

Submitting Final Grades for Your Classes in Voyager

Before You Begin, You Should Know. . .

The system will work best if your grades have been computed and you are ready to enter the final values for the students in your class.

Proof your entries carefully before saving as saved grades will be collected and 'rolled' (Banner language for posted) to academic history at regular intervals. You will not be able to change a grade value once it is rolled. The grade roll will occur every 30 minutes – at the top and bottom of the hour.

The system will work with a variety of web browsers, but Firefox, Chrome, and Safari are preferred.

Only the primary instructor of team-taught classes will be able to enter grades. The primary instructor is the first person listed on the class list in Voyager.

Under certain circumstances, automated e-mails will be sent to your Lawrence e-mail address. Please check your e-mail often

Finding the Grade Entry From

Log into Voyager.

Go to Faculty Academic Services.

Select Instructor Menu:

 The information resources provided here are for the exclusive use of Lawrence University faculty in support of their job responsibilities. The information provided may not be released to others unless you are authorized to do so. Use of student education record information is governed by the Family Educational Rights and Privacy Act and by institutional policy. 


Lawrence Schedule of Classes Schedule search, view published class schedules	Important Term Dates & Deadlines Registration dates, WP deadlines, mid-term reading period	Find Students, Faculty, & Staff Campus directory information	General Information About Students ▼ Program, session status, picture, addresses, phone numbers, e-mail address
Instructor Menu ▼ Give approval to register, view class lists, waiting lists, evaluations, and approvals to register; create performance reports; View class history; Grant door access	Advisor Menu ▼ View information about your advisees, remove advising registration holds	Department Menu ▼ Resources for academic departments	Academic Program & Resource Information Useful links to other parts of the Lawrence Web site
Record Faculty Accomplishments Report accomplishments for use in publications; record biographical information for the catalog			

Select Submit Final Grades – End of Term

<p>Lawrence Schedule of Classes Schedule search, view published class schedules</p>	<p>Important Term Dates & Deadlines Registration dates, WP deadlines, mid-term reading period</p>	<p>Find Students, Faculty, & Staff Campus directory information</p>	<p>General Information About Students Program, session status, picture, addresses, phone numbers, e-mail address</p>
<p>Instructor Menu Give approval to register, view class lists, waiting lists, evaluations, and approvals to register; create performance reports; View class history; Grant door access</p>	<p>Advisor Menu View information about your advisees, remove advising registration holds</p>	<p>Department Menu Resources for academic departments</p>	<p>Academic Program & Resource Information Useful links to other parts of the Lawrence Web site</p>
<ul style="list-style-type: none"> ■ Give Approval to Register for Your Classes Only ■ GER Assessment ■ View Your Schedule ■ Sunstone (send an alert) ■ Classes Taught & Scheduled (Since Fall 1986) ■ Submit Final Grades – Outstanding I/IP/NRs ■ Administrative Instructor Menu ■ Accommodate ■ Submit Final Grades – End of Term ■ SELECT TERM ■ Ensemble Requests (MUEN) ■ Submit Comments for NR or F Final Grades 			
<p>Record Faculty Accomplishments Report accomplishments for use in publications; record biographical information for the catalog</p>			

You may be asked to log in again

Login



Username:

Password:

[LOGIN](#)

For security reasons, please [log out](#) and exit your web browser when you are done accessing services that require authentication!

In the Final Grades Tab you will see a list of your courses that are available for grading.

- **Not Started:** indicates that no grades for this section of the course have been submitted.
- **In Progress:** indicates that some, but not all grades for this section of the course have been submitted.
- **Completed:** indicates that all grades for this section of the course have been submitted.

Faculty Grade Entry • Final Grades

Faculty Grade Entry

Midterm Grades Final Grades Gradebook

My Courses

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
Not Started	Not Started	HIST - History	132	0	UNITED STATES: 1896-PRESENT	202050 - Fall Term 2020	5159
Not Started	Not Started	HIST - History	165	0	MODERN EAST ASIAN CIVILIZATION	202050 - Fall Term 2020	5224
Completed	Completed	HIST - History	599	0	IS-Lenin AND LENINISM	202050 - Fall Term 2020	6164

Records Found: 3

Selecting a Course:

You can utilize the search box to find your courses by subject, course, section, title, etc.

