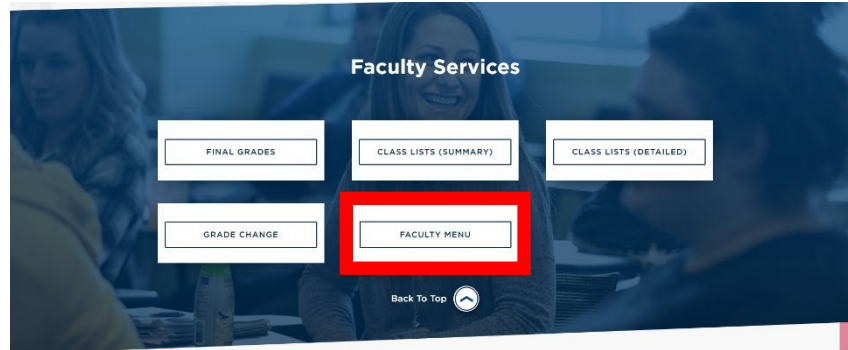
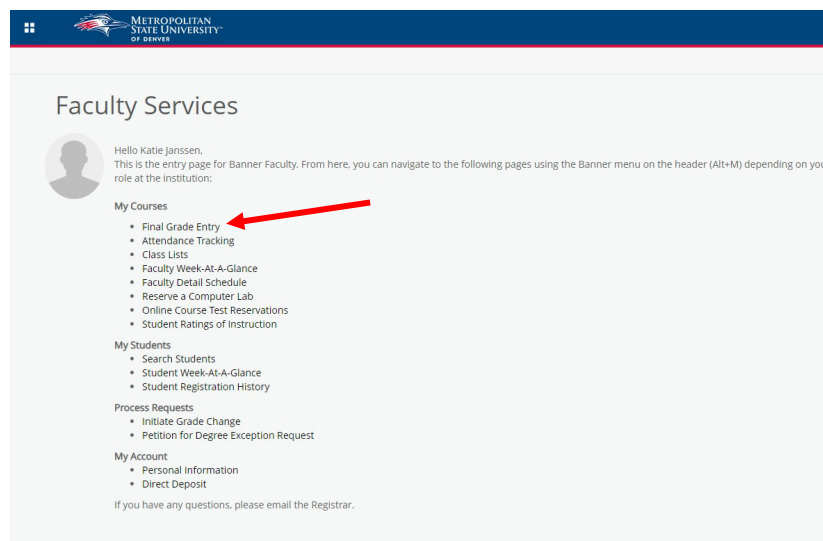


# How to Enter Final Grades

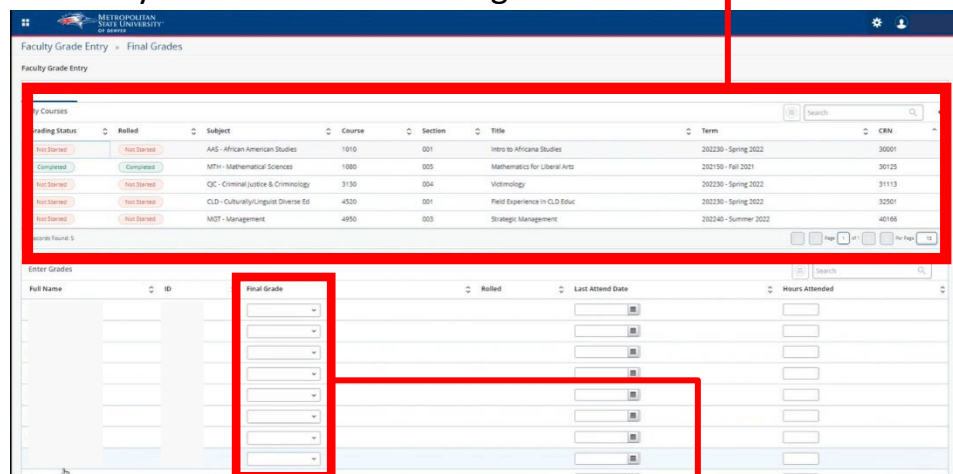
1. Start at the Faculty and Staff hub. Locate “Faculty Services” and select “Faculty Menu”



2. Select “Final Grade Entry”



3. Select the course you would like to enter grades for



4. Select Grades from “Final Grade” drop down menu
  - a) For using the Incomplete grade process, first select “I” from the Grade drop down
  - b) Under the Incomplete Final Grade drop down, select the grade that will be applied to the student’s academic history
  - c) Confirm Extension Date. This date can be shortened if needed.

d) Repeat a – c for each student that qualifies for Incomplete grade

Full Name	ID	Grade	Incomplete Final Grade	Rolled	Extension Date	Extension Date Constraints
[REDACTED]	[REDACTED]	I	B		05/12/2023	On or before default date

Records Found: 1

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Save Reset

e) Once grades are rolled, the Incomplete Final Grade and Extension Date cannot be changed. Submit an Initiate Grade Change request to The Office of the Registrar (regquery@msudenver.edu)

5. Save Grades

**\*Note\* If you enter an “F” for a grade, you MUST enter the Last Attend Date. Failure to do so will result in an error.**

Save Successful  
A last attend date is required for this grade.