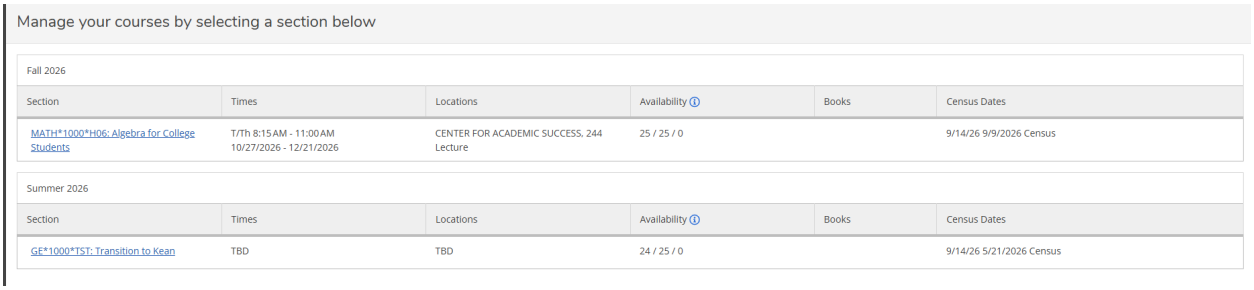
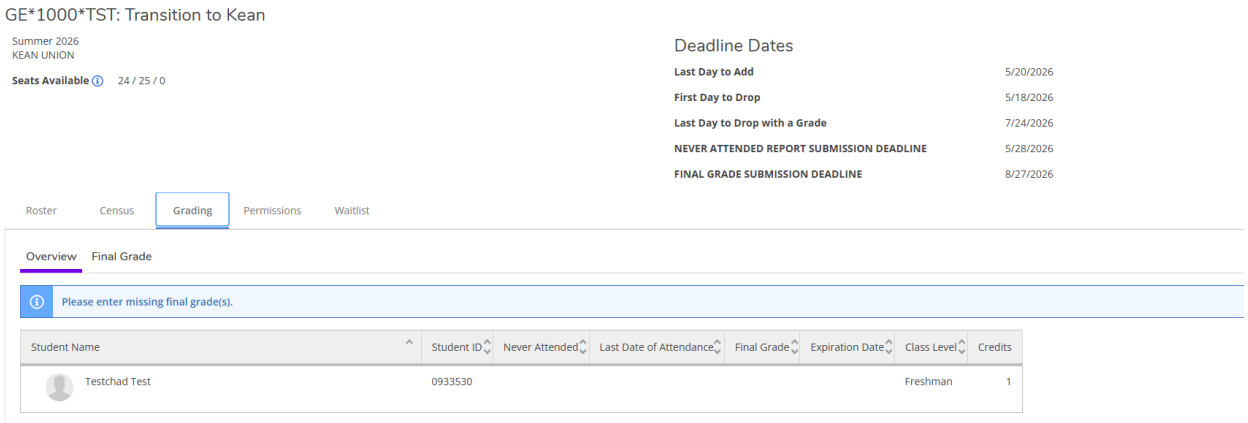
Final Grade Processing in Self-Service

1. Login to your KeanWISE account using the below link.
   https://kean-ss.colleague.elluciancloud.com/Student/Student/Faculty

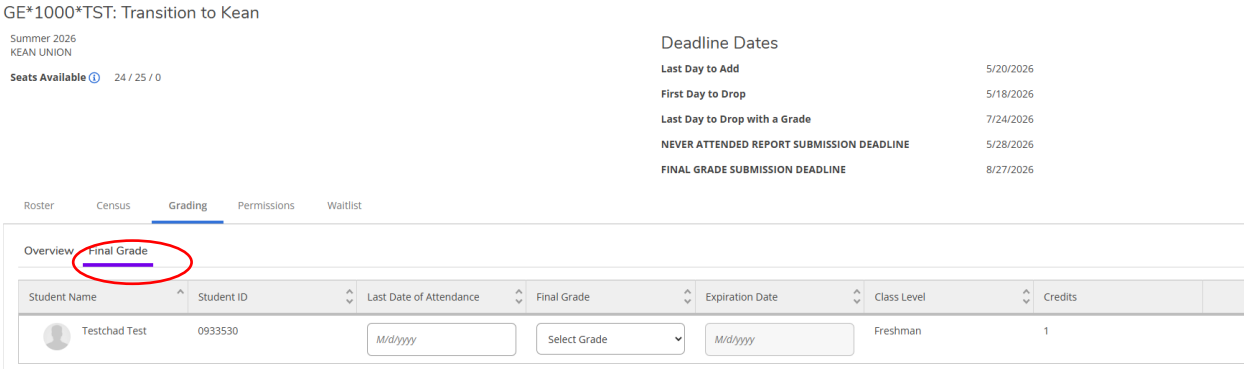
2. Select the course for which final grades will be entered.



