LoboWeb for Faculty

Grade Entry
Topics

1. Accessing LoboWeb
2. LoboWeb Basics
3. Grade Entry Basics
4. Enter Final Grades
5. Which grade should be used?
6. Last Attend Date
7. Changing Grades
Accessing LoboWeb

- my.unm.edu
- Login using your NetID and Password

- Click on the Faculty or Employee Life tab
- Click on LoboWeb
Problems Accessing LoboWeb?

- my.unm.edu allowed by pop-up blockers?
- NetID/Password problem? Go to NetID.unm.edu

FastInfo 1105

UNM NetID Maintenance
For general information on UNM NetID policies and procedures, see FastInfo or New Users - Create your UNM NetID

PLEASE NOTE! If you are a UNMH or HSC student/employee you cannot use this Hospital ID Password. Click here for information on how to request a north campus

MAIN CAMPUS EMPLOYEES AND STUDENTS ONLY:  Click to create your NetID

FastInfo 28
Choose your Term and Class Section before selecting Enter Final Grades.

For students not in your classes, their UNM ID # is required for selection.

View originally submitted grades on the View Summary Class List. Current grades, after changes, are displayed on the Exportable Class List.

Original grade entries should be made on the Enter Final Grades page. If changes are needed, the Change Student Grade page may be used.
Grade Entry ...

- ... is enabled on the last scheduled day of instruction after 8pm or the Friday before Finals Week.
- ... may only be done by the Instructor of Record (Primary).
- ... remains open for one week after the end of the term.
- ... should be completed within 48 hours of the final exam or last meeting day of the course.
- ... must include last attend date for all non-passing grades: F, NC, I, W.
- ... left undone will prevent awarding of Financial Aid, acceptance into UNM (or other) programs, awarding of Dean’s List, and graduation.
Once Entered, Grades ...

- ... will appear on the View Summary Class List as soon as Save/Submit is clicked.
- ... will roll to the student record and be viewable by the student after 7pm.
- ... may be changed on the Enter Final Grades page until they roll to the student record.
- ... may be changed after they have rolled using the Change Student Grades page.
- ... will lapse to Not Recorded (NR) when grade entry closes. NR grades will prevent awarding of Financial Aid, acceptance into UNM (or other) programs, awarding of Dean’s List, and graduation.
### Enter Final Grades - Controls

**All listed students require a grade**

**Student status**
Registered/Student Registered or Drop with Grade/Drop – Perm Req

To avoid losing your work, click **SAVE / SUBMIT** at the bottom of the page at least once every 90 minutes.

<table>
<thead>
<tr>
<th>CRN</th>
<th>Class</th>
<th>Students</th>
<th>Section Start Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>12797</td>
<td>Beginning Country Western Dance - FENP 128 001</td>
<td>12</td>
<td>24-AUG-09</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student Name</th>
<th>ID/NetID</th>
<th>Registration Status</th>
<th>Grade</th>
<th>Last Attend Date MM/DD/YYYY (Use leading zeros)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Student Registered Apr 20, 2009</td>
<td>None W CRNC I</td>
<td></td>
</tr>
</tbody>
</table>

To access the rest of the class list

**Save/Submit often to avoid losing work**

**All grades valid for the student are displayed**

See Students: Students 1 - 10 11 - 12
Enter Final Grades

To avoid losing your work, click SAVE / SUBMIT at the bottom of the page at least once every 15 minutes. Your time limit began at 07:46 pm on Jul 23, 2008 for this page.

<table>
<thead>
<tr>
<th>CRN</th>
<th>Class</th>
<th>Students</th>
<th>Section Start Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>10400</td>
<td>Western Civilization post 1648 - HIST 102 001</td>
<td>61</td>
<td>25-AUG-08</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student Name</th>
<th>ID</th>
<th>Registration Status</th>
<th>Grade</th>
<th>Last Attend Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1003</td>
<td>1003</td>
<td>Student Registered Apr 29, 2008</td>
<td>None A+ A A- B+ B B- C+ C C- D+ D D- W F I</td>
<td></td>
</tr>
<tr>
<td>1012</td>
<td>1012</td>
<td>Student Registered Apr 25, 2008</td>
<td>None W CR NC I</td>
<td></td>
</tr>
<tr>
<td>1010</td>
<td>1010</td>
<td>Student Registered May 05, 2008</td>
<td>None AUD</td>
<td></td>
</tr>
<tr>
<td>1011</td>
<td>1011</td>
<td>Drop - Perm Req Nov 15, 2008</td>
<td>None W</td>
<td></td>
</tr>
<tr>
<td>1003</td>
<td>1003</td>
<td>Student Registered Apr 29, 2008</td>
<td>None A+ A A- B+ B B- C+ C C- D+ D D- W F I</td>
<td></td>
</tr>
<tr>
<td>1000</td>
<td>1000</td>
<td>Student Registered Apr 22, 2008</td>
<td>None A+ A A- B+ B B- C+ C C- D+ D D- W F I</td>
<td></td>
</tr>
</tbody>
</table>

Last Attend Date is required for all non-passing grades: F, NC, I, W
Which grade should be used?

