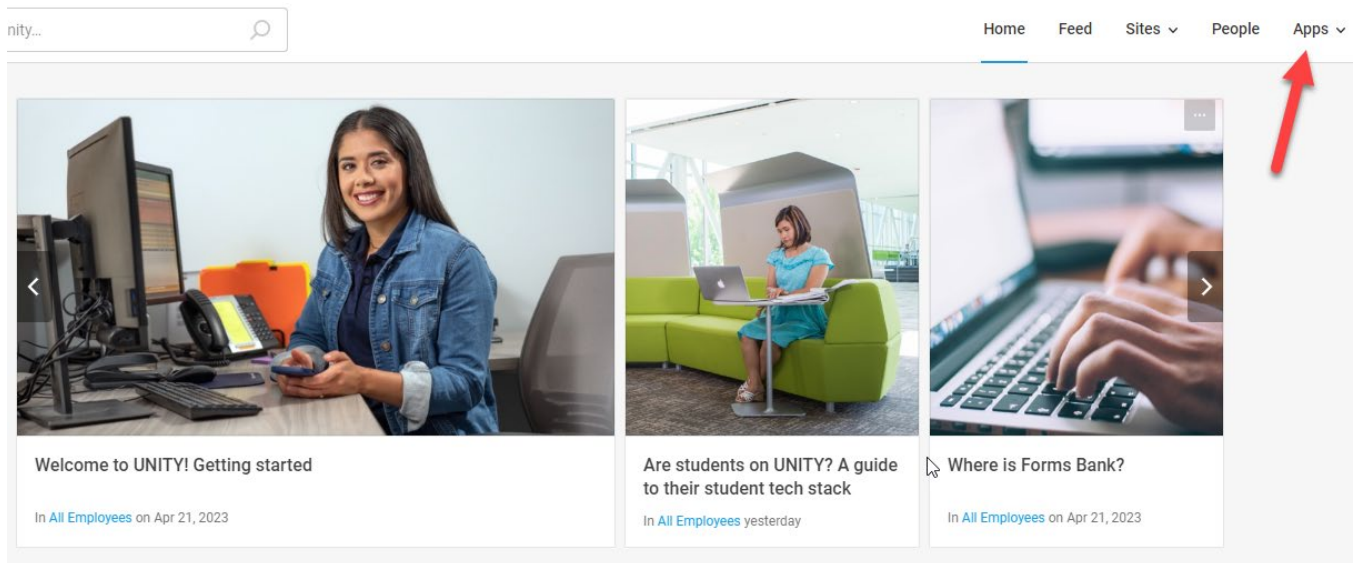


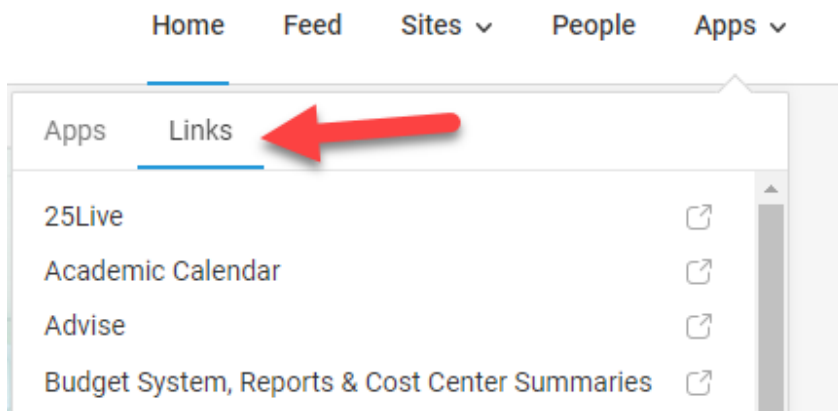
Entering Grades using Self Service

Note: One of the biggest differences you will notice is there is no “**Submit**” button. Grades are saved and submitted as you move from record to record.

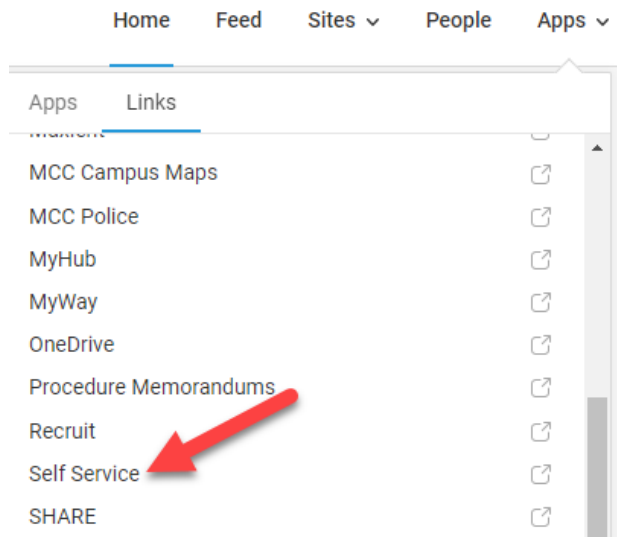
From the Unity Home page, click on the Apps dropdown.



