

## Topic: Grading Instructions

**Grade Due Date:** Tuesdays, 4:30 p.m. after finals week or last day of session (J-Term / Summer)

### Grading Instructions:

1. Navigate to *KnightLine* via your Internet browser. A link to *KnightLine* can be found on the Registrar web site at: <http://www.snc.edu/registrar/>
2. Enter the secure area of *KnightLine* and proceed to the **Faculty Services** area.
3. Click on **Final Grades**.
4. Select the appropriate **Term** and **submit**. Then select the **course from the drop down box** and **submit**.
5. Your roster will display. Once you enter this page you have **23 minutes to work and save** your entries otherwise you will have to re-login to *KnightLine*. It is best to have your grades pre-calculated and determined before you enter this page.
6. For each student, use the drop-down box to select the appropriate grade. You may TAB through each line and entry box or use your mouse to click on each student grade box. Using the arrow buttons will not move you to the next box, but will only change the grade in the table of your currently selected student. The ENTER key will also not proceed you to the next box.
7. For students auditing courses, the grade **AU** appears. If you recommend removal of the audit because the student didn't complete the auditing requirements, use the drop down box and select **NA (No Audit)**. The Registrar's Office will scan for assigned NA grades and remove these students from the audited course.
8. You may enter, submit, save, and change grades continually until our office rolls the grades to academic history. When this occurs, after grading has been shut down, next to the grade drop down box a "Y" will appear in the "Rolled" column and new grades will not be accepted electronically. After a grade has been rolled, only grades submitted via proper Grade Change Forms will be accepted.
9. Upon submitting your grades, your roster will refresh and the message, "The changes you made were saved successfully" will appear.
10. **Assignment of F or I grades:** If you assign a grade of "F" or "I" you are **required** to complete the **Last Known Date of Attendance** field. SNC is required under Federal Financial Aid regulations to demonstrate those students on rosters and earning F or I grades were actually in attendance. Therefore, if the student completed the course but failed, list the last day of finals week. If a student has an

incomplete, and the student or an official of the College has arranged the incomplete, again list the end of finals week as the last known date of attendance. Otherwise in all cases list the actual last known date of attendance. If you do not have attendance records, estimate when the student did or should have taken tests, turned in assignments.

**Hint:** Enter grades in first then submit to save your results. Then enter last known dates of attendance for grades of F, I or U in the proper date format. If you enter a date incorrectly and submit for processing all data entered from the last submission will need to be re-entered.

11. Grades of "W" and "WF" have been rolled on your roster and are not updateable.

12. If you have any questions please call 920-403-3216 for assistance.