Texas Tech University

Final Grades Syllabus

Fall 2016

Grading Opens: Monday, December 5th at 8:00AM
Degree Candidate Grades Due: Thursday, December 15th at 12:00PM (noon)
Grading Closes: Monday, December 19th at 12:00PM (noon)

Registrar Information

<table>
<thead>
<tr>
<th>Contact Person</th>
<th>Email</th>
<th>May Help With:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Irma Armenta</td>
<td><a href="mailto:irma.armenta@ttu.edu">irma.armenta@ttu.edu</a></td>
<td>• Grade Changes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Late Grades</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Incomplete Grades</td>
</tr>
<tr>
<td>Shandra Lenord</td>
<td><a href="mailto:s.lenord@ttu.edu">s.lenord@ttu.edu</a></td>
<td>• Grade Changes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Late Grades</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Incomplete Grades</td>
</tr>
<tr>
<td>Bobbie Brown</td>
<td><a href="mailto:Bobbie.brown@ttu.edu">Bobbie.brown@ttu.edu</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Academic Integrity Cases</td>
</tr>
<tr>
<td>Brenda Martinez</td>
<td><a href="mailto:Brenda.martinez@ttu.edu">Brenda.martinez@ttu.edu</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>General Grading Questions</td>
</tr>
</tbody>
</table>

Office Location: West Hall, room 103
Office Hours: Monday – Friday, 8:00AM – 5:00PM

I am delighted to help each of you submit final grades. Please ask questions, collaborate with our office, and engage positively in discussions. Please read the syllabus carefully as it is a very important part of this end-of-term process.

Materials

1. **Raiderlink Final Grading**
   I. [www.raiderlink.ttu.edu](http://www.raiderlink.ttu.edu) and Faculty Tab

2. **Materials**
   I. Computer and student final grades
   II. For Helpful Hints and instructional materials, [https://www.depts.ttu.edu/registrar/private/privatedocs/default.aspx](https://www.depts.ttu.edu/registrar/private/privatedocs/default.aspx)

3. **Resources**
   I. Incomplete Grade Form: [https://www.depts.ttu.edu/registrar/private/privatedocs/default.aspx](https://www.depts.ttu.edu/registrar/private/privatedocs/default.aspx)
   II. Faculty/Staff Resource website: [https://www.depts.ttu.edu/registrar/private/privatedocs/default.aspx](https://www.depts.ttu.edu/registrar/private/privatedocs/default.aspx)
   III. Upload Grades from a spreadsheet Information: [https://www.depts.ttu.edu/registrar/facultygrading.php](https://www.depts.ttu.edu/registrar/facultygrading.php)
   IV. Technical and System Issues? Call IT Help Desk, 742-HELP
   V. No Faculty/Advisor tab? Call Section Inventory at 742-1484 or 742-3658
   VI. CRN or Course is not there? Call Section Inventory at 742-1484 or 742-3658
Final Grade Outcome and Assessment

1. Log on to Raiderlink, select Faculty Tab, and select Final and Midterm Grades in the Faculty and Advisor Links channel.
2. Select the Final Grades tab
3. Expand the selection to 100. This will show all your courses.

4. Sort all courses by clicking on at the top of the column on the word “Term.”

5. **Find the course and Double-click the course.** Note – you will need to change the “per page” back to 5 as the list of students appears below the list of courses.
6. **Enter Grades** (Remember to save each page!).
7. **Click Save.**

**Note:** You may see students listed as “Not Gradable” – these students are no longer actively registered but may have been dropped or cancelled from the course. No grade is required.

**Note:** The grading application does **NOT** work well with Google Chrome.

Please use a different browser (IE, FireFox, Safari)

**Visit:** [https://www.depts.ttu.edu/registrar/facultygrading.php](https://www.depts.ttu.edu/registrar/facultygrading.php) for instructions on how to **UPLOAD** grades!
Registrar Grade Policies

Need to Change a Grade?

Grades will be rolled to Academic History in Banner and become official at 10:00 PM each evening.

GRADE CHANGES

Before 10:00 PM of same day of entry through Monday, December 19th:

1. Log on to Raiderlink
2. Change the grade using the general grading instructions.
3. Remember to click submit (before 10:00 PM) before you leave the grade entry page.

After 10:00 PM of day of entry through Tuesday, December 20th:
To change a submitted grade during this period, sign in to the Faculty and Staff Resources page: [https://www.depts.ttu.edu/registrar/private/privatedocs/default.aspx](https://www.depts.ttu.edu/registrar/private/privatedocs/default.aspx)
Click on “Grade Change” on the sidebar or under the Grading Resources section.

LATE GRADES

Beginning Tuesday, December 20th
Late (missing/not reported) grades may be submitted online via the Faculty and Staff Resources page: [https://www.depts.ttu.edu/registrar/private/privatedocs/default.aspx](https://www.depts.ttu.edu/registrar/private/privatedocs/default.aspx)
Click on “Late Grade Submission” on the sidebar or under the Grading Resources section.

Beginning Wednesday, December 21st (ALL LATE or CHANGE REQUESTS)
Blank grades will change to an “X” grade. You will go to [https://www.depts.ttu.edu/registrar/private/privatedocs/default.aspx](https://www.depts.ttu.edu/registrar/private/privatedocs/default.aspx) and click on X/I Grade Change.
The change of grade will be processed through the student’s Associate Dean.

Assigning a Grade of “F”

Date of last academic activity REQUIRED for Federal Financial Aid.
**If uploading grades, you will need to enter a date before saving any grades of F.**

Last academic activity for the course may include the last date of the current term the student:
- Submitted an assignment for grading.
- Completed an exam/final.
- Completed an interactive tutorial or computer assisted instruction.
- Attended an institutionally assigned study group session.
- Participated in an online discussion about academic issues.
- Had contact with faculty member asking questions.

If the student never attended according to the above definitions, enter 8/29/2016.
Assigning a Grade of “I”

A grade of Incomplete should only be awarded if you and the student have reached an agreement as to how and when the coursework will be completed. To issue a grade of incomplete:

1. **DO NOT issue any other grade.** Leave the grade “blank” for that student on the Raiderlink final grading roster.
2. Assign a grade of Incomplete by going to Faculty/Staff Resources site: https://www.depts.ttu.edu/registrar/private/privatedocs/default.aspx
3. Click on **NEW! Submit a Grade of Incomplete for Fall 2016** and complete the electronic form.
4. Once you complete and click Save on the electronic Incomplete form, an email with the information typed in the “Required Assignment/Attendance” box will go to the student via email to accept or deny.
5. Once the student accepts the grade of Incomplete parameters (given by you), the form will go to the student’s Associate Academic Dean for approval.
6. Once approved at that level, the form is processed by the Office of the Registrar.
7. If the student denies the Incomplete grade information, an email will be sent to you to inform you the student denied the parameters of the Incomplete grade.

When the student completes work, return to the Faculty/Staff Resources site (link above) and click on X/I Grade Change to change the grade of “I” to a standard grade.

Academic Integrity Cases

If you have a pending academic integrity case, please leave the grade blank. You will need to email Bobbie Brown at bobbie.brown@ttu.edu with the student information so that you will not appear on the late grade list that is sent to the TTU Provost.

Please include the following in the email:
1. Student Name
2. Student ID (R#)
3. Course and section
4. CRN