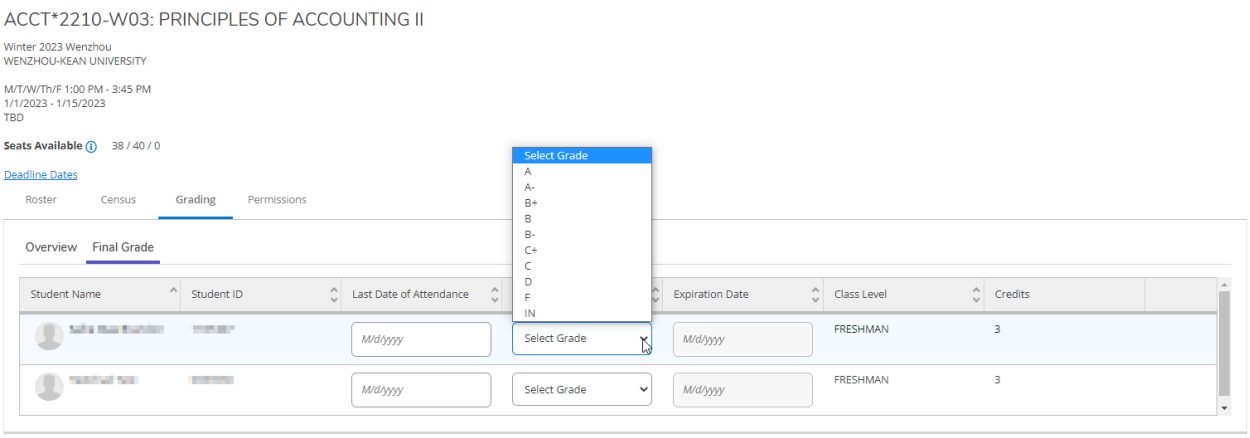
3. Select the “Grading” tab.



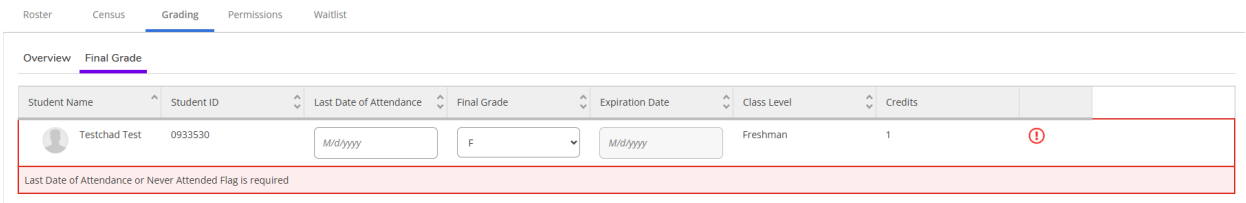
4. Select the “Final Grade” tab to enter final grade.



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

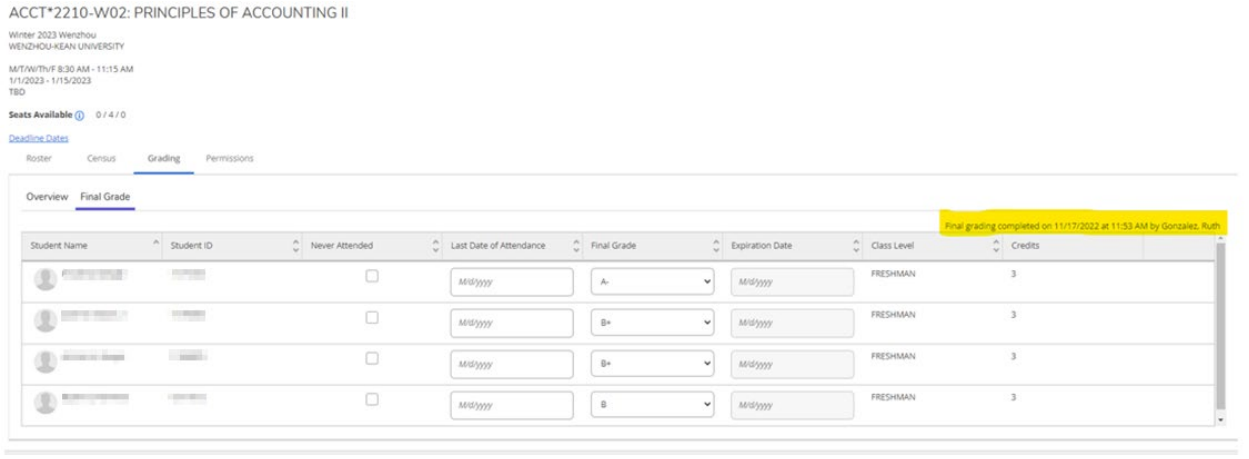


NOTE: A grade of "F" will require a Last Date of Attendance be entered in the "Last Date of Attendance" column.



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

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.



6. Repeat the steps as needed.