Guide to Grade Submission

Hello Faculty! Prior to entering grades, please be sure that 1) you have activated your account through ITS and have your Clark credential s available, and 2) you are listed as the primary instructor for the course(s).

When you are ready to begin, please follow the instructions below.   If you encounter any errors or have questions at any point during the grade submission process, please do not hesitate to contact the Registrar's Office at registrar@clarku.edu or 508-793-7426.

A. From ClarkYou (you.clarku.edu), please enter your Clark username and password to log-in.
B. To access the grade submission screen, please follow these few steps:
   - Next, select "Main Menu" under the CUWeb section on the left options menu.
   - Click on "Faculty and Advising Services"
   - Click on "Term Selection"
   - Select the appropriate semester and then click "Submit"
   - Click on "Final Grades"
   - Select the course from the drop-down menu and then click "Submit"
C. Now that you are in your class roster, you are ready to enter your grades.   Please continue with the following steps to enter and finalize your grades.
   - Within the "Grade" column, please select the appropriate grade form the drop-down list for each student on screen and then click "Submit."
   - Depending of the number of students enrolled in your course, you may have multiple pages. You must enter the grades and click "Submit" on each page. Failing to do so, will result in your grades not being recorded in the database.
   - When you are finished entering grades for that course, you may select either "Exit" or "Select Another Course" to proceed submitting grades for another course.

A Few Additional Helpful Hints
- On the Final Grades screen, there is a "Graduating" column. A large red "**Y**" indicates a graduating student. Only those seniors and graduate students who are expected to finish their degree requirements this semester (or are being allowed to "walk") have the Y flag. If a student tells you that he/she is graduating (or walking) but does not have the Y flag, please ask that student to contact the Registrar's Office immediately.
- Entering grades into Moodle is not the same as entering them to the university's official database, CU Web; grades must be submitted through CU Web.
- If a student stopped attending your course but never officially dropped or withdrew, they must be issued a grade for the work completed.
- If a student has officially withdrawn from your course, the grade of "W" or "WR" will appear on the Final Grade screen. This cannot be altered.
- If your course is cross-listed, you must enter grades for each course (CRN#) separately.
- Only grades that are valid for a particular student's level will appear in the drop-down list.
- Please do not make any entries in the "Last Attend Date" and "Attend Hours" columns.
- Once you have entered and submitted your grades, they will immediately appear in your class roster. Though you will be able to view the submitted grades, students will not be able to view them until after end-of-term processing by the Registrar's Office has occurred. Both faculty and students will be notified by email when grades are ready for the students to view.
- For security purposes, you will be logged off the Final Grades page after 20 minutes of inactivity. You must then exit CU Web Faculty and log in again using the instructions above.