Term	CRN
UNITED STATES: 1896-PRESENT	202050 - Fall Term 2020 5159
MODERN EAST ASIAN CIVILIZATION	202050 - Fall Term 2020 5224
IS-Lenin AND LENINISM	202050 - Fall Term 2020 6164

Columns are sortable, you can click the Grading Status column twice to adjust the sort.

My Courses

Grading Status	Rolled	Subject	Course	Section	Title
Not Started	Not Started	HIST - History	132	0	UNITED STATES: 1896-PRESENT

Select a course. Course will be highlighted in blue. Student's names will appear below the course list.

Faculty Grade Entry

Midterm Grades Final Grades Gradebook

My Courses

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
Not Started	Not Started	HIST - History	132	0	UNITED STATES: 1896-PRESENT	202050 - Fall Term 2020	5159
Not Started	Not Started	HIST - History	165	0	MODERN EAST ASIAN CIVILIZATION	202050 - Fall Term 2020	5224
Completed	Completed	HIST - History	599	0	IS-Lenin and Leninism	202050 - Fall Term 2020	6164

Records Found: 3

Page 1 of 1 Per Page 10

Enter Grades

Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date	Hours Attended
[Redacted]	[Redacted]					
[Redacted]	[Redacted]					
[Redacted]	[Redacted]					

To review the Course Details for the selected course, click the arrow (highlighted in yellow) to the right of the Search box. Course Details will list the course title and section information, how many grades are outstanding, how many have been submitted along with the course dates, primary and any secondary instructors.

Search

Term	CRN
202050 - Fall Term 2020	5159
202050 - Fall Term 2020	5224
202050 - Fall Term 2020	6164

Page 1 of 1 Per Page 10

Course Details Getting Started

HIST 132, Section 0

UNITED STATES: 1896-PRESENT
Course Reference Number: 5159

Grades Remaining : 42

Eligible: 42 Registered: 42
Graded Final: 0

Course Dates: 09/14/2020 - 11/24/2020
Primary Instructor: [Redacted]
Secondary Instructor(s): [Redacted]

Entering Final Grades

IMPORTANT NOTE: Save frequently to ensure grades are recorded.

Select Grade from the drop down menu under the Final Grade column. This will be a list of valid grades for this course.

Faculty Grade Entry • Final Grades

Faculty Grade Entry

Midterm Grades Final Grades Gradebook

My Courses

Grading Status	⌵	Rolled	⌵	Subject	⌵	
Not Started		Not Started		HIST - History		11
Not Started		Not Started		HIST - History		11
Completed		Completed		HIST - History		5

Records Found: 3

Enter Grades

Full Name	⌵	ID	⌵	Midterm Grade	⌵	
[REDACTED]		[REDACTED]				[Grade Dropdown]
[REDACTED]		[REDACTED]				[Grade Dropdown]
[REDACTED]		[REDACTED]				[Grade Dropdown]

Grade List: A, A-, B+, B, C-, C+, C, C-, D+, D, D-, F, NR

Once you start grading and saving as you go, the 'Grading Status' under 'My Courses' will change from 'Not Started' to 'In Progress'

Faculty Grade Entry • Final Grades

Faculty Grade Entry

Midterm Grades Final Grades Gradebook

My Courses

Grading Status	⌵	Rolled	⌵	Subject	⌵	Course	⌵	Section	⌵	Title
In Progress		Not Started		HIST - History		132		0		UNITED STATES: 1896-PR

Enter Grades

Full Name	⌵	ID	⌵	Midterm Grade	⌵	Final Grade	⌵	Rolled	⌵
[REDACTED]		[REDACTED]				B-			
[REDACTED]		[REDACTED]							
[REDACTED]		[REDACTED]							

If a F or NR grade is assigned, the 'Last Attend Date' is required.

