# LoboWeb for Faculty

**Grade Entry** 

# Topics

- Accessing LoboWeb
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- 4. Enter Final Grades
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- 6. Last Attend Date
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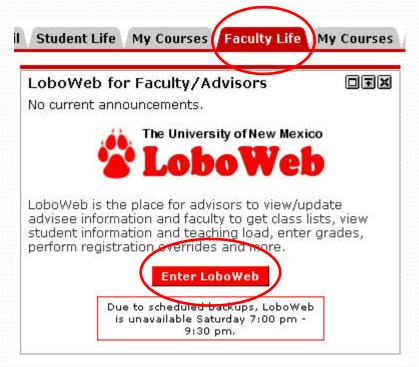
# Accessing LoboWeb





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

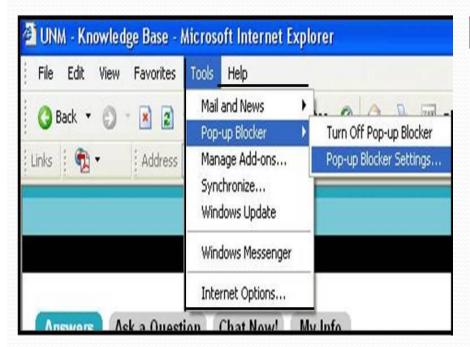
- Click on the Faculty or Employee Life tab
- Click on LoboWeb



# Problems Accessing LoboWeb?

my.unm.edu allowed by pop-up blockers?

NetID/Password problem?
 Go to NetID.unm.edu



### THE UNIVERSITY of NEW MEXICO



### **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 cami

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

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### **LoboWeb Basics**

### Faculty & Advisors Menu

#### Searches & Selections

Select Term

Select Class Section (CRN: Course Reference Number)

Select Student

Search Class Schedule

Search Course Catalog

#### Advisor Functions

#### **Teaching Schedule Functions**

View Student Info

View Weekly Teaching Schedule

View Active Teaching Load

**View Teaching History** 

#### Class Section Functions

View Summary Class List

Student Status, Grade Mode, Instructor Initiated Drop.

Exportable Class List

Printer Friendly, Exportable Email class list.

**Summary Wait List** 

**View Class List with Student Details** 

**Detail Wait List** 

Override Registration Errors (Capacity, pre-reg, etc.)

View/Update Syllabus Info

View/Update Office Hours

Add Web Component to Class

#### **Grade Entry**

**Enter Final Grades** 

Grade Upload Menu

WebCT Grade Export

**Change Student Grade** 

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 ...

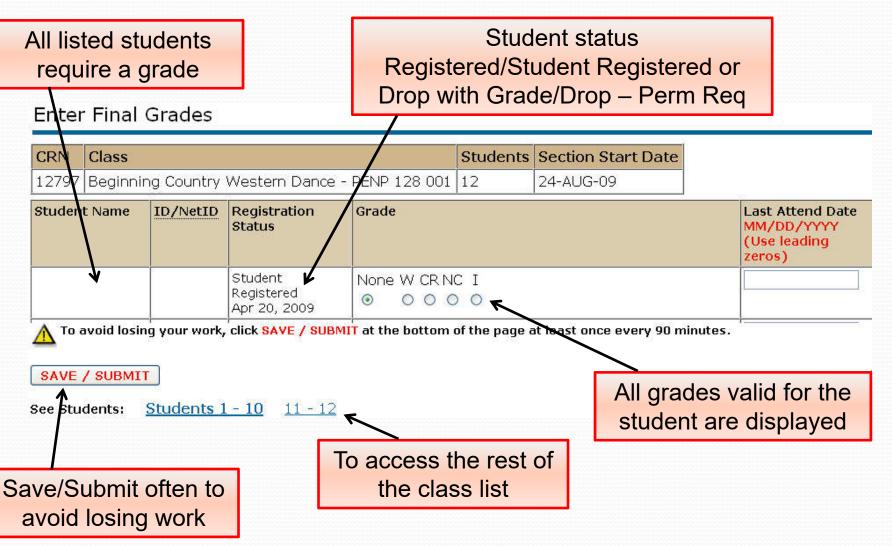
- ... is enabled on the last scheduled day of instruction after 8pm or the Friday before Finals Week.
- ... may only be done by the Instructor of Record (Primary).
- ... remains open for one week after the end of the term.
- ... should be completed within 48 hours of the final exam or last meeting day 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.

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## 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**



# **Enter Final Grades**

Save/Submit often to avoid losing work

### Enter Final Grades

CRN	Class			Students	Section Start Date	
0400	Western Civilization post 1648 - HIST 102 001			1 61	25-AUG-08	
			SAVE / SUBMIT at the bo pm on Jul 23, 2008 for thi		nge at least once every 15 minutes.	
Student	t Name	ID	Registration Status	Grade		Last Attend Date MM/DD/YYYY (Use leading zeros
		1003	Student Registered Apr 29, 2008		A- B+ B B- C+ C C- D+ D D- W F	
		1012	Student Registered Apr 25, 2008	None W CR I	Credit/No Credit Grade Mode	
		1010	Student Registered May 05, 2008	None AUD	Audit Grade Mode	
		1011	Drop - Perm Req Nov 15, 2008	None W	Withdrawal Grade Mode	
		1003	Student Registered Apr 29, 2008		A- B+ B B- C+ C C- D+ D D- W F	
		1000	Student Registered Apr 22, 2008		A- B+ B B- C+ C C- D+ D D- W F	
SAVE	/ SUBMIT		SAVE / SUBMIT at the bo	ttom of the pa	for al	Attend Date is required I non-passing grades: C, I, W

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# 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).

# 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).

### Last Attend Date ...

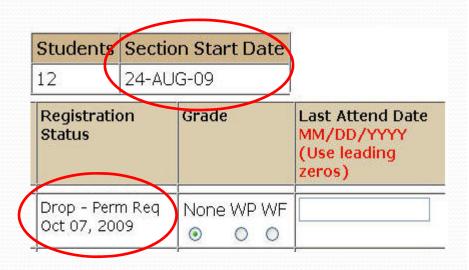
- ... is required for any non-passing grade: F, NC, I, W.
- ... must be entered in mm/dd/yyyy format.
  - Include leading zeros and all four digits of the year, e.g. 10/07/2009.
- ... must be between the day prior to the start of and the last day of the course.
- ... is a Federal requirement.
- ... is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

			Last Attend Date MM/DD/YYYY (Use leading zeros)
	F		
W	F	I	
W	F	I	
	F	_	

### 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:

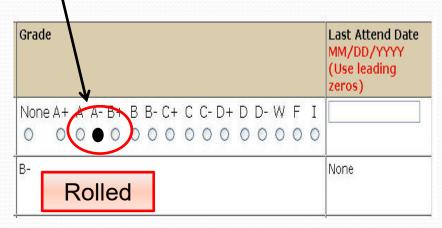
- The day prior to the **Section Start Date**, if they **never** attended class,
- The last day of the class if they attended throughout,
- The date the student dropped, or was dropped from, the class,
- The date the last test was taken,
- The date the last homework was submitted.



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.



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.

## FastInfo.unm.edu

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

575.737.6225

By Email cbrandenburg@unm.edu

Or

Slide Presentation Credits:
Office of the Registrar - Main Campus

http://www.unm.edu/~unmreg/emtraining/Registrar/online/ LoboWeb\_FacultyGrading.pptx