

Processing Final Grades

Notification to Faculty

All faculty are required to submit Final Grades for their class(es) on a timely basis.

Final Grades FAQ:

How will I be notified that I have to submit my final grades?

An email will be sent to your Harper College email address. You will receive one email per class you are teaching.

When will I be notified that I must submit my final grades?

You will receive an email one week prior to the end date of your class

When are my final grades due?

Final grades are due the first Tuesday after the course ends by noon.

What if I don't know the end date of my class?

The email notification you will receive will have the end date of your class and the final grades due date listed.

Please note that faculty are required to complete this activity by the due date.

GENERAL DISCLAIMER: Menu items visible in these training materials may differ based on the version of the Student Information System being used. Some menu items that are not currently available will not be visible on your screen. This is by design as some items will not be ready for use at the time of this training.

Steps to submit Final Grades

1. Log into Student Information System (SIS) in one of the following ways:

- Log into the Employee Portal at <https://hip.harpercollege.edu> using your employee portal user name and password. Once you are logged into the Employee Portal, under Bookmarks, click on MyHarper (SIS). This will bring you to the MyHarper login screen where you will enter your MyHarper user name and password.

OR

- Log into the MyHarper portal directly at <https://myharper.harpercollege.edu/> using your MyHarper user name and password.

IMPORTANT NOTICE: Your ID and Password are specifically **for your use only**. **Do not share this information with others**. This is important in order for the college to assure the security of student information and the integrity of student grades given using this electronic resource.

If at any time during the process outlined below you have questions, you can contact the Harper College Service Desk or send an email to facgrades@harpercollege.edu.

2. Once in the MyHarper portal, click on the Midterms/Grades icon. A new screen will open.
3. Click on the "Final Grades" tab to begin processing grades.
4. Begin grading by clicking on the class to grade. The class roster will appear on the bottom half of the screen with a drop down menu for selecting grades.
5. Click on the drop down box next to each student name and ID to select a valid final grade. All available grades for a student will be listed in the drop down box (for example, if the student is taking the course as Pass/Fail, only those grades will appear).

Be sure to select a grade for each student. Scroll down through the list of students by using the grey scroll bar on the right side of the screen. If needed, use the arrows on the bottom to go to the next page of students.

Every students needs a final grade.

NEW! Beginning Fall 2021, when assigning an F grade, you will be required to enter a Last Attend Date for the student. This process is now required to be financial aid compliant.

When you assign an F grade and do not fill in a Last Attend Date and press "save", you will see an error message letting you know that a date is required for the F grade by highlighting the box in red - see message below. There will be a note on the final grades page that says the date is required.

How to identify the last date of attendance?

- Last date of attendance for those faculty that take attendance.
- The date of the student's last exam.
- The date the last assignment that was turned in.
- The date a project was due and completed.
- The date of the student's last presentation.
- The last day the student was active in Blackboard. Logging in only does not mean the student is active. Active constitutes involvement such as chat, projects, assignments, and presentation

Notes:

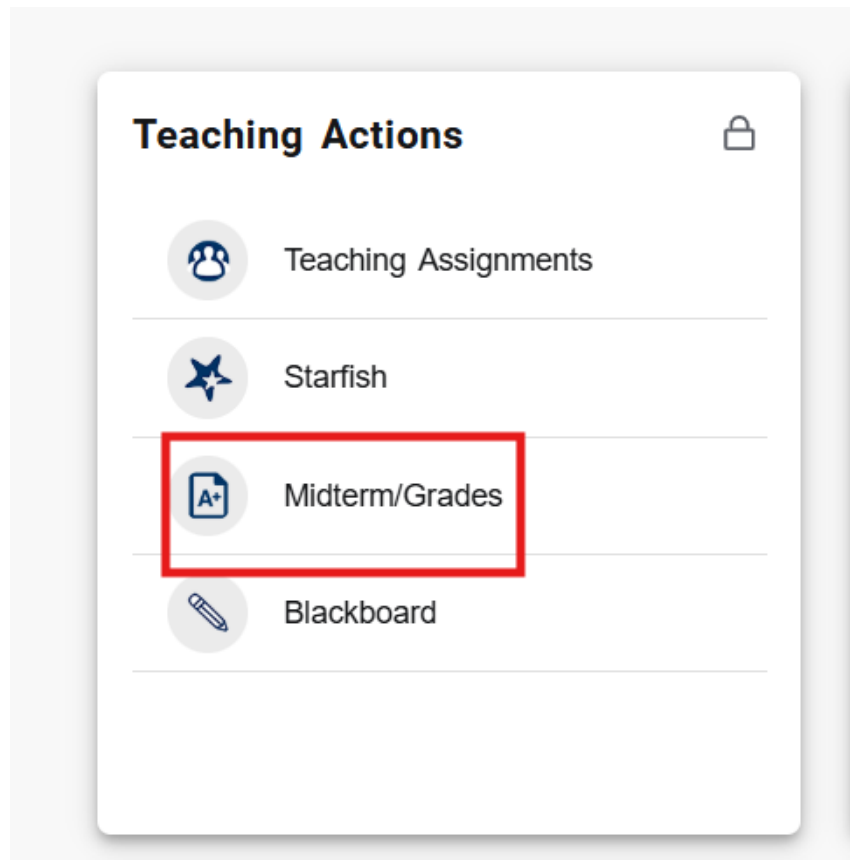
- If you give a student an Incomplete (X), you will be taken to the Incomplete Grades tab. Click on "save" to verify the incomplete grade, and then click on the Roster tab to go back and complete grading. Every time you enter an Incomplete (X) grade, you will be taken to the Incomplete Grades tab. You will have to save each time and then click on the Roster tab to go back and finish entering the rest of your grades.
- If there are students attending but NOT on your class roster, list students in an email, along with course reference number (CRN) to facgrades@harpercollege.edu your permission to add students to your class. The Registrar's Office will follow up with students if payment is applicable. Once registered, you need to go back in the system and submit a final grade and/or midterm verification for the student. Every student must have a final grade submitted and be marked as attending or not attending at midterm. Students may not register for classes once the semester has ended

