

## GRADE SUBMISSION PROCEDURES

Grade entry open and close timelines can be found under Academics > Faculty Information on My Z-Online.  
(CCPH instructors: Please contact Dr. Larisa Harper, Director of Secondary and Strategic Initiatives, for grade entry dates)

**Incomplete Grades (I)** - The policy regarding incomplete grades will be strictly enforced. Grades of "I" will automatically be changed to "F" grades if no grade revision has been received in the Registrar's Office on or before the end of the second week of next term.

- Incomplete Grade Forms **are required** to be submitted **if** the established deadline is going to be exceeded. Registrar and dean approval are required for the Incomplete Grade Form. The form can be obtained at the Registrar's Office in College Hall, Room 119.

### ENTERING GRADES

Go to <http://www.zanestate.edu>

- Click on My Z-Online found under Quick Links
- Login
  - Username is your email address without the @zanestate.edu
  - Password is your email access password
  - Click the *Login* button to access the system

Click on Academics

- Click on "Faculty Information" (found in the light blue area to the left of the screen)

Course Information Area - This will allow you to see course information: class list, textbook and grade entry for your courses for the semester/term. You will only be able to enter the grades if the grade entry time is open.

- Click on "View More Options" located above your course listing

In the Search Options, select the appropriate semester/term (i.e.; FL 20XX - Fall Term or SP 20XX Spring Term)

- Click on "View Courses"

Below the column entitled "Go Directly To"

- Select "Grade Entry"

Below the column entitled "Final Grade"

- Select the appropriate grade for each student.
- **IMPORTANT:::** Should you be entering an "F" grade you are required to submit the student's last date of attendance. (i.e.; 03/29/2016) Students receiving a failing grade because of attendance issues must be entered as **"FN"**, with the last date of attendance entered in the box. (i.e.; 03/29/2016) If you fail to enter the date the system will not allow you to submit your grades.
- Click on "Save"

Once the system has processed the grades for the course, you will get a message highlighted in blue, "Grades Successfully Updated". You will also receive a confirmation email after you have entered all grades for a class and submitted them.

Click on logout at the top of the screen.

Please contact the Registrar (tkolk@zanestate.edu) if you have any questions.