

Submitting Final Grades

Background

SU faculty must submit final grades through the Faculty Module in mySeattleU (Colleague Self Service). The interface is cleaner, faster, and more stable than SU Online.

Instructions

Step 1: Log in to mySeattleU. On the landing page, there will be a main menu and an additional side menu.

The screenshot shows the Seattle University mySeattleU landing page. A red arrow points from the text "Main Menu" to the top navigation bar, which includes links for Home, Financial Information, Employment, Academics, Daily Work, Faculty, and Help. Another blue arrow points from the text "Additional menu options" to the left sidebar, which lists Faculty Overview, Registrar Resources for Faculty, Redhawk SOAR, and Organizational Structure. The main content area features a welcome message and three service cards: Tax Information, Employee, and Faculty.

SEATTLE UNIVERSITY

Welcome to mySeattleU!
Choose a Colleague Self-Service category to get started.

Main Menu

Additional menu options

Tax Information
Here you can change your consent for e-delivery of tax information.

Employee
Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.

Faculty
Here you can view your active classes and submit grades.

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Step 2: Select *Faculty* from the main menu. Selecting *Faculty* will take you to an overview of the sections assigned to you.

The screenshot shows the Seattle University mySeattleU homepage. At the top, there's a red header bar with the university logo and navigation links for sign out and help. Below the header, a sidebar on the left contains icons for various services like Tax Information, Employee, Search for Classes, and Faculty. The 'Faculty' option is highlighted with a red border. A message at the top says 'Welcome to mySeattleU! Choose a Colleague Self-Service category to get started.' Below the sidebar, there's a copyright notice: '© 2000-2021 Ellucian Company L.P. and its affiliates. All rights reserved. [Privacy](#)'.

You will now see the sections assigned to you.

The screenshot shows the 'Faculty Overview' page. The top navigation bar includes links for Daily Work, Faculty, and Faculty Overview. The main content area features a heading 'Manage your courses by selecting a section below' and a table for the 'Spring Quarter 2021'. The table has columns for Section, Times, Locations, Books, and Census Dates. One row is visible, showing a section titled 'UCOR-1100-01: The City and Spatial Justice' with times 'T/Th 10:15 AM - 12:20 PM' and '3/29/2021 - 6/12/2021', location 'Online Synchronous', and other details. A red callout bubble points to the 'Overview of sections assigned' text above the table. The bottom of the page includes a copyright notice: '© 2000-2021 Ellucian Company L.P. and its affiliates. All rights reserved. [Privacy](#)'.

Step 3: Select the section to view section details.

The screenshot shows the Seattle University Faculty Overview page. At the top, there's a red header bar with the university name and a navigation menu. Below the header, a breadcrumb trail shows 'Daily Work' > 'Faculty' > 'Faculty Overview'. A sidebar on the left contains icons for various university services. The main content area displays a table of course sections for 'Spring Quarter 2021'. One section, 'UCOR-1100-01: The City and Spatial Justice', is highlighted with a red border. The table columns are 'Section', 'Times', 'Locations', 'Books', and 'Census Dates'. The highlighted row shows the following information: Section UCOR-1100-01, Times T/Th 10:15 AM - 12:20 PM, Locations Online Synchronous, Books (empty), and Census Dates 3/29/2021 - 6/12/2021. At the bottom of the page, a copyright notice reads '© 2000-2021 Ellucian Company L.P. and its affiliates. All rights reserved. Privacy'.

Step 4: In Section Details, select *Roster Check & Grading*.

The screenshot shows the Seattle University Section Details page for the course 'UCOR-1100-01: The City and Spatial Justice'. The page has a red header bar and a sidebar with various icons. The main content area starts with a 'Section Details' heading and a link to 'Back to Courses'. Below that, the course title 'UCOR-1100-01: The City and Spatial Justice' is displayed, along with the 'Spring Quarter 2021' term, 'T/Th 10:15 AM - 12:20 PM' times, '3/29/2021 - 6/12/2021' dates, and 'Online Synchronous' location. The 'Seats Available' section shows '2 of 20'. At the bottom, there are links for 'Deadline Dates', 'Class Roster', and 'Roster Check & Grading'. A red arrow points to the 'Roster Check & Grading' link.

Step 5: Below Roster Checks & Grading, select *Final Grade*. *Final Grade* will be visible when grading screens are open.

The screenshot shows the 'Section Details' page for 'UCOR-1100-01: The City and Spatial Justice'. The 'Roster Check & Grading' tab is highlighted with a red arrow pointing to the 'Final Grade' button below it.

Section Details

< Back to Courses

UCOR-1100-01: The City and Spatial Justice

Spring Quarter 2021

T/Th 10:15 AM – 12:20 PM
3/29/2021 - 6/1/2021
Online Synchronous

Seats Available 2 of 20

Deadline Dates

Class Roster Roster Check & Grading

Overview Final Grade

You will now see a full list of students registered for that section.

The screenshot shows the 'Final Grade' view for the same section. The table lists four students with the following details:

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
[Redacted]	[Redacted]	<input type="checkbox"/>	M/d/yyyy	Select	M/d/yyyy		5
[Redacted]	[Redacted]	<input type="checkbox"/>	M/d/yyyy	Select	M/d/yyyy	Freshman	5
[Redacted]	[Redacted]	<input type="checkbox"/>	M/d/yyyy	Select	M/d/yyyy		5
[Redacted]	[Redacted]	<input type="checkbox"/>	M/d/yyyy	Select	M/d/yyyy	Freshman	5

Step 6: For each student, provide a final grade using the drop-down, or by typing in the earned grade. Every student on your roster must receive a grade. If the grade you wish to assign is not listed in the drop-down, the course does not allow that option.