6. Once you have entered the final grades for your students, submit the final grades by clicking the "Save" button at the bottom right of the screen. Once submitted, you will see a green message box at the top right of the screen with the message "Save Successful." Your final grades have been submitted.

Please note that final grades are rolled to academic history every Friday, and once grades are rolled, changes through the SIS can no longer be made. If a grade has not been rolled and you need to make a change, you may do so by coming to this page and making the change. Once a grade has been rolled, grade changes must be submitted via the [Grade Change Request](#) form, which is available on the MyHarper portal. A student cannot see his grade until it has been rolled.

7. Exit the Final Grades page by clicking on the profile icon next to your name in the top right corner and clicking "Sign Out."
8. Back in the MyHarper portal, log out by clicking on the arrow next to your name in the top right corner and clicking on "Sign Out."

Note: It is important to log out when you finish your work or walk away from your computer. Student information can be accessed via your sign-on. We need each faculty member to help us assure that these forms cannot be accessed except by the faculty responsible for those classes. Exiting your session will help maintain security of all student information.



Final Grades page – Selecting a grade for every student

Harper College

Faculty Grade Entry • Final Grades


Roster Incomplete Grades




Full Name	ID	Final Grade	Rolled	Last Attend Date
[REDACTED]	[REDACTED]	X	✓	
[REDACTED]	[REDACTED]	A	✓	07/03/2021
[REDACTED]	[REDACTED]	C	✓	07/03/2021
[REDACTED]	[REDACTED]	C	✓	
[REDACTED]	[REDACTED]	[REDACTED]		
[REDACTED]	[REDACTED]	[REDACTED]		
[REDACTED]	[REDACTED]	[REDACTED]		
[REDACTED]	[REDACTED]	[REDACTED]		
[REDACTED]	[REDACTED]	[REDACTED]		07/03/2021
[REDACTED]	[REDACTED]	Not Gradable		

Final Grade dropdown menu options: A, B, C, D, F, X

Select a grade for every student that has a drop down box available. "Not gradable" means the student has withdrawn from your course and does not require a final grade.

Final Grades – Saving your grades

 Harper College

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Faculty Grade Entry • Final Grades

Roster

Incomplete Grades

Full Name

ID

Final Grade

Rolled

Last Attend Date

✓ Save Successful

"Save Successful" will appear when you submit your final grades. If no changes were made to your grades and you submit, "No changes to save" will appear

Final Grades – F grades

Harper College

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Faculty Grade Entry • Final Grades

Roster

Incomplete Grades

Full Name	ID	Final Grade		
[REDACTED]	[REDACTED]	X	✓	
[REDACTED]	[REDACTED]	A	✓	07/03/2021
[REDACTED]	[REDACTED]	C	✓	07/03/2021
[REDACTED]	[REDACTED]	C	✓	
[REDACTED]	[REDACTED]	F		
[REDACTED]	[REDACTED]	F		

A last attend date is required for this grade.

A last attend date is required for this grade.

When an F grade is issued, a Last Attend Date for the student must be entered in order to submit.