Final Grades

We have given you instructions below on how to submit via the web.

Please remember to give a grade to each student listed.

If a student's name appears who did not attend your class or stopped attending and the student did not officially drop the class, you must submit a grade for him/her. If a letter grade is required, you may not enter "NC" as that will prompt an error message and we will need to contact you for a letter grade. If the student officially dropped the class a grade of W will appear on the roster. If the student intended to drop the course, but did not, you will need to give them the grade they earned and they will need to petition to late withdraw from the course.

If you have a student in your class whose name does not appear on the roster, please print your grade roster and add the students name at the bottom of the roster with the grade. Turn this grade roster into the Registrar's Office.

If you are giving a student an incomplete you must fill out the incomplete form available on our website: https://www.iwu.edu/registrar/faculty-information.html and turn this form into our office **by the grade due date**.

IWU Online Final Grade Entry

Log-in to the MyIWU portal
http://my.iwu.edu (accessible worldwide)
User Name = This is your NetID (everything left of the @ in your email address)
Password = Your Choice

New Faculty: Use your 9 digit IWU ID number as the initial password. After the second login you will need to create a new password. Your ID number is located on your IWU ID card or you can contact HR at 309-556-3971.
Direct login questions/problems to IT at 309-556-3900.

1) Sign in to the Faculty/Advisor Dashboard in Banner self-service
2) Click on Grade Entry
    3) Click on the Final Grades tab (if the grades are grayed out, make sure you're not in the Midterm Grades tab).
4) **Click on the search box on the right-hand side and type in the current term (ex. "Spring 2023"). This will bring up your current courses.**
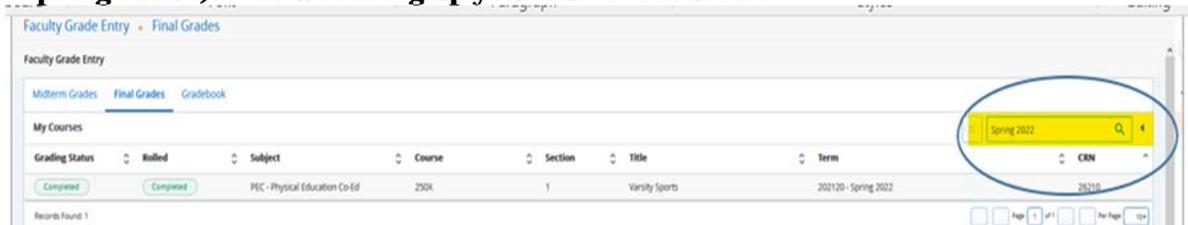
5) **Click on the "Not started" box for the appropriate course**
6) Scroll down to the class roster
7) Use the grade drop-down list to assign the appropriate grade to each student
8) Click the Save button at the bottom of the page

If you would like to watch the grade entry video, it may be found on the Registrar site or here is the direct link: https://vimeo.com/480373581

FYI: Once you have entered grades you can make a grade change on the web until the time the grades have been rolled. There is a rolled indicator next to the grade: N means they have not been rolled; Y means they have been rolled. If the indicator is Y you need to come to our office to fill out a change in grade form or email the complete information (Course info including CRN, Student Name, Updated Grade, Reason for Grade Change) to Registrar@iwu.edu. As a general policy, once we have opened grades up for faculty to submit on the web we roll grades about 3 times a day. Once the grades are rolled students can see them on the web. **Online grade entry will be turned off promptly at 12pm (NOON) on the due date.**

You do not have to enter anything for Last day attended or PA hours