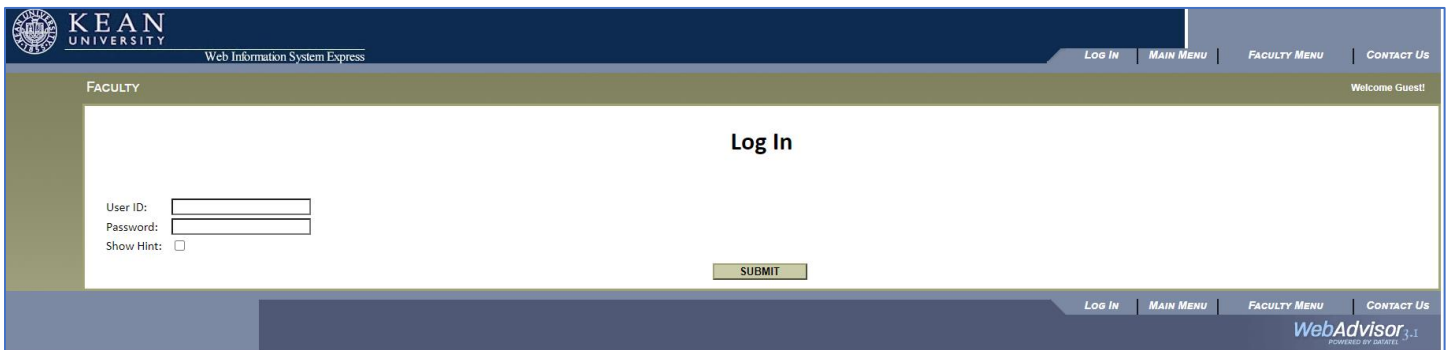


Final Grade Processing in Self-Service

1. Login to your KeanWISE account at <https://webreg.kean.edu/>.



The screenshot shows the login page for the Kean University Web Information System Express. The page features a dark blue header with the Kean University logo and navigation links for LOG IN, MAIN MENU, FACULTY MENU, and CONTACT US. Below the header, the word "FACULTY" is displayed in the top left corner, and "Welcome Guest!" is in the top right. The main content area is titled "Log In" and contains a form with fields for "User ID:", "Password:", and "Show Hint:" (with a checkbox). A "SUBMIT" button is located below the form. The footer includes navigation links and the "WebAdvisor 3.1" logo, which is powered by SAFARI.

2. From the menu Faculty Information menu select "**Final Grading**".



The screenshot displays the "FACULTY - WEBADVISOR FOR FACULTY MENU" page. The header includes the Kean University logo and navigation links. The main content area is divided into two sections: "User Account" and "Faculty Information".

User Account

- [What's my User ID?](#)
- [What's my password](#)
- [Change Password](#)
- [Address Change](#)

Faculty Information

- [Search for Course Sections - Self Service](#)
- [Class Schedule](#)
- [My Advisees](#)
- [Class Roster](#)
- [Final Grading](#)
- [Acceptable Grades on Web](#)
- [Grading Instructions](#)
- [Never Attended Student Tracking](#)
- [Office Hour](#)
- [Student Petition](#)
- [Override Closed Sections](#)
- [Academic Planning](#)
- [Faculty Advise](#)
- [Academic Early Alerts\(WKU\)](#)



- A new tab will open that will display the course(s) that you are assigned to. From the list of assigned courses, **select the course that you want to grade.**

Manage your courses by selecting a section below

Section	Times	Locations	Availability ⓘ
CPS*1032-01: MICROCOMPUTER APPLICATIONS	TBD 1/17/2023 - 5/14/2023	TBD Lecture	24 / 25 / 0
MKT*2500-06: PRINCIPLES OF MARKETING	TBD	TBD	28 / 30 / 0
MKT*2500-02: PRINCIPLES OF MARKETING	M/Th 9:30 AM - 10:45 AM 1/20/2023 - 5/14/2023	HYNES HALL, 206 Lecture	1 / 4 / 1
MGS*2030-ONF02: PRINCIPLES OF MANAGEMENT	2/9/2023 - 5/14/2023	Online	7 / 10 / 0

- Select the **"Grading"** tab

ACCT*2210-W03: PRINCIPLES OF ACCOUNTING II

Winter 2023 Wenzhou
WENZHOU-KEAN UNIVERSITY

M/T/W/Th/F 1:00 PM - 3:45 PM
1/1/2023 - 1/15/2023
TBD

Seats Available ⓘ 38 / 40 / 0

[Deadline Dates](#)

Roster Census **Grading** Permissions

Overview **Final Grade**

ⓘ Please enter missing final grade(s).

