Grade Submission on Kean WISE

- Go to Kean’s home page [www.kean.edu](http://www.kean.edu). Click on Kean WISE to access the system.

- Once on the Kean WISE page click ‘Log In’.
- Once on the ‘Log In’ page, enter your “User Name” & “Password”.
  - **NOTE:** User Name is lower case and your Password is case sensitive.
- Then click the “Submit” button.

- Once on the “Main Menu” click on “**Faculty**” to access the faculty menu.
  - **NOTE:** This may be either at the location shown below or at the bottom of this page. This depends on your personnel display settings.
On the “FACULTY-WEBAVISOR FOR FACULTY MENU” page you would click on “Final Grading/Midterm Grading & Remarks” to submit grades for each of your classes.

Click here

Select the “Term” you are submitting grades for. (You can only submit grades for the current term.)
Click the “Submit” button.
• Select the course you wish to submit grades for.
  ➢ To select the course, click in the white box under “Choose One” to place a check mark.
    ▪ You can only select one course at a time.
• Click the “Submit” button.

• NOTE: Only those courses that your name is indicated as the instructor will be reflected on this screen. If a course is not listed that should, please contact your department chairperson. The Chair will then need to contact the Office of the Registrar to confirm course assignment.

• IMPORTANT: Be sure to read the information in red on the top of this page.

• Scroll down the page to view the students in your class.
• Enter grade and other information for each student listed.
  ➢ SPECIAL NOTE: Use your mouse or the “Tab” key to navigate in this screen. DO NOT use the ‘Enter’ key.
• Once all grades and information has been entered for each student, click the “Submit” button.
  ➢ Before clicking the “Submit” button, **double check** that the grade assigned for each student is correct.
  ➢ **IMPORTANT:** You must click the “Submit” button for your grades to be accepted.

• If there are any data entry errors, you will see an error message.
• Correct the information for each student identified, and then click the “Submit” button again.

• For any student given an “NA” in the “Attendance Status” column. The system will automatically assign a default “AF” grade. Students given an IP, IC or IN the system will automatically assign an ‘Expire Date’
• You must click the “Submit” button again to confirm.
Once all the grades are properly entered, you will be brought back to “FACULTY-WEBADVISOR FOR FACULTY MENU” so you can submit grades for other courses.

- You will also receive an e-mail confirmation to your Kean Cougar account that grades have been submitted for the course you have completed.

- If you need to submit grades for other courses, repeat the above steps beginning on page 3.

- Once you have completed all grade submissions, be sure to “Log Out” of Kean WISE by clicking on “Log Out” at the top of the screen.

IMPORTANT INFORMATION

The Office of the Registrar will verify grades each morning at 8:30am for all grades submitted on the previous day. Once grades have been verified, all changes must be done on a change of grade form. Students will be able to view their verified grades on a daily basis.

If you assign a grade of Incomplete (“IN” “IP” or “IC”), the yellow copy of the Incomplete Contract should be given to the student and the white copy to your Department Chairperson. The Office of the Registrar no longer needs a copy. All change of grades from an incomplete to a letter grade should be submitted to the Office of the Registrar on a Change of Grade Form. Incomplete grades not submitted on a Change of Grade form by the deadline will automatically change to failing grades by the end of the eleventh week of the following major semester. Please note that a Change of Grade Form is also required for the assignment of a default grade.