

## PUBLISHING FINAL GRADES FOR INSTRUCTORS NOT USING GRADE CENTER IN WTCLASS

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### 1. Login to WTClass

- a. Go to [www.wtamu.edu](http://www.wtamu.edu)
- b. Click on the **Buff Portal** link.
- c. Login to the Buff Portal.
- d. Click on the **WTClass** icon.

### 2. Access your course to publish grades in.

3. On the **Home Page** (the first page you come to inside a course), in the **Early Alerts and Publishing Grades** module, **Click the Image** for posting **Final Grades**.



4. Change the **Visible Groups** field to your **Course Name and ID**. Example: "HIST-1301 (10001)". This will populate student names and current grades in the table.

FINAL GRADES	
Visible Groups	<input type="text" value="All Participants"/>

Visible Groups for one course

FINAL GRADES	
Visible Groups	<input type="text" value="All Participants"/>

Visible Groups for a cross-listed course

5. Enter the grade to publish for each student.

**FINAL GRADES**

Visible Groups: EDT-6300-70 (CS99770) ▾

Populate final grade from current grade: Final Grade ▾

Click "Clear Grades on form" to start over.

*Once the values are cleared you can repopulate final grades from Current Grade.*

First Name	Surname	Current Grade	Final Grade	Expire Date
			A	
			B	
			D	

For available grading options see: [“Grades and Deadlines Designated by the Registrar’s Office”](#) in this document.

6. For any “Incompletes” (I) earned, please enter an expiration date for when the student must complete the course in the Expire Date column. Use MM/DD/YEAR format. **Please refer to the [Incomplete Instructions](#) at the end of this document for further instructions.**
7. Click “Submit Grades” to submit grades.

**Please note:** there is not a “confirmation” on successful submission.

To verify grades have been successfully submitted to the Registrar’s Office for final verification:

- a. Exit the Publishing Grades page (click on the Home Page tab).
- b. Return to the Publishing Grades page by clicking on the Image for posting Final Grades.
- c. If the “Populate final grade from current grade” dropdown menu is set to “**Select the column to populate**” and grades are shown in the “**Final Grade**” column textboxes, grades have been successfully published.

**FINAL GRADES**

Visible Groups: ▾

Populate final grade from current grade: --Select the column to populate-- ▾

Click "Clear Grades on form" to start over.

*Once the values are cleared you can repopulate final grades from Current Grade.*

First Name	Surname	Current Grade	Final Grade	Expire Date
A		464.00 (B)	B	
A		465.00 (A)	A	
B		469.00 (A)	A	

8. If you are teaching a cross-listed course - publish grades for each course individually. (Follow steps 4 through 7 for each course.)

**NOTE:** Instructors must publish course grades *prior* to the deadline set each semester by the WTAMU Registrar. **Failure to publish by the deadline will result in the necessity to complete grade cards by hand at the Registrar’s office.** Grades will automatically be updated in Buff Advisor from the grades published in WTClass within 24 hours.

*If you have made a mistake in posting a grade, you will need to complete a Grade Change form with the Registrar’s Office.*

## GRADES AND DEADLINES DESIGNATED BY THE REGISTRAR'S OFFICE

<b>Undergraduate</b>	A, B, C, D, F, XF, S, I, X
<b>Graduate</b>	A, B, C, D, F, XF, S, I, IP, X
<b>Developmental Courses</b>	A, B, C, F, XF, I, X

- ★ **X grades** are **automatically assigned** by the Registrar's Office for students dropping by the final drop date of the semester.
- ★ Courses dropped before the census date **do not** receive a grade.
- ★ **S grades** can only be entered for courses that are set up as **pass/fail**. If the student fails a pass/fail course the grade is **F**.
- ★ **IP grades** are only given to graduate thesis students. (6301 or 6302).
- ★ **Instructors assigning a grade of "I"**, please refer to Incomplete Instructions document.
- ★ If a deadline date is **not entered** by the instructor, a date one year after the publish date will be automatically entered. The student's grade automatically becomes an F after the deadline date if a grade is not entered by the faculty.
- ★ There are **no D's** in **developmental courses**.
- ★ **If no grade is assigned to a course by the deadline**, (usually the Monday following the last day of finals by 9:00 a.m.) a grade of **N** is assigned by the Registrar's office. **Paperwork must be completed in the Registrar's Office for each student in each course in which a final grade is not entered by the deadline.** The instructor, the instructor's dept. head and dean are notified by email following failure to publish a grade by the deadline.
- ★ If leaving town and away from a computer, please double check your published grades before leaving. The Registrar's Office does not have access to the unpublished grades in your courses in the WTClass system.
- ★ If you think you might need access to the information while you are away, you might want to print your grades.

## INCOMPLETE INSTRUCTIONS

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### INCOMPLETE CONTRACT

**(REQUIRED FOR ALL GRADES ASSIGNED AS “I/INCOMPLETE”)**

1. Complete a Contract for Incomplete:  
<http://www.wtamu.edu/administration/registrar-forms.aspx>
2. Have contract signed by your Department Head.
3. Forward signed contract to the Registrar’s Office.

### ADDITIONAL WTCLASS ACCESS

**(OPTIONAL)**

If the student needs to complete any assignments in WTClass, or have access to any additional WTClass material:

1. Send an email to [itsc@wtamu.edu](mailto:itsc@wtamu.edu) with the subject line “Incomplete Request” with the following information:
  - a. Student name,
  - b. Student ID#,
  - c. Course Name,
  - d. Course Number,
  - e. Length of time to complete the Incomplete.

A work order will be created to reopen the course after the course closes to students. After the course closes to student access (typically 5 days after the last final day) the course will be reopened for the student. Students who do not have an Incomplete Contract on file with the Registrar’s Office will not have the course reopened for them.