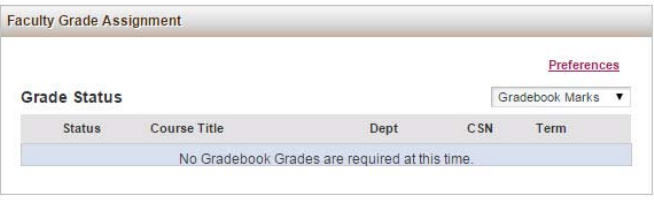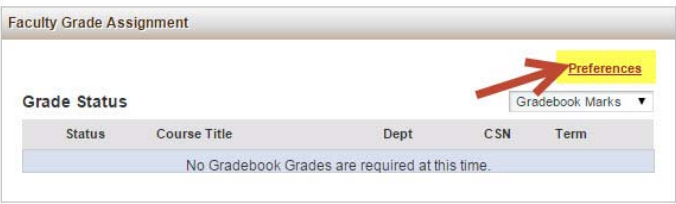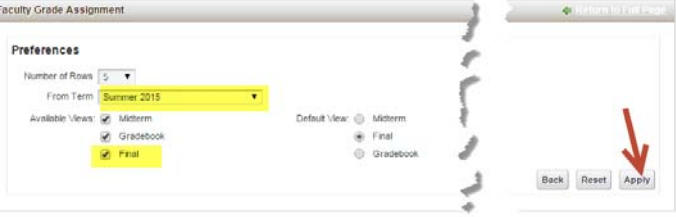## Final grade entry via "Faculty Grade Assignment" channel of the Concordia Portal

Login to the Concordia portal: http://my.cuw.edu and open the **Faculty** tab

▪ In the left column of the Faculty page find the channel titled "Faculty Grade Assignment"	
▪ To change the display to your current list of courses open the "Preferences" link.	
▪ The Preferences settings will open; set the number of rows, "From term" date, and views. o Choose grading pages that are pertinent to what you are grading (Midterm or Final) ▪ Click on the Apply button	
▪ When the screen refreshes, the list of courses will appear in the "Faculty Grade Assignment" channel ▪ Click on the "Status" button next to the course name to access the grade entry page. ▪ Note: A green check mark means grades have been entered.	

- This will take you into the "Banner" administrative system.

- You will see a list of student names.

- Choose the appropriate grade from the pull down menu of options in the "Grade"

- Note: for online classes no attendance dates are needed.

- Select the "Submit" button to save the grades.

Please note: The Registrar's Office publishes grades once a week on Friday afternoon. Grades entered after noon on a Friday will not be available to students until the following Friday.

If you need to change a grade entry you can do so on the grade entry page any time before the grades are published. After publishing, you need to contact the Registrar's office to make grade changes.

Registrar's office – Mequon campus – 262-243-4345