From the Apps dropdown, click on Links.

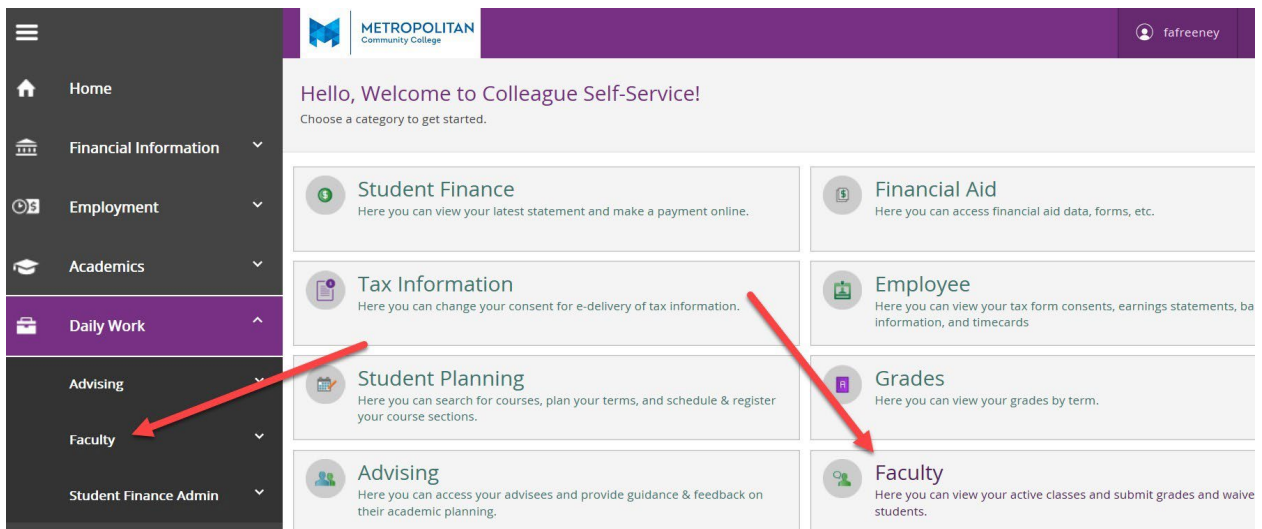


Under Links, scroll down and click on Self Service.



This will land you on the Self Service home page. You can access grading using one of two methods:

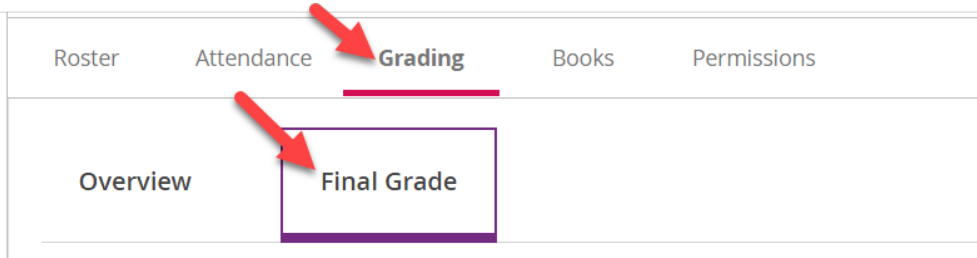
1. On the left side under hamburger menu. Under Daily Work, you should have a faculty option.
2. On the right side, one of the boxes should be labeled Faculty.



After clicking on the “Faculty” option, you should see a list of your Sections.

2018 Credit Fall		
Section	Times	Locations
INFO-1001-4D: Information Systems & Literacy	T/Th 10:00 AM - 11:45 AM 9/4/2018 - 11/15/2018	Fort Bldg 023, 324 On Campus
INFO-1001-1A: Information Systems & Literacy	M/W 8:00 AM - 9:45 AM 9/5/2018 - 11/19/2018	Elkhorn Valley Campus, 159 On Campus

Click the link that corresponds to the section you want to grade, and this will take you to the class roster. Next, you will want to click on the “Grading” Tab and then click on the “Final Grade” Tab.



Grade each student by clicking on the dropdown list in the “Final Grade” column, and select the desired grade.

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
[Student Name]	[Student ID]	<input type="checkbox"/>	M/d/yyyy	A	M/d/yyyy	SOPHOMORE	4.50
[Student Name]	[Student ID]	<input type="checkbox"/>	M/d/yyyy	A	M/d/yyyy	SOPHOMORE	4.50
[Student Name]	[Student ID]	<input type="checkbox"/>	M/d/yyyy	Select grade	M/d/yyyy	FRESHMAN	4.50
[Student Name]	[Student ID]	<input type="checkbox"/>	M/d/yyyy	Select grade	M/d/yyyy	FRESHMAN	4.50
[Student Name]	[Student ID]	<input type="checkbox"/>	M/d/yyyy	Select grade	M/d/yyyy	SOPHOMORE	4.50
[Student Name]	[Student ID]	<input type="checkbox"/>	M/d/yyyy	Select grade	M/d/yyyy	SOPHOMORE	4.50
[