dec 23, 2016	Wed, Sep 7, 2016 11:00 AM - Thu, Sep 8, 2016 11:00 AM


11. Once you set your grades to **Final Grades** status, an hourly or nightly process will post the grades to student transcripts. Throughout the grading process, grade rosters may appear on the *My Schedule* menu with the following statuses:

NOTES:

- When grades are in **Final Grades** status they cannot be changed. You must move the status back into **Not Reviewed** to make any changes. See the **Changing Grades** section below.
- Students will not see their grades until the Registrar's Office posts them to the student record. During the final grading period of a term, grades will post automatically four times daily (6:00 a.m., 12:00 noon, 6:00 p.m., and 12:00 midnight). All other times during a term, Summer or J-Term, grades are posted periodically.

Changing Grades on E-Hive Before Grades are Posted

If after setting the *Approval Status* to **Final Grades** you realize a student has an incorrect grade, it can be changed. If the Registrar's Office has not yet posted the grades:

- Select the Grade Roster  icon for the course you want to change a grade for a student.
- From the *Approval Status* pull-down menu, change the status back to **Not Reviewed**. You can make changes to student grades. *If you can't change the status the grade roster has been posted. At this point you must complete a Change of Grade form with the Registrar's Office.*
- When finished, from the *Approval Status* pull-down menu, select **Final Grades**.
- Click **Save**.