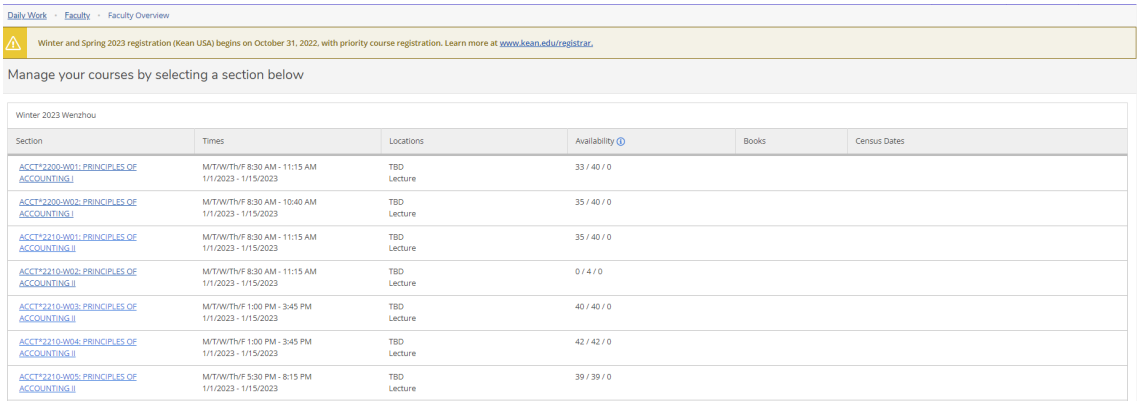
Final Grade Processing in Self-Service

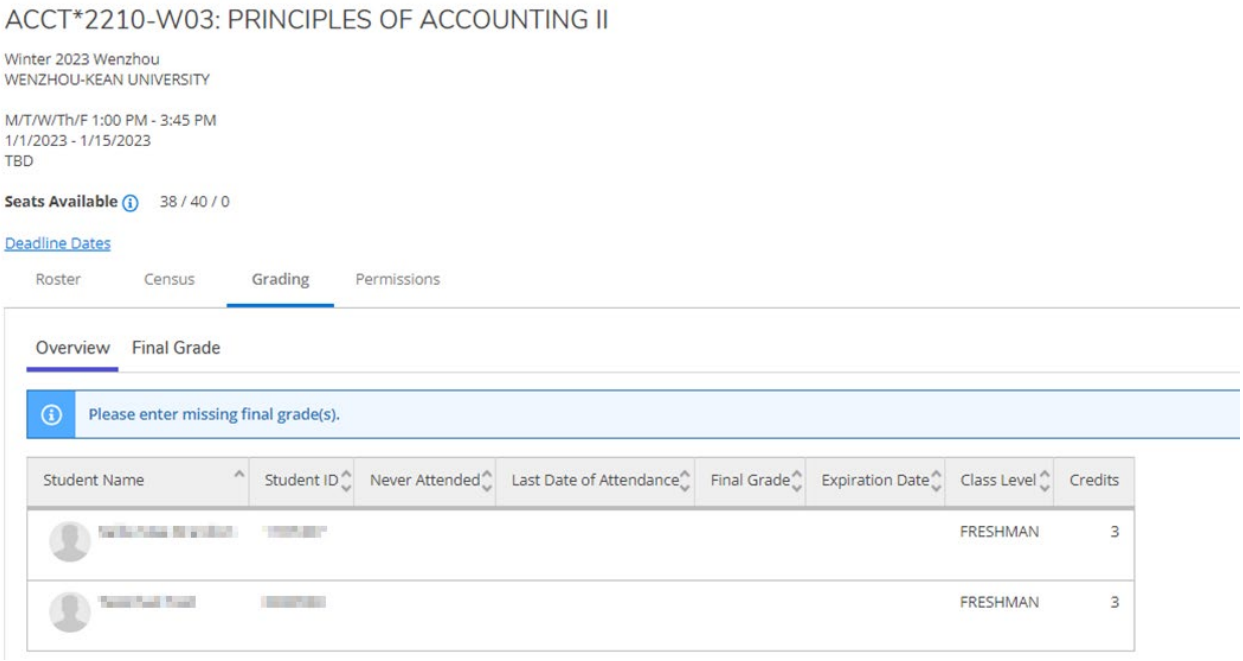
1. Using the below link, log in to Faculty-KeanWISE Self-Service.