- **Withdrawal (W)**
  - Student *still registered*.
  - Student never attended, catastrophic illness, or other reasons beyond the student’s control.
  - No impact on GPA, does not count toward progress for Financial Aid.

- **Withdrawal (W)**
  - Student *dropped* after grade required deadline.
  - No impact on GPA, does not count toward progress for Financial Aid.

- **Failing (F)**
  - Student *still registered*.
  - Student failing at end of course.
  - Impacts GPA and will impact progress for Financial Aid.

All of these grades require a Last Attend Date (LAD).

FastInfo 3461
Which grade should be used?

- **Incomplete (I):**
  - Should only be used when circumstances beyond the student’s control prevent completion of the course.
  - It is up to you to determine what the student needs to do, and how long they have (up to a year), to complete the course.
  - Can impact Financial Aid.

- **Incomplete Grades ...**
  - ... must be completed before graduation.
  - ... are completed using the Change Student Grade option in LoboWeb.
  - ... will automatically lapse to an F (failure) one year after the end of the term.

Requires Last Attend Date (LAD).

FastInfo 4068
Last Attend Date ...

- ... is required for any non-passing grade: F, NC, I, W.
- ... must be entered in mm/dd/yyyy format.
  - Include leading zeros and all four digits of the year, e.g. 10/07/2009.
- ... must be between the day prior to the start of and the last day of the course.
- ... is a Federal requirement.
- ... is our biggest issue related to grade entry.

<table>
<thead>
<tr>
<th>W</th>
<th>F</th>
<th>I</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>W</td>
<td>F</td>
<td>I</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>W</td>
<td>F</td>
<td>I</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>W</td>
<td>F</td>
<td>I</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Last Attend Date should be ...

... the last day the student was in class, had contact with you, or, if that information is not available, the latest of the following:

- The day prior to the **Section Start Date**, if they **never** attended class,
- The last day of the class if they attended throughout,
- The date the student **dropped, or was dropped** from, the class,
- The date the last test was taken,
- The date the last homework was submitted.

### Example Table

<table>
<thead>
<tr>
<th>Students</th>
<th>Section Start Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>24-AUG-09</td>
</tr>
</tbody>
</table>

### Registration Status

<table>
<thead>
<tr>
<th>Status</th>
<th>Grade</th>
<th>Last Attend Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drop - Perm Req Oct 07, 2009</td>
<td>None WP WF</td>
<td></td>
</tr>
</tbody>
</table>

**Last Attend Date (LAD) must be entered in mm/dd/yyyy format with leading zeros and all four digits of the year.**
Changing Grades

Before grades roll, use the **Enter Final Grades** page.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Last Attend Date MM/DD/YYYY (Use leading zeros)</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td></td>
</tr>
<tr>
<td>A</td>
<td></td>
</tr>
<tr>
<td>A-</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td></td>
</tr>
<tr>
<td>B-</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td></td>
</tr>
<tr>
<td>C-</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td></td>
</tr>
<tr>
<td>D+</td>
<td></td>
</tr>
<tr>
<td>D-</td>
<td></td>
</tr>
<tr>
<td>W</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td></td>
</tr>
<tr>
<td>I</td>
<td></td>
</tr>
<tr>
<td>None</td>
<td></td>
</tr>
</tbody>
</table>

After a year, students must submit a Grade Petition to change a grade.

After grades roll, use the **Change Student Grade** page:

- Select student.
- Choose new grade.
- Select Reason.
  - Enter Comment if “Other” selected.
- Save/Submit.
- You and the student will receive an email confirmation.
- The course Dean will receive a notification if the change is more than 30 days after the end of term.

Rolled

FastInfo 2057
Answers to your frequently asked questions ...

- 3525: Faculty Grade Entry – Frequently Asked Questions
- 3461: What grades are allowable and for how many points?
- 4068: How does the Incomplete Grade process work?
- 2057: What is the Instructor Initiated Grade Change process?
- 2380: How do UNM Faculty and Advisors use LoboWeb?
- 2903: Can I initiate dropping a student from my class?
- 2349: How do faculty members override registration errors?
- 2046, 2063, 5119: Enrollment Authorization Forms
Learning Central

- Employee Life – Banner Training
- https://learningcentral.health.unm.edu
- Recommended courses:
  - FINPRV100 or FINPRV101 Securing Private Data (Web Course or Instructor-Led)
  - BANS-0004 Faculty Lobo Web (Online)
  - BANS-0015 Final Grade Submission (Online)

Faculty/Advisor Update

- You will receive email updates throughout the term about upcoming deadlines and process information.
Need Help?

In Person
Come to Academic Affairs

By Phone
Or
575.737.6225

By Email
cbrandenburg@unm.edu

Slide Presentation Credits:
Office of the Registrar - Main Campus
http://www.unm.edu/~unmreg/emtraining/Registrar/online/
LoboWeb_FacultyGrading.pptx