LoboWeb for Faculty

Grade Entry

Topics

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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

FastInfo 1105

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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-req, 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

All listed students require a grade

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

Enter Final Grades

CRN	Class	Students	Section Start Date
12797	Beginning Country Western Dance - PENP 128 001	12	24-AUG-09

Student Name	ID/NetID	Registration Status	Grade	Last Attend Date MM/DD/YYYY (Use leading zeros)
		Student Registered Apr 20, 2009	None W CR NC I ⊙ ○ ○ ○ ○	

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

SAVE / SUBMIT

See Students: Students 1 - 10   11 - 12

All grades valid for the student are displayed

To access the rest of the class list

Save/Submit often to avoid losing work

Enter Final Grades

Save/Submit often to avoid losing work

Enter Final Grades

CRN	Class	Students	Section Start Date
10400	Western Civilization post 1648 - HIST 102 001	61	25-AUG-08

⚠ 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.

Student Name	ID	Registration Status	Grade	Last Attend Date MM/DD/YYYY (Use leading zeros)
	1003	Student Registered Apr 29, 2008	None A+ A A- B+ B B- C+ C C- D+ D D- W F I	
	1012	Student Registered Apr 25, 2008	None W CR NC 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	None A+ A A- B+ B B- C+ C C- D+ D D- W F I	
	1000	Student Registered Apr 22, 2008	None A+ A A- B+ B B- C+ C C- D+ D D- W F I	

⚠ To avoid losing your work, click **SAVE / SUBMIT** at the bottom of the page at least once every 15 minutes.

SAVE / SUBMIT

See Students: **Students 1 - 50**   51 - 61

Last Attend Date is required for all non-passing grades: F, NC, 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).

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.

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

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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.

Students	Section Start Date
12	24-AUG-09

Registration Status	Grade	Last Attend Date MM/DD/YYYY (Use leading zeros)
Drop - Perm Req Oct 07, 2009	None WP WF ● ○ ○	

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.

Grade		Last Attend Date MM/DD/YYYY (Use leading zeros)
None A+ A A- B+ B B- C+ C C- D+ D D- W F I ○ ○ ○ ● ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○		
B- Rolled		None

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.

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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

Or

By Phone

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