CAS Grading FAQs

How do I know if a grade hasn't been submitted?
The icons in the Blink dashboard may not always be accurate, unfortunately. You can always check the FinalGrades in Self-Service Banner. If a grade for a student says "None" with a drop-down menu, it has not been successfully submitted. The route is: Blink > Banner (icon in upper right) > Faculty and Advisors > FinalGrades > Select the term (Spring 2014 CAS) > Select the CRN from the drop-down.

What if all my courses are not showing up on my faculty dashboard on Blink?
The Blink dashboard does not always show all the courses for faculty. Our office therefore directs faculty to go straight to Self-Service Banner to enter final grades. The route is: Blink > Banner (icon in upper right) > Faculty and Advisors > Final Grades > Select the term (Spring 2014 CAS) > Select the CRN from the drop-down. Be sure to look for **internships**, **courses by arrangement**, and **directed studies** you agreed to instruct this semester.

What if a student never attended class?
If a student never attended a class, assign a grade of F (or U if it's an S/U course) and indicate that the Last Day of Attendance was the first day of the term. Step-by-step instructions for entering failing grades are available.

Each student in each class must be assigned a grade. A student can appeal to be able to drop after the deadline if there are special circumstances, and the registration can be administratively adjusted as needed.

What if a student stopped attending class?
If a student stopped attending class, please assign the grade they earned. If it is a U or F, indicate the Last Date of Attendance. Step-by-step instructions for entering failing grades are available.

Each student in each class must be assigned a grade. A student can appeal to be able to withdraw after the deadline if there are special circumstances, and the grade can be administratively adjusted as needed.

When should I give students an Incomplete grade?
If you and a student have discussed the student being given an incomplete, you can assign a grade of I or IN (I for courses with letter grades; IN for courses graded on an S/U basis). You should have written agreement between you and the student -- and the Petition for a Grade of Incompleteforms are available for this purpose -- to indicate the work to be completed and the grade to be assigned if work is not completed and submitted by the deadline. Students must submit all work within eight weeks of the start of the next semester. Step-by-step instructions for entering incomplete grades are available.

What if a student attended the class and earned a failing grade?
If the student earned the U or F grade, please enter the last day of the term as the Last Date of Attendance. This will show that the student completed the course but did not pass.

How do I enter grades for audits?
You should have the option of entering an "AU" grade for a student who successfully completed an audit. If they did not complete the requirements for the audit, please notify the Registrar's Office via email.

How much time do I have to submit grades for a course?
After you submit any grades for a course, the system rolls those submitted grades to the transcript every hour. You do not need to submit all the grades for a course at the same time. The grades that are submitted will roll to the transcript within the hour after they're submitted, and the rest of the grades will be ungraded. You can go back later and submit the remaining grades.

How do I change a grade?
If you go back to the Final Grades screen before the grade has rolled to the transcript, you'll be able to make the change in the Final Grades screen.

Once the grade has rolled to the transcript, you can change a grade by completing a Change Grade form. That form is on Blink > Faculty Academics > Faculty Registration Tools > Change Grade form. I try to process the changes within a few hours and will notify you and the student when the grade is changed.

What if I encounter a technical error?

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First, check the Incomplete Grade and Failing Grade submission documents to see if the problem could be related to additional fields needed for an Incomplete grade or a Failing grade.

If those documents do not address the problem, please give me a call or send me an email to let me know what error you encountered, and I'll either be able to help or escalate the issue to ITS staff.