

SUBMITTING FINAL GRADES

Final grades for the each semester need to be submitted and approved online in WebFAC EGrades by the established deadline. Typically this is the day after the last day of finals. See the MSCI Academic Calendar for specific dates.

All grades are submitted via WebFAC <https://acadinfo.wustl.edu/WebFAC/WebFAC.asp>. Your login is your WUSTL Key. If you do not know your WUSTL Key contact crtcmsci@dom.wustl.edu for assistance.

1) Enter grades

- Select "EGrades" from the left menu
- You will see your list of courses
- Click the "Enter" link in the course row
- Use the drop down box next to each student's name to assign grades. The drop down box will only display the valid grade options allowed for each student.
- After you've selected a grade for each student in the course, click the "Save and Continue" button.

Grade Options

A+	98% to 100%
A	93% to 97%
A-	90% to 92%
B+	88% to 89%
B	83% to 87% minimum passing grade for "core" courses
B-	80% to 82%
C+	77% to 79%
C	73% to 77% minimum passing grade for an "elective course"
C-	70% to 72%
D+	
D	
D-	
P	Pass, indicating satisfactory performance (must be enrolled as Pass/Fail to see this option)
F	Fail, any grade of F remains on the student's academic record. When the course is repeated or remediated the new grade will appear as a separate entry in addition to the failing grade
L	Successful audit
Z	Unsuccessful audit
I	Incomplete, will be replaced with an F if not removed within one year

Note, the grade options you will see available will depend upon how the student is enrolled in your class. If enrolled for credit you will see the A-F scale, if enrolled Pass/Fail you will see the P and F options, if enrolled as an audit student you will see the L and Z options. If you believe are you seeing the wrong options for a student contact the program coordinator at crtcmsci@dom.wustl.edu.

2) Approve grades - Grades are not official until approved

- After grades are entered and saved, you will be taken to the Grade Approval page.
- Review the grades for accuracy. To change a grade, click on the student's name, enter the new grade and click the Correct Grade button.
- Click "Approve" button. Please note if you are not the official course grader, you will be able to enter grades but not approve them. The course grader will be notified by email that the entered/saved grades are ready for approval.



- d. If you need to change a grade after you have clicked the Approve button, you may do so - see https://aiswiki.wustl.edu/webfachelp/index.php/Grade_Changes.

If you think you have submitted and approved your grades online but did not receive a confirmation notice by email, you may have forgotten to click the Approve button in Step 2. Just go back into EGrades to doublecheck.

Grades are immediately posted to the student's academic record in SIS (WebSTAC) and are accessible by both students and administrative offices. No additional action is required.

3) Changing Grades

- a. If you need to change a grade after the system has closed for the semester, there is a paper form for this. Contact crtcmsci@dom.wustl.edu and the program coordinator can help you process the necessary form with the Registrar's office.



EGrades Tips:

- Grades do not need to be submitted for all students at the same time. You may save and/or approve grades for a portion of your class or for one student at a time. You can login to enter and approve grades as needed.
- If you are entering grades for a large class or have a tendency to enter grades slowly, click the Save and Continue button periodically to save your work. EGrades will idle-out after about 45 minutes of inactivity (no Save or Approval) in which case your un-saved grades may be lost and need to be re-entered.
- You can sort any of the columns in the EGrades tables by clicking on the column headers. You can reverse sort by clicking on the column headers again. This is particularly helpful for those who want to sort by Degree Candidates.

Helpful links for more information:

- About WebFAC & EGrades <http://registrar.wustl.edu/faculty-staff/webfac-egrades/>
- WebFAC Help https://aiswiki.wustl.edu/webfachelp/index.php/Main_Page
- EGrades Help <https://aiswiki.wustl.edu/webfachelp/index.php/EGrades>
- Transfer Grades from Blackboard to EGrades <https://teachingcenter.wustl.edu/blackboard/assess-student-work/egrades/>

As always, feel free to call the Office of the University Registrar at either 5-5908 (Gisela), 5-9818 (Jill), 5-5919 (Steve) or 5-5567 (Sue) if you run into problems. Or contact the MSCI program at crtcmsci@dom.wustl.edu for help.