Note: When entering a grade of F or I (incomplete), a last date of attendance is required. No other grade requires a date entry. The date must be in M/D/YYYY format (no leading zeros). The grade will not be recorded until the date has been provided. If the final grade is F and the student never attended, select the “never attended” button instead of entering a date.

Default grades: To complete the I grade process, you must complete an Incomplete Grade eform which includes indicating a default earned grade if the outstanding work is not completed. The Incomplete Grade eform is a contract with the student.

The screenshot shows a software application for managing student rosters and grading. On the left, there's a vertical sidebar with icons for graduation, files, and users. The main header says "Deadline Dates" and "Class Roster". Below that, tabs for "Roster Check & Grading" (which is active) and "Final Grade" are visible. Under "Final Grade", there are two tabs: "Overview" and "Final Grade" (which is also active).

The main content area displays a table of students. Each row contains a student's name, ID, and a set of controls for grading. The controls include a checkbox for "Never Attended", a date input field for "Last Date of Attendance" (format: M/d/yyyy), and a dropdown menu for "Final Grade".

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
[Redacted]	[Redacted]	<input type="checkbox"/>	M/d/yyyy	Select	/d/yyyy		5
[Redacted]	[Redacted]	<input type="checkbox"/>	M/d/yyyy	Select	/d/yyyy	Freshman	5
[Redacted]	[Redacted]	<input type="checkbox"/>	M/d/yyyy	Select	/d/yyyy		5
[Redacted]	[Redacted]	<input type="checkbox"/>	M/d/yyyy	Select	/d/yyyy	Freshman	5
[Redacted]	[Redacted]					Freshman	5

Below is an image of the red alert notification indicating the individual student's grade needs a last date of attendance and will not be recorded until it is provided.

The screenshot shows the 'Roster Check & Grading' section of a software application. The 'Final Grade' tab is selected. A table lists student information, including Student Name, Student ID, Never Attended, Last Date of Attendance, Final Grade, Expiration Date, Class Level, and Credits. A red alert is visible for the first student, indicating that the 'Last Date of Attendance or Never Attended Flag is required'. The student's name is blurred, but their ID is 1234567890, they are marked as 'Never Attended', and their final grade is listed as 'F'. The 'Last Date of Attendance' field is empty. A red exclamation mark icon is located in the top right corner of the row for this student. The other three students in the list have valid entries for all fields.

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
[Blurred]	1234567890	<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	F	<input type="text" value="M/d/yyyy"/>	5	
[Blurred]		<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	Select	<input type="text" value="M/d/yyyy"/>	Freshman	5
[Blurred]		<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	Select	<input type="text" value="M/d/yyyy"/>		5
[Blurred]		<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	Select	<input type="text" value="M/d/yyyy"/>	Freshman	5

When you have provided the last date of attendance, the notification will disappear.

The screenshot shows the same 'Roster Check & Grading' interface after the 'Last Date of Attendance' field has been populated for the first student. The red alert notification is no longer present. The first student's entry now shows a valid 'Last Date of Attendance' of '4/26/2021'. The other three students remain unchanged, with valid entries for all fields.

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
[Blurred]	1234567890	<input type="checkbox"/>	<input type="text" value="4/26/2021"/>	F	<input type="text" value="M/d/yyyy"/>	5	
[Blurred]		<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	Select	<input type="text" value="M/d/yyyy"/>	Freshman	5
[Blurred]		<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	Select	<input type="text" value="M/d/yyyy"/>		5
[Blurred]		<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	Select	<input type="text" value="M/d/yyyy"/>	Freshman	5

Step 7: Once the grade is selected, it is recorded in the system. There is no need during grading to select a submit grades button. The system automatically records the grade once it is selected. The grade can be changed through this screen up to the moment when grades are posted at noon on grading day.

The screenshot shows a user interface for managing student rosters and grades. On the left, there is a vertical sidebar with icons for navigation. The main header includes 'Class Roster' and 'Roster Check & Grading'. Below the header, there are two tabs: 'Overview' and 'Final Grade', with 'Final Grade' being the active tab. The main content area displays a table with student information. The columns are: Student Name, Student ID, Never Attended, Last Date of Attendance, Final Grade, Expiration Date, Class Level, and Credits. Each row represents a student, with their profile picture, name, and other details. The 'Final Grade' column contains a dropdown menu with options like 'F', 'A', 'B+', 'B', and 'A-'. The 'Expiration Date' column also contains a dropdown menu with 'M/d/yyyy' placeholder text. The 'Class Level' and 'Credits' columns show 'Freshman' and '5' respectively. The 'Never Attended' and 'Last Date of Attendance' columns have dropdown arrows indicating they can be sorted.

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
[Redacted]	[Redacted]	<input type="checkbox"/>	4/26/2021	F	M/d/yyyy		5
[Redacted]	[Redacted]	<input type="checkbox"/>	M/d/yyyy	A	M/d/yyyy	Freshman	5
[Redacted]	[Redacted]	<input type="checkbox"/>	M/d/yyyy	B+	M/d/yyyy		5
[Redacted]	[Redacted]	<input type="checkbox"/>	M/d/yyyy	B	M/d/yyyy	Freshman	5
[Redacted]	[Redacted]	<input type="checkbox"/>	M/d/yyyy	A-	M/d/yyyy	Freshman	5