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
[Redacted Name]	[Redacted ID]					FRESHMAN	3
[Redacted Name]	[Redacted ID]					FRESHMAN	3



5. Select the "Final Grade" tab to enter final grades

ACCT*2210-W03: PRINCIPLES OF ACCOUNTING II

Winter 2023 Wenzhou
WENZHOU-KEAN UNIVERSITY

M/T/W/Th/F 1:00 PM - 3:45 PM
1/1/2023 - 1/15/2023
TBD

Seats Available 38 / 40 / 0

[Deadline Dates](#)

Roster Census **Grading** Permissions

Student Name	Student ID	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
Sally Ann Brandon	XXXXXXXXXX	M/d/yyyy	Select Grade	M/d/yyyy	FRESHMAN	3
Thomas Lee	XXXXXXXXXX	M/d/yyyy	Select Grade	M/d/yyyy	FRESHMAN	3

6. In the "Final Grade" column, click on "Select Grade" this will open a drop-down menu where you can choose the appropriate grade for each student.

ACCT*2210-W03: PRINCIPLES OF ACCOUNTING II

Winter 2023 Wenzhou
WENZHOU-KEAN UNIVERSITY

M/T/W/Th/F 1:00 PM - 3:45 PM
1/1/2023 - 1/15/2023
TBD

Seats Available 38 / 40 / 0

[Deadline Dates](#)

Roster Census **Grading** Permissions

Student Name	Student ID	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
Sally Ann Brandon	XXXXXXXXXX	M/d/yyyy	Select Grade	M/d/yyyy	FRESHMAN	3
Thomas Lee	XXXXXXXXXX	M/d/yyyy	Select Grade	M/d/yyyy	FRESHMAN	3

Select Grade

- A
- A-
- B+
- B
- B-
- C+
- C
- D
- F
- IN

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

NOTE:

- Incomplete grades will require that an expiration date be entered in the "Expiration Date" column.

Roster Census **Grading** Permissions

Student Name	Student ID	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
Sally Ann Brandon	XXXXXXXXXX	M/d/yyyy	IN	M/d/yyyy	FRESHMAN	3
Expiration date is required						
Thomas Lee	XXXXXXXXXX	M/d/yyyy	Select Grade	M/d/yyyy	FRESHMAN	3



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

Roster Census **Grading** Permissions

Overview **Final Grade**

Student Name	Student ID	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
[Name]	[ID]	<input type="text" value="M/d/yyyy"/>	<input type="text" value="IN"/>	<input type="text" value="M/d/yyyy"/>	FRESHMAN	3
Expiration date is required						
[Name]	[ID]	<input type="text" value="M/d/yyyy"/>	<input type="text" value="Select Grade"/>	<input type="text" value="M/d/yyyy"/>	FRESHMAN	3

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.

A system generated confirmation will be sent **only** when all students on the roster have been graded.

ACCT*2210-W02: PRINCIPLES OF ACCOUNTING II

Winter 2023 Wenzhou
WENZHOU-KEAN UNIVERSITY
M/T/WTh/F 8:30 AM - 11:15 AM
1/1/2023 - 1/15/2023
TBD

Seats Available 0 / 4 / 0

[Deadline Dates](#)

Roster Census **Grading** Permissions

Overview **Final Grade**

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
[Name]	[ID]	<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	<input type="text" value="A-"/>	<input type="text" value="M/d/yyyy"/>	FRESHMAN	3
[Name]	[ID]	<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	<input type="text" value="B+"/>	<input type="text" value="M/d/yyyy"/>	FRESHMAN	3
[Name]	[ID]	<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	<input type="text" value="B+"/>	<input type="text" value="M/d/yyyy"/>	FRESHMAN	3
[Name]	[ID]	<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	<input type="text" value="B"/>	<input type="text" value="M/d/yyyy"/>	FRESHMAN	3

Final grading completed on 11/17/2022 at 11:53 AM by Gonzalez, Ruth

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