Faculty Grade Entry • Final Grades

Faculty Grade Entry

Midterm Grades Final Grades Gradebook

My Courses

Grading Status	⌵	Rolled	⌵	Subject	⌵	Course	⌵	Section	⌵	Title	⌵	Term	⌵	CRN	⌵
In Progress		Not Started		HIST - History		132		0		UNITED STATES: 1896-PRESENT		202050 - Fall Term 2020		5159	

Enter Grades

Full Name	⌵	ID	⌵	Midterm Grade	⌵	Final Grade	⌵	Rolled	⌵	Last Attend Date	⌵	Hours Attended	⌵
[REDACTED]		[REDACTED]				B-							
[REDACTED]		[REDACTED]				F							
[REDACTED]		[REDACTED]				NR							

Red arrows point from the 'F' and 'NR' grades to the 'Last Attend Date' field, which is highlighted in yellow. Red error messages are visible at the top right: "A last attend date is required for this grade."

If there is a second page of students, be certain to enter grades for students on page 2 also. If you do not grade all students, the Grading Status will remain "In Progress" until all are graded and saved successfully.

Navigation: Page 2 of 2, Per Page 25

Buttons: Save, Reset

Once all students have been graded, click the SAVE button and the 'Grading Status' will change from 'In Progress' to 'Completed'

Faculty Grade Entry • Final Grades

Faculty Grade Entry

Midterm Grades Final Grades Gradebook

My Courses

Grading Status	Rolled	Subject	Course	Section	Title	Term
Completed	Not Started	HIST - History	132	0	UNITED STATES: 1896-PRESENT	202050

Enter Grades

Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date
[REDACTED]	[REDACTED]		B-		
[REDACTED]	[REDACTED]		F		11/20/2020
[REDACTED]	[REDACTED]		NR		11/20/2020

Once grades roll to history (system rolls every 30 minutes), your 'Rolled' field will show 'Completed' under 'My Courses' and a green checkmark will appear on every student in the 'Rolled' column under 'Enter Grades.'

Faculty Grade Entry

Midterm Grades Final Grades Gradebook

My Courses

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
Completed	Completed	HIST - History	599	0	IS-LENIN AND LENINISM	202050 - Fall Term 2020	6164

Enter Grades

Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date	Hours Attended
[REDACTED]	[REDACTED]		B+	✓	10/22/2020	

Records Found: 1

Page 1 of 1 Per Page 25

Save Reset

Entering Comments Updated Fall 2020

You will notice the Comments box that existed in the grading screen is no longer available. This was a custom build that is no longer enabled with our recent upgrade. A new comment process exists using Voyager. If you enter NR or F grades you will be able to enter comments using the Voyager Instructor Menu- Submit Comments for NR or F final Grades as indicated below. These comments are for the Faculty Subcommittee on Administration as they review academic standing. If you have assigned a grade of NR or F, you will receive an auto-generated email the next morning reminding you to submit comments.

Faculty Academic Services | Employee Services | Surveys | Admissions Information | Registrar | General

Lawrence Schedule of Classes Schedule search, view published class schedules	Important Term Dates & Deadlines Registration dates, WP deadlines, mid-term reading period	Find Students, Faculty, & Staff Campus directory information	General Information About Students Program, session status, picture, addresses, phone numbers, e-mail address
Instructor Menu Give approval to register, view class lists, waiting lists, evaluations, and approvals to register; create performance reports; View class history; Grant door access	Advisor Menu View information about your advisees, remove advising registration holds	Department Menu Resources for academic departments	Academic Program & Resource Information Useful links to other parts of the Lawrence Web site

- Give Approval to Register for Your Classes Only
- GER Assessment
- View Your Schedule
- Sunstone (send an alert)
- Classes Taught & Scheduled (Since Fall 1986)
- Submit Final Grades – Outstanding I/P/NRs
- Administrative Instructor Menu
- Accommodate
- Submit Final Grades – End of Term
- SELECT TERM
- Ensemble Requests (MUEN)
- Submit Comments for NR or F Final Grades

Click on the student name to enter comment.

Submit Comments for NR or F Final Grades

LUID	Name	Grade	Term	Title	Units	Crn	Subj Code	Crse
[REDACTED]	[REDACTED]	F	Fall 2020	INTRODUCTION TO ETHNIC STUDIES	6	5204	ETST	110
[REDACTED]	[REDACTED]	NR	Fall 2020	INTRODUCTION TO ETHNIC STUDIES	6	5204	ETST	110
[REDACTED]	[REDACTED]	F	Fall 2020	INTRODUCTION TO ETHNIC STUDIES	6	5204	ETST	110

Enter the comment and “Submit Comment.” **Comments for NR grades are required.** Comments for F grades are not required, but can provide helpful information if there were extenuating circumstances. If the student did not complete the course, please include that information. If you do not have any relevant comments for the F grades you can submit “No Comment” for the specified student to show the task as fulfilled. If you do not submit any comment, additional emails may be generated.

