

Texas Tech University

Final Grades Syllabus

Spring 2019

Grading Opens: **Monday, May 6th at 8:00AM**
Degree Candidate Grades Due: **Wednesday, May 15th at 12:00PM (noon)**
Grading Closes: **Monday, May 20th at 5:00PM**


Registrar Information

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:** www.raiderlink.ttu.edu and Faculty Tab
2. **Materials & Resources**

Faculty/Advisor Announcements 

[Report Grading Issue](#)

Texas Tech Mobile is now available

Announcing the Texas Tech Mobile App! This app allows students, faculty and staff to easily connect to Institutional services and resources and provides useful information for Texas Tech visitors, friends and alumni. The mobile app is available for **Android** and **Apple**.

If you have any issues using this channel, please **let us know** 

[Change of Grade Form \(Online\)](#) [Enter Final Grades !\[\]\(c45096d73df8d7ab52e54b8fa6aca0ec_img.jpg\)](#)

[Final Grades Syllabus - Fall 2017 !\[\]\(d2cc9a78a067cc1926ec283fdc281d64_img.jpg\)](#) [General Grading Information](#)

[Grade of Incomplete Form](#) [TTU Academic Standing Information](#)

News and Announcements

Attendance Resources

Grading Resources

Registrar Advising Reports

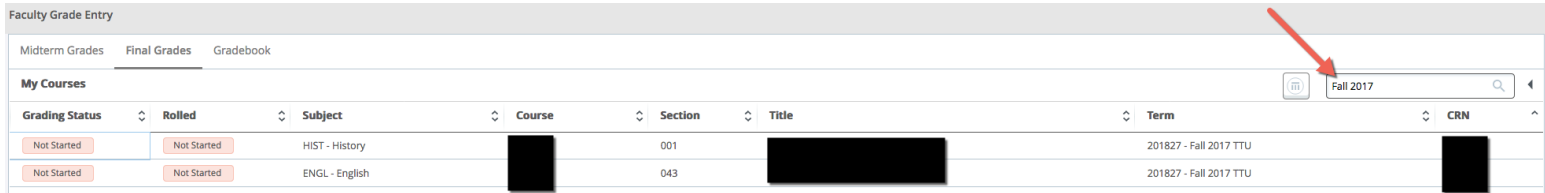
Registration Resources

Final Grade Outcome and Assessment

1. Log on to Raiderlink, select Faculty Tab, and select Final Grades in the Faculty and Advisor Links channel.

Enter Final Grades 

2. Select the *Final Grades* tab
3. Type “Spring 2019” in the search box. Only Spring 2019 courses will appear.



Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
Not Started	Not Started	HIST - History		001		201827 - Fall 2017 TTU	
Not Started	Not Started	ENGL - English		043		201827 - Fall 2017 TTU	

4. 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.
5. Enter Grades (**Remember to save each page!**).
6. 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.

Visit: <https://www.depts.ttu.edu/registrar/facultygrading.php>

for instructions on how to **UPLOAD** grades!

Degree Candidates are identified with a red graduation cap visible within the name.

The name will be **bold**



Jane Doe

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 **1/16/2019**

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 DURING FINAL GRADING PERIOD (May 6-20, 2019)

Before 10:00 PM of same day of entry

1. Log on to Raiderlink and go to Final Grading.
2. Change the grade.
3. Remember to click submit (before 10:00 PM) before you leave the grade entry page.

After 10:00 PM of day of entry

To change a submitted grade during this period, go to the faculty tab in Raiderlink and click on *Grading Resources* and then *Change of Grade Form (Online)*

LATE GRADES (Monday, May 20th at 5:30 PM and thereafter)

Late (missing/not reported) grades may be submitted online.

To change a late grade that has turned to an X grade (X = not reported), go to the faculty tab in Raiderlink and click on *Grading Resources* and then *Change of Grade Form (Online)*

The change of grade will be processed through the student's Associate Dean.

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 for an Undergraduate or Graduate student:

1. **DO NOT issue any other grade in Raiderlink.** Leave the grade "blank" for that student on the *Raiderlink* final grading roster.
2. Assign a grade of Incomplete by going to Raiderlink Faculty tab and click on Grading Resources.
3. Click on *Grade of Incomplete Form*. 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 Grading Resources tab in Raiderlink on the Faculty tab 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

Who Do I Contact?

Please complete the Grading Assistance form at <https://www.depts.ttu.edu/registrar/grades/help.php> for help with General Grading Questions, Technical or System Issues, Missing Faculty/Advisor tab, and/or Missing CRN or Course