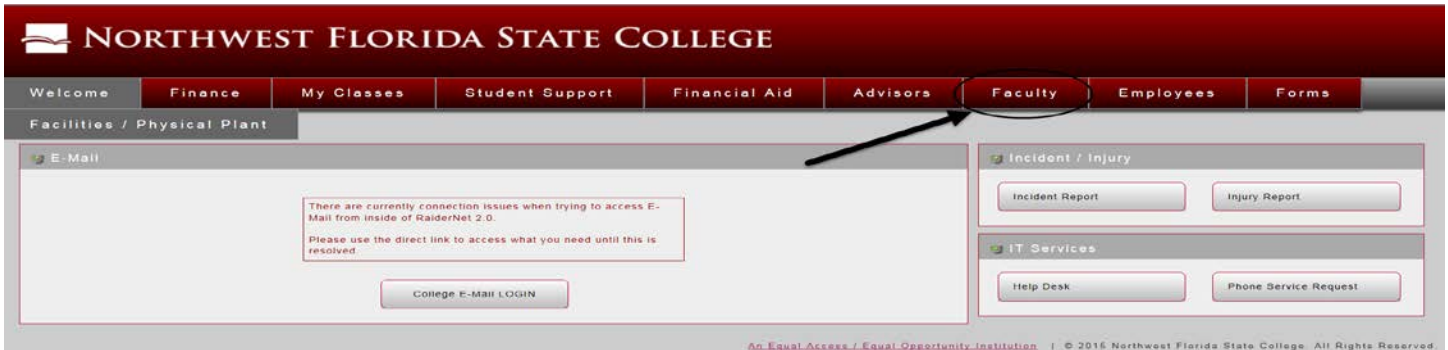
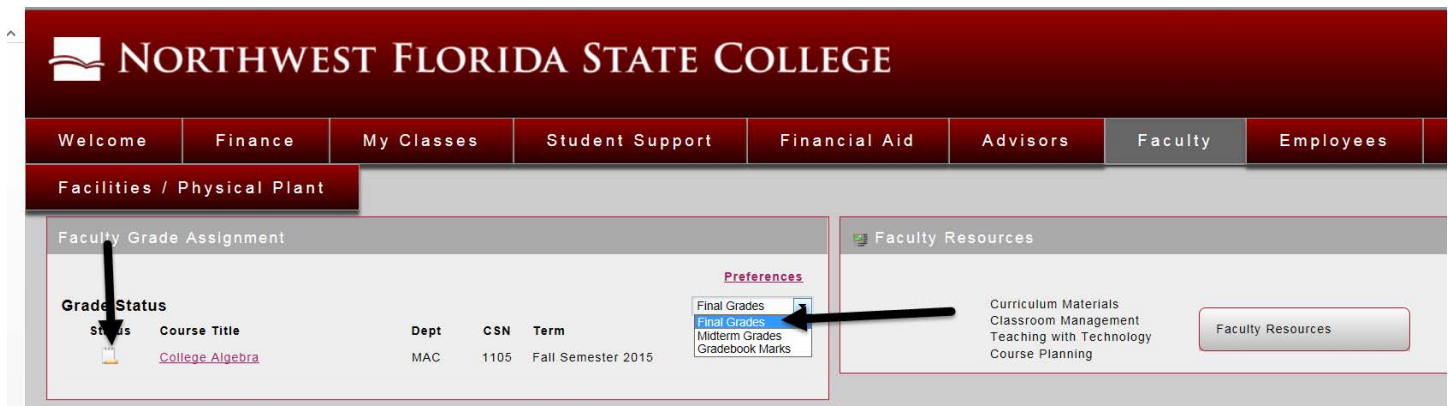


HOW TO ENTER FINAL GRADES

- Go to www.nwfsc.edu and click RaiderNet in the black menu bar at the top of the page.
- RaiderNet 2.0.
- Log on using your **Network ID** and **Password**. Your network ID is the same ID you use to access your NWF State College Faculty/Staff email account. For Network ID and password help call the IT helpdesk at 729-5396.
- Click on the Faculty Tab.

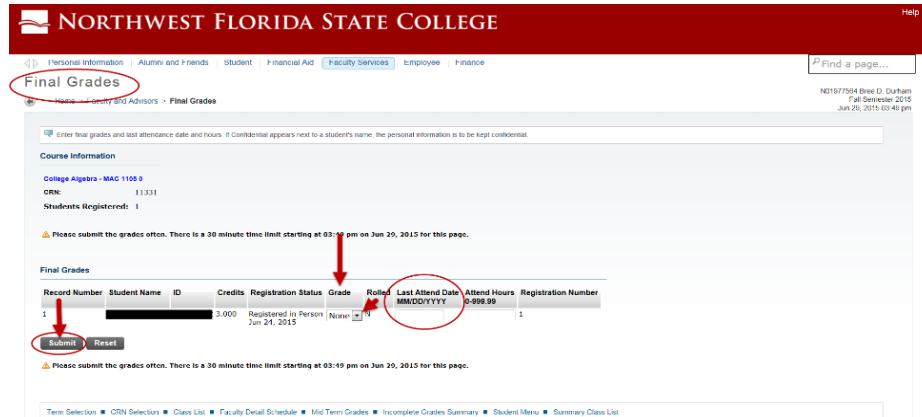


- Choose Final Grades from the down arrow drop down box and then click Status.



- Make sure that Final Grades is displayed.
- **Enter your Grades:** Use the drop down box in the grade column to enter the grade for the student.
- “F” and “I” grades require a last date of attendance be entered. If not entered, a prompt will be displayed when you attempt to save grades. Make sure to provide the Last Attend Date in the MM/DD/YYYY format for anyone receiving an “I” or an “F” grade. The date on which the “I” will become an “F” grade will appear in the Extension Date field for students receiving an “I.”
 - To earn an “I” grade, a student must have completed a “significant” portion of the class.
 - If a student has never attended your class but you failed to report a student as Never Attended during the Attendance Confirmation period, do not enter an F grade with a last day of attendance. Contact the Registrar’s Office at 729-6018 and the Financial Aid Office at 729-5370.

- Only students who have paid can be graded. If you have students on your roster to whom you cannot assign a grade, contact your department chair or program director immediately.



- Click Submit once all of the grades have been entered.
- ✓ You don't have to enter all the grades for a class at once. You can save the partially graded roster and return to grading at any time during the open grading window.
- ✓ **Proofread your grades!** Scrolling with the grade highlighted will sometimes change the grade.

Contact the Registrar's Office at 729-6018 or 729-5220 if you need assistance with final grading.