**How to submit Final Grades through WyoRecords**

* Go to WyoWeb - <http://wyoweb.uwyo.edu/>
* Click on the Faculty & Staff link in the WyoRecords column (The 2nd of 4 columns with gold headers)
* Log in
* Select Final Grades under ‘Quick Links’ on the upper left-hand side of the page (or go through the “Faculty and Advisors” section toward the right, followed by “Grades,” and then “Final Grades.”)
* Select course to grade
* Two ways to enter grades:
	+ - You may upload grades from a spreadsheet. See Uploading Final Grades from Excel at <http://www.uwyo.edu/registrar/faculty_and_staff/> for complete instructions with screenshots.
		- You may enter grades for individual grades using the drop-down menu toward the bottom of the page beside each name and click Save when appropriate.
	+ **Note: Do not assign grades of S for courses that are not graded S/U only**
	+ **Assign a grade of S or U for an Audit. (If in doubt whether a student is properly auditing the course, it is recommended that you assign a letter grade as you would for the rest of the class.)**

To choose a different course to grade, simply click on the course information.

You may click on “Save” numerous times. Once you have saved, the final grade will be held in the system and will not show in the student grades channel until the following morning. **The Office of the Registrar will roll the grades to the students’ records nightly. If you make an error and the grade is rolled to history that night, you must complete a change of grade form to correct the grade that was loaded.**

***Several explanatory screen shots are included later on in this document***

**Incompletes:**

As defined in UW Regulation 6-720, an incomplete (mark of I) is a temporary grade assigned in those rare instances when no other grade will insure justice to the student. It does not define the standing of the student up to that point as either passing or failing. It is not a means by which the instructor defers the report of an entire class. In cases where the student is expected to repeat the course to obtain credit, the appropriate grade is F or U. **After loading a grade of “I” for a student, you will be prompted to enter the grade that the student would earn if he/she did not complete any additional work for your class. This is a change from the previous process. *Authorization of Incomplete* forms are no longer required**. If the student has done no further work by the deadline and an *Extension of Incomplete* form has not been initiated, the grade will be reverted to the grade you loaded for the student. Upon completion of missing work, the instructor will submit a Removal of Incomplete form assigning the grade for the course.

**Last Date of Attendance:**

As a replacement for the paper process from Financial Aid used to identify Last Date of Attendance, faculty members will now be required to enter a last date of attendance on the WyoWeb final grade roster for all students who receive an F in the course. Detailed instructions for this process are available at http://www.uwyo.edu/registrar/Faculty\_and\_Staff/index.html under G for grades.

**Academic Dishonesty:**

In instances where students have been found guilty of academic dishonesty and procedures have been followed as defined in UW Regulation 6-802, a grade of F will be pre-assigned. You will not be able to assign another grade for the student.

**Timely Reporting of Grades is Critical!** Missing grades can result in students being placed on probation or suspension unnecessarily or not being notified in a timely manner that they are on probation or suspension. Missing grades can also prevent a student from being placed on the honor roll. Missing grades can create problems in students receiving their financial aid. The processes for academic standing, including probation and suspension, are run on the fifth business day after the last day of finals. So, please help your students by meeting the deadline!

*If you need assistance with submitting your grades, please do not hesitate to contact our office. You may even bring your grade roster to our office for personal assistance.*

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