

Office of the Registrar

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### How to enter Final Grades through WyoWeb:

- Go to [WyoWeb](#)
- Click on the Faculty & Staff link in the WyoRecords column
- Log in
- Select Final Grades under 'Quick Links' on the upper left-hand side of the page
- Select course to grade
  - If you have more than 5 classes this semester, you should change the number of courses per page, then sort by Term (screenshot below).

Faculty Grade Entry

Midterm Grades Final Grades

My Courses

Grading Status	Rollod	Subject	Course	Section	Title	Term
In Progress	In Progress	MICR - Microbiology	2240	01	Med Microbiology	202420 Spring 2024
In Progress	In Progress	CHEM - Chemistry	1020	01	Gen Chemistry I	202420 - Spring 2024

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5 10 25 50 100

- Entering grades - There are two options for entering grades in WyoWeb:
  - Spreadsheet - See "Uploading Final Grades from Excel" [here](#) for instructions with screenshots.
  - Manually entering grades - You may still enter grades using the drop-down menu beside each name and click Save when appropriate.
    - It is recommended you save often, especially when moving on to the next page of students. The system does not autosave and errors when saving may result in lost entries.
    - 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. The system will make a conversion if necessary.)
  - For all unsatisfactory grades and incompletes, a note must be put in "Narrative Grade Comment" such as 'minimal participation' or 'often absent from class'.

- Incomplete grades *Note: If you enter an Incomplete grade, you will need to click on the “Roster” tab above the student’s name to return to the page on which you will enter the values on whether the student attended your class and the last date of attendance. (See screenshot below.)*

Faculty Grade Entry • Final Grades

✓ The student has not withdrawn from the class.

Faculty Grade Entry

Midterm Grades Final Grades

My Courses

Grading Status	Rolled	Subject	Course	Section	Title	Term
In Progress	In Progress	MICR - Microbiology	2240	01	Med Microbiology	202420 - Spring 2024
In Progress	In Progress	CHEM - Chemistry	1020	01	Gen Chemistry I	202420 - Spring 2024

Records Found: 2

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Roster Incomplete Grades

Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date	Hours Attended
[REDACTED]	[REDACTED]	S	I		06/05/2024	
[REDACTED]	[REDACTED]	S				
[REDACTED]	[REDACTED]	S				

- To continue grading the rest of your courses, click on the desired section and repeat the process outlined above.

The Grading Status bars in the top left of the page indicate when grading is complete for each course/section. When all of your courses have green status bars, you are finished with grading.

*A visual example of when all grades have been entered follows:*

## Faculty Grade Entry

Midterm Grades **Final Grades**

My Courses Search

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
<b>Completed</b>	In Progress	MICR - Microbiology	2240	01	Med Microbiology	202420 - Spring 2024	20013
<b>In Progress</b>	In Progress	CHEM - Chemistry	1020	01	Gen Chemistry I	202420 - Spring 2024	20093

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**Roster** Incomplete Grades Search

Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date	Hours Attended	Narrative Grade Comment
[REDACTED]	[REDACTED]	S	I		02/13/2024		Work to be completed this summer.
[REDACTED]	[REDACTED]	S	A				
[REDACTED]	[REDACTED]	S	A				
[REDACTED]	[REDACTED]	S	A				
[REDACTED]	[REDACTED]	S	B				
[REDACTED]	[REDACTED]	S	B				

You may save multiple times. Once you have clicked save, the final grade will be held in the system and will not show on students' records 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.**

### Incompletes:

As defined in UW Regulation 2-106, an incomplete (mark of I) is a temporary grade assigned in those rare instances when no other grade will ensure 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. **To return to your complete class list, click on the "Roster" tab above the student's name.** Authorization of Incomplete forms are no longer required. If the student has completed no further work by the deadline and an Extension of Incomplete form has not been initiated, the grade will be reverted to a failing/unsatisfactory grade. 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 previously used to identify a 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 or an Incomplete grade in a course. Detailed instructions for this process are available [here](#) 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 2-114, 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 also create problems with students receiving their financial aid. **Please help your students by meeting the deadline.**

*If you need assistance with entering your grades, please do not hesitate to contact the Office of the Registrar.*