

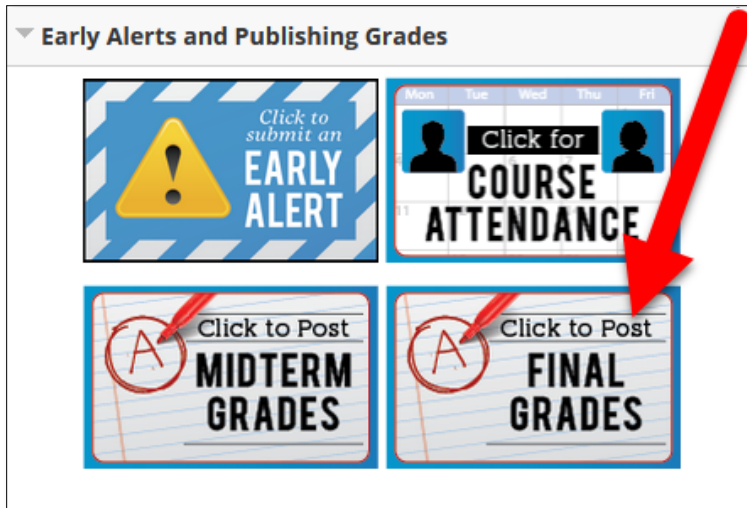
PUBLISHING FINAL GRADES FOR INSTRUCTORS NOT USING GRADE CENTER IN WTCLASS

1. Login to WTClass

- a. Go to 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 of a course), locate 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 in the table.

FINAL GRADES

Visible Groups

All Participants
All Participants
HIST-1301-70 (CS104075)

Visible Groups for one course

FINAL GRADES

Visible Groups

All Participants
All Participants
EMA-4355-70 (CS103997)
POSC-4355-70 (CS104288)
CRJ-4355-70 (CS103868)

Visible Groups for a cross-listed course

5. Enter the grade to publish for each student.

FINAL GRADES

Visible Groups

Populate final grade from current 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	

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

6. For any “Incompletes” (I) earned, 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.**

FIRST NAME	SURNAME	CURRENT GRADE	FINAL GRADE	EXPIRE DATE	LAST DATE OF ATTENDANCE	NEVER ATTENDED
		-	I	12/13/21		<input type="checkbox"/>
		-	A			<input type="checkbox"/>
		-	B			<input type="checkbox"/>

7. For any student earning a grade of “F”, enter a last date of attendance date for when the student last attended the class in the Last Date of Attendance column, or check the checkbox in the Never Attended column if they never attended the class.

FIRST NAME	SURNAME	CURRENT GRADE	FINAL GRADE	EXPIRE DATE	LAST DATE OF ATTENDANCE	NEVER ATTENDED
		-	F		9/14/20	<input type="checkbox"/>
		-	A			<input type="checkbox"/>
		-	B			<input type="checkbox"/>

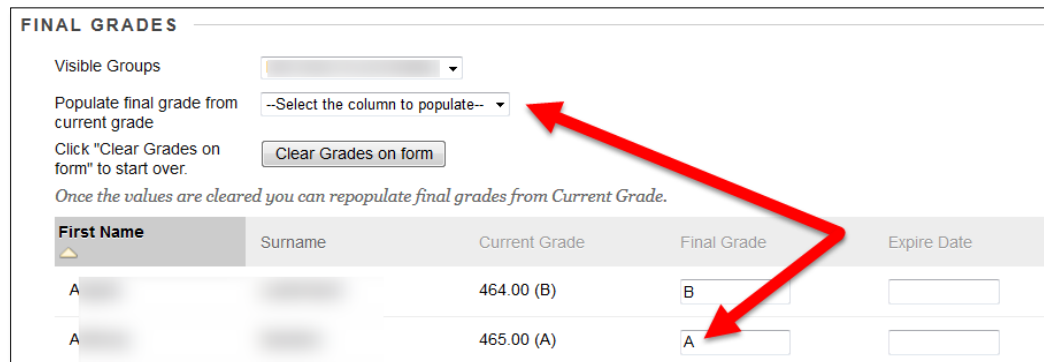
Please refer to the [“Last Date of Attendance for “F” Grades”](#) at the end of this document for instructions on how to determine the last date of attendance.

8. Click **“Submit Grades”** to submit grades.

Please note: there is not always 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.



The screenshot shows the 'FINAL GRADES' interface. At the top, there are two dropdown menus: 'Visible Groups' and 'Populate final grade from current grade'. The 'Populate final grade from current grade' dropdown is currently set to '--Select the column to populate--'. Below these is a 'Clear Grades on form' button. A red arrow points from this dropdown menu to the 'Final Grade' column of a table below. The table has columns for 'First Name', 'Surname', 'Current Grade', 'Final Grade', and 'Expire Date'. There are two rows of data in the table:

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

9. **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

Undergraduate	A, B, C, D, F, XF, S, I, X
Graduate	A, B, C, D, F, XF, S, I, IP, X
Developmental Courses	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.
- ★ If a **grade of "F" is entered**, a **date of last attendance** or selection of having **never attended** must be completed.
- ★ 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

INCOMPLETE CONTRACT

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

1. Complete a Contract for Incomplete:
<https://www.wtamu.edu/webres/File/Administrative/Enrollment%20Management/Registrar/Incomplete%20Contract.pdf>
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 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.

LAST DATE OF ATTENDANCE FOR “F” GRADES

For any student earning a grade of “F” a last date of attendance must be recorded. Depending on course delivery (in person, online, etc.) there are different ways to determine the last date of attendance for a student. Below are a few of the ways to determine the last date of attendance for a student:

IN-PERSON COURSE ATTENDANCE

If you use the Buffalo Gold Card tap/swipe stations for taking attendance access the Attendance system through My Buff Portal or direct access at <https://apps.wtamu.edu/attendance/>

EMAIL AND COURSE MESSAGES

Review your WT academic email and your Course Messages within WTClass for any communication concerning the course.

RUN THE “OVERALL SUMMARY OF USER ACTIVITY” REPORT

Within your course:

1. In the **Control Panel**, go to **Evaluation**.
2. Select the **Course Reports** option.
3. Select the **dropdown** next to the “**Single Course User Participation Report**” option, and select **Run**.
4. Select the **Start Date** of the course.
5. Select the **End Date** of the course.
6. Click **Submit**.
7. Select the option to **Open the file**. It should automatically open in Microsoft Excel.
8. When prompted about the file format and extension, select **Yes**.
9. Look at the **Most Recent Submission** column for the student’s row.

OTHER

There are additional ways that you can determine attendance within your course. You can also review Zoom meeting attendance and/or video recording views. Please determine ways students can be seen as “attending” to determine the last date of attendance.

For help with any report, or information to determine last date of attendance, please contact: wtclass@wtamu.edu and include the course, student name, student ID number, and any relevant areas to review.