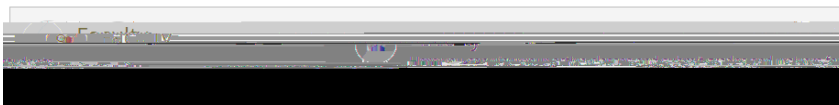
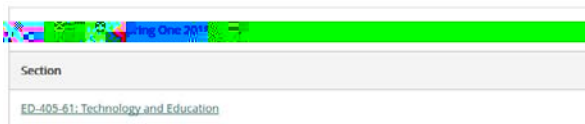


Log in to UWA Self Ser 2d). _____

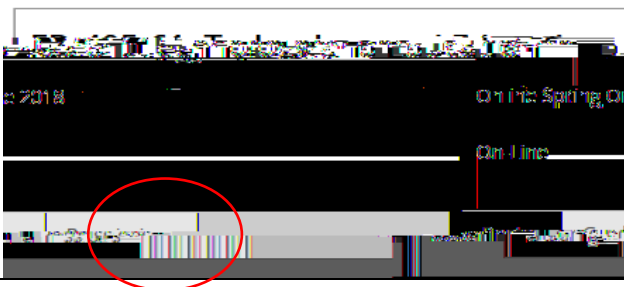
Select Faculty.



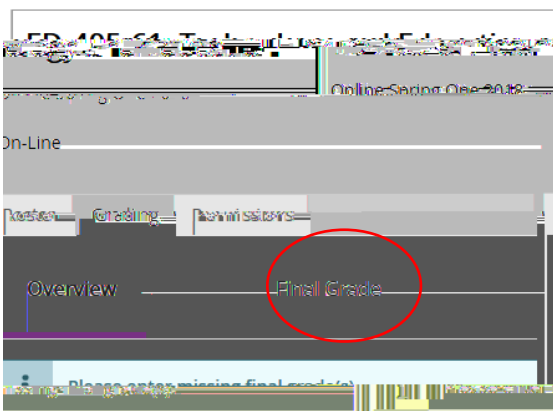
Select the appropriate class.



Select the Grading tab.

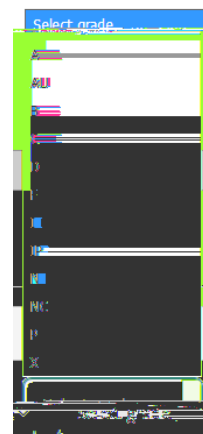


Select Final Grade.



Choose the appropriate grade for each student from the Final Grade dropdown.

Student Name	Student ID	Never Attended	Final Grade
Smith, James	9999999	<input type="checkbox"/>	Final Grade
Swan, Jan	9999991	<input type="checkbox"/>	Select grade
Thomas, Fred	9999907	<input type="checkbox"/>	Select grade



Grades of I, X, or IP

If the assigned grade is an "I" (Incomplete), "X" (Did Not Take Final Exam), or "IP" (In Progress), enter the date one year from the current date (ex. current date: 02/26/2018 – expiration date: 02/26/2019).

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
Smith, James	9999903	<input type="checkbox"/>	M/d/yyyy	Select grade	M/d/yyyy	Sophomore	3
Swan, Jan	9999901	<input type="checkbox"/>	M/d/yyyy	Select grade	M/d/yyyy	Junior	3
Thomas, Fred	9999904	<input type="checkbox"/>	M/d/yyyy	Select grade	M/d/yyyy	Junior	3

Never Attended Option

If the student never attended your class, check the box under **Never Attended** and assign a **Final Grade** of "F".

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
Smith, James	9999903	<input type="checkbox"/>	M/d/yyyy	Select grade	M/d/yyyy	Sophomore	3
Swan, Jan	9999901	<input type="checkbox"/>	M/d/yyyy	Select grade	M/d/yyyy	Junior	3
Thomas, Fred	9999904	<input type="checkbox"/>	M/d/yyyy	Select grade	M/d/yyyy	Junior	3

Last Date of Attendance Option

If the student stopped attending your class, enter the appropriate date under **Last Date of Attendance** and assign an appropriate **Final Grade**.

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
Smith, James	9999903	<input type="checkbox"/>	M/d/yyyy	Select grade	M/d/yyyy	Sophomore	3
Swan, Jan	9999901	<input type="checkbox"/>	M/d/yyyy	Select grade	M/d/yyyy	Junior	3
Thomas, Fred	9999904	<input type="checkbox"/>	M/d/yyyy	Select grade	M/d/yyyy	Junior	3