Term:	Fall 2020
Current Grade:	F
Title:	INTRODUCTION TO ETHNIC STUDIES
Units:	6
Crn:	5204
Subj Code:	ETST
Number:	110

Enter a comment regarding the reason for the NR or F grade and/or other student status issues. This information is used by the Faculty Subcommittee on Ad student.

Enter comment or notes here. |

Enter Comment:

Submit Comment

FAQ's

Why aren't only my current sections displaying in Final Grade Entry?

The Faculty Grade Entry will list all section taught by faculty members, not just the current sections. However, the faculty members can search for the specific sections they want to grade by entering either the CRN, Course Title, Course Number or Term Code. For example, if a faculty member only wants to view sections taught in the winter 2021 term, they would search by the Term Code "202120." This will filter out any other sections and only list the winter 2021 sections.

ebook

Subject	Course	Section	Title	Term	CRN
HIST - History	110	0	EMERGENCE OF THE MODERN WORLD	202120 - Winter Term 2021	1159
HIST - History	105	0	INTERACTIONS ALONG SILK ROAD	202120 - Winter Term 2021	1164
HIST - History	101	0	INTRO TO HISTORICAL METHODS	202130 - Spring Term 2021	3188
HIST - History	140	0	GENDER & FEM HIST PERSPECTIVE	202130 - Spring Term 2021	3192
HIST - History	132	0	UNITED STATES: 1896-PRESENT	202050 - Fall Term 2020	5159
HIST - History	165	0	MODERN EAST ASIAN CIVILIZATION	202050 - Fall Term 2020	5224
FIST - Film Studies	402	0	FILM THEORY & CRITICISM	202050 - Fall Term 2020	5928
HIST - History	599	0	IS-L ENIN AND LENINISM	202050 - Fall Term 2020	6164

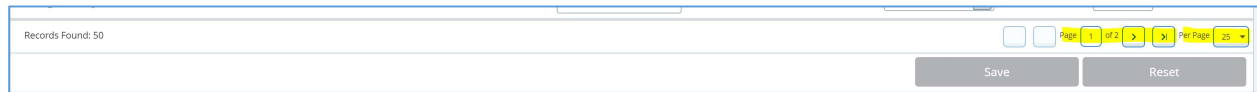
Subject	Course	Section	Title	Term	CRN
HIST - History	110	0	EMERGENCE OF THE MODERN WORLD	202120 - Winter Term 2021	1159
HIST - History	105	0	INTERACTIONS ALONG SILK ROAD	202120 - Winter Term 2021	1164

Page 1 of 1 Per Page 10

Why can't I see all of my students in Final Grade Entry?

If your list of students in Final Grade Entry is more than one page long, use the navigation buttons on the bottom of the screen to move to the other screens and display the remainder of students. You must click "Save" to save the grades you just entered before paging to the next set of students in Faculty

Grade Entry. Otherwise, the grades you entered on the previous page will be lost. It is recommended that you increase the number of students listed from the default to as large as you can for your class size so that you may see all students in the class.



Am I required to fill in the “Last Attend Day” field when entering grades?

The “Last Attend Day” field should be filled in only for students assigned a grade of “F” or “NR.” The date given should be the last date on which the student either attended class or demonstrated participation in the class in some way (e.g., turning in an assignment, taking a test or quiz). The date should be entered in a MM/DD/YYYY format

What do I enter in the “Attend Hours” field?

No entry is necessary in the “Attend Hours” field.

I can’t see the “Save” button?

Try using the windows maximize/minimize button in your web browser.

How do I know when all of my grades have been submitted?

Faculty Grade Entry provides visual and textual cues to let you know your progress in grading a course. The grading progress indicator to the left of your classes will display in green “Completed” when a course is fully graded. A yellow indicator means partially graded. A gray indicator shows no grades have been submitted. Also, the Course Details tab on the right side of screen (click carrot to display) will display the number of students eligible for grades, number total grades entered and number of grades remaining.