   https://kean-ss.colleague.elluciancloud.com/Student/Student/Faculty

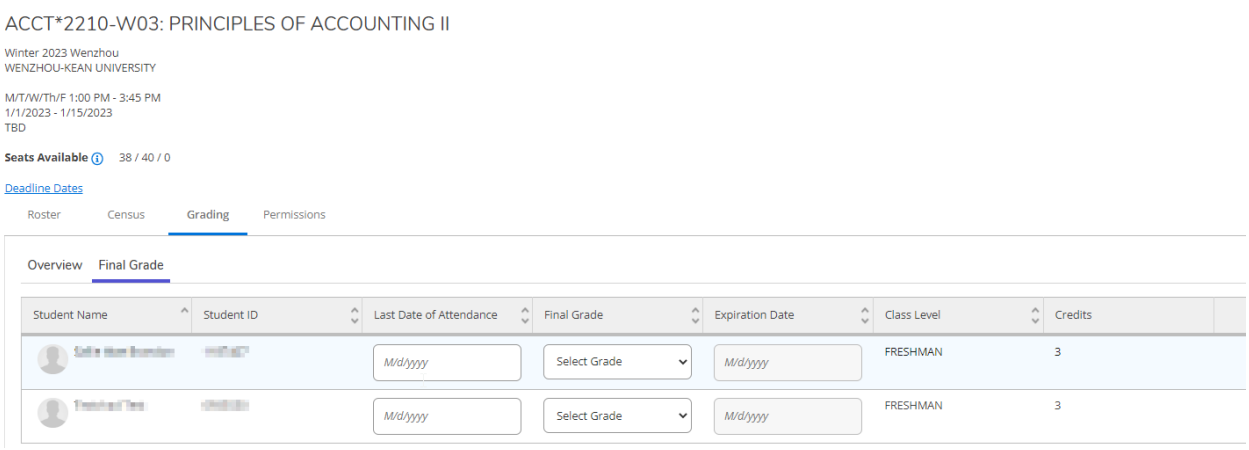
2. From the list of assigned course sections, select the one that you want to grade.



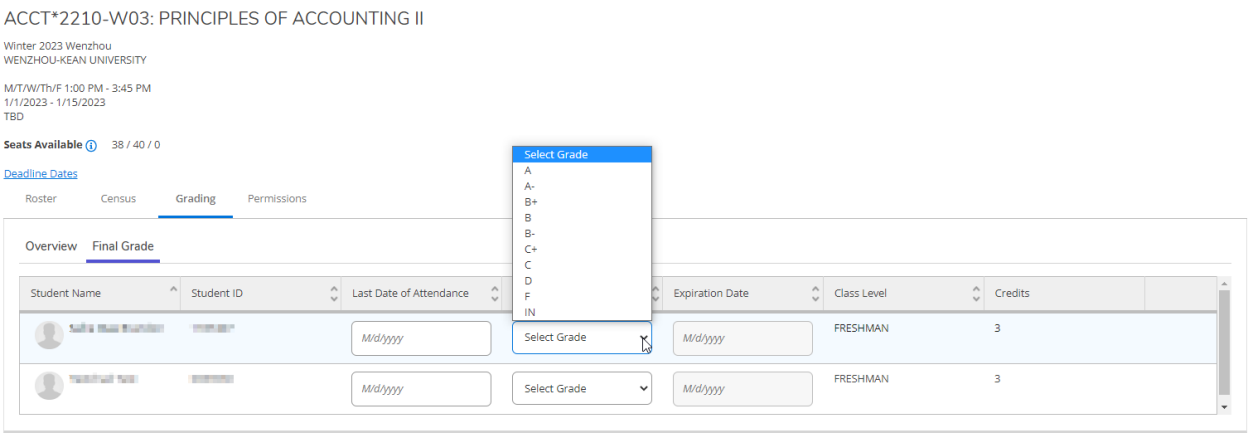
3. Select the “Grading” tab.



4. Select the “Final Grade” tab to enter final grades (Note: this tab will not be enabled until final grading has is open).

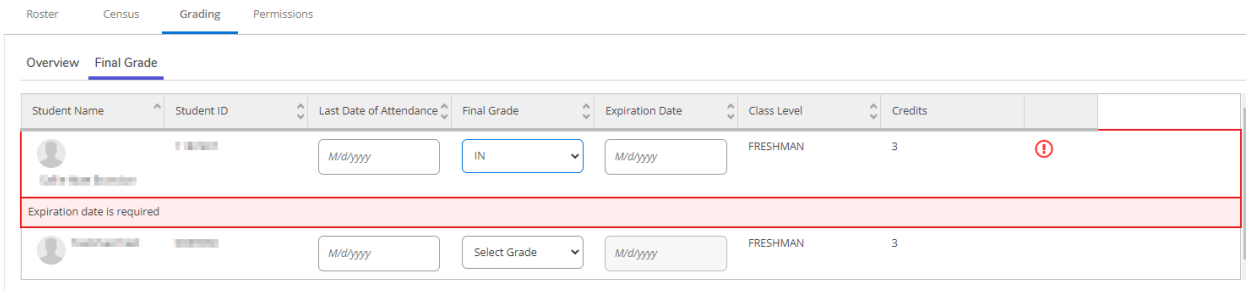


5. In the “Final Grade” column, click on “Select Grade” this will open a drop-down menu where you can select the appropriate grade for each student.

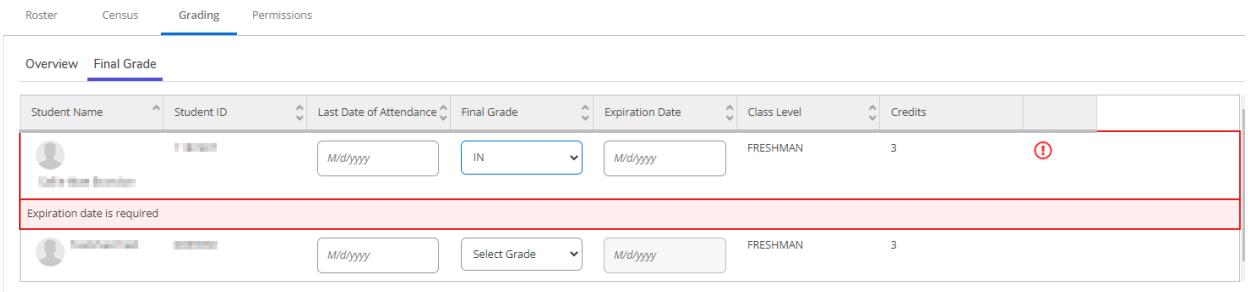


NOTE:

- Incomplete grades will require an expiration date in the expiration date column.

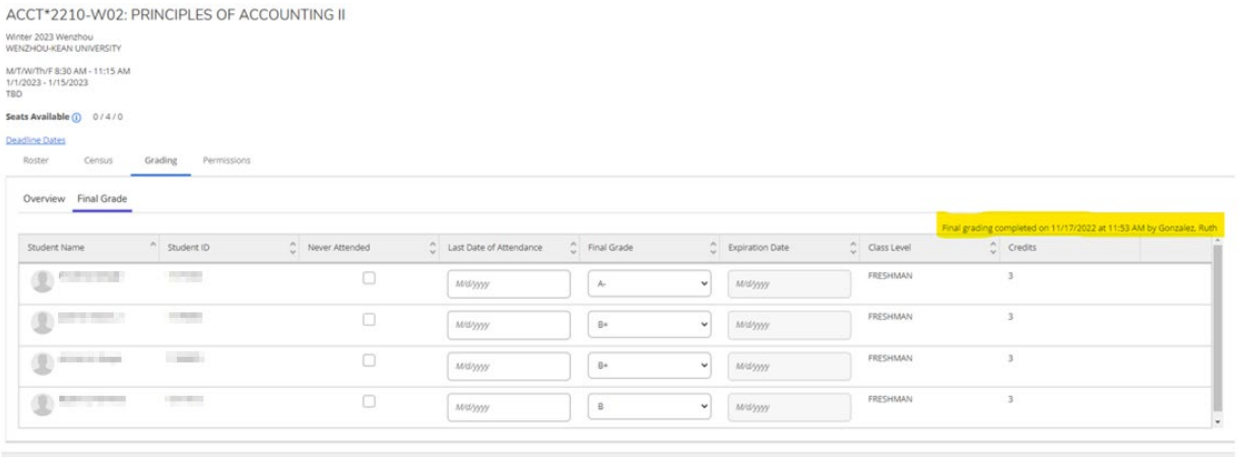


- A grade of “F” will require a Last Date of Attendance in the “Last Date of Attendance” column.



The system will automatically save the grades that you have entered, there is no submit button.

6. Once all grades have been entered, a confirmation message will appear on the right side of the screen with the date, time, and your name. (As shown in the highlighted section of the below screenshot).



7. Repeat steps to grade additional course sections.