

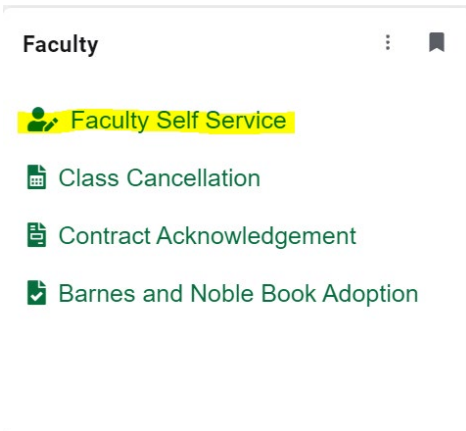
Final Grade Reporting Using MyMV

❖ Finding the course roster to report Final Grades

1. Login to MyMV



2. Select **Faculty Card** and click on **Faculty Self-Service** link.



3. Next, select **Faculty Grade Entry** and click the tab **Final Grades** to view a list of the CRNs available for Final Grade reporting for the current term.

- Class List
- Advising Student Profile
- Faculty Grade Entry
- Attendance Tracking
- Faculty Schedule
- Faculty Detail Schedule
- Change of Grade / Incomplete Form
- Barnes and Nobles Book Adoption
- Supportive Intervention Request Form

Faculty Grade Entry • Final Grades

Faculty Grade Entry

Midterm Grades **Final Grades** Gradebook

My Courses Search

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
Not Started	Not Started	EN - English	101	128	English 1: Composition	202408 - 2024 Fall Semester	15484
Completed	Completed	EN - English	102	115	English 2:Idea&Values Lit	202401 - 2024 Spring Semester	20172

❖ Recording Final Grades

1. Select a course from your list of **Not Started** CRNs. Upon clicking on the course, the class roster will be displayed underneath.

Faculty Grade Entry » Final Grades

Faculty Grade Entry

Midterm Grades **Final Grades** Gradebook

My Courses Search

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
Not Started	Not Started	EN - English	101	128	English 1: Composition	202408 - 2024 Fall Semester	15484
Completed	Completed	EN - English	102	115	English 2:Idea&Values Lit	202401 - 2024 Spring Semester	20172

~~~~ Details to Keep in Mind ~~~~

Previous Census Reporting Data:

Some students might have data from Census Reporting that was added earlier in the term. Simply add the final grade needed to the student's file. Do not change this existing data, leave it as is.

| Final Grade          | Rolled | Last Attend Date | Hours Attended |
|----------------------|--------|------------------|----------------|
| <input type="text"/> |        | 08/27/2024       | 1              |
| <input type="text"/> |        | 08/30/2024       | 1              |
| <input type="text"/> |        | 09/09/2024       | 1              |
| <input type="text"/> |        |                  | 0.0            |
| <input type="text"/> |        |                  | 0.0            |

Watch out for multiple pages in roster:

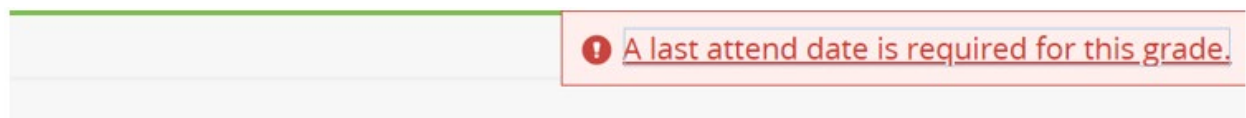
Rosters can have multiple pages. Please **SAVE** each page to keep your recorded entries.

Page 1 of 5

Save Reset

Last Date of Attendance needed for F "fail" Grades:

You will be prompted to add a last attend date for students who are earning an F grade.



- From the **Final Grade** column drop down menu, choose a grade for each student in the roster.

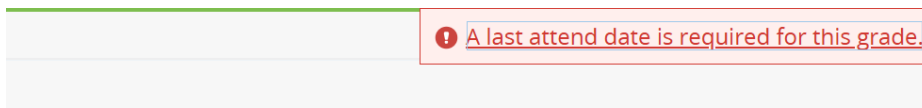
The screenshot shows a table with columns: Final Grade, Rolled, Last Attend Date, Hours Attended, and Narrative Grade Comment. A dropdown menu is open for the 'Final Grade' column, showing options: A, B+, B, C+, C, S, D+, D, F, U, I. The table has 5 rows. At the bottom, there are navigation buttons and a page indicator: Page 1 of 5, Per Page 5.

**IMPORTANT:** Grading codes **S** “Satisfactory” and **U** “Unsatisfactory” are strictly for midterm grading and must **NOT** be used for final grades.

- After entering the final grades, click **SAVE** to submit your entries.



For any student receiving a final grade of “**F**” you will be prompted to *enter the date of last attendance* after saving your entries.




The screenshot shows a table with columns: Course, Section, Title, Term, CRN, Final Grade, Rolled, Last Attend Date, Hours Attended, and Narrative Grade Comment. The table has 2 rows. The first row has 'F' in the 'Final Grade' column and an empty red-bordered field in the 'Last Attend Date' column. The second row has 'A' in the 'Final Grade' column. At the top, there is a search bar and a table header with columns: Course, Section, Title, Term, CRN. The table data shows: Course 102, Section 104, Title English 2:Idea&Values Lit, Term 202408 - 2024 Fall Semester, CRN 11419.

Add the last known date the student who received an F attended your class in the **Last Attend Date** column. Click **SAVE** again to finalize your submission.

**IMPORTANT:**

To finalize your entry, you will need to enter **ALL** grades and your **Grading Status** must show as “Completed”. If a grade is missing your roster status will remain as “In-Progress” and your submission will not be complete.

Grading Status 

Completed

In Progress

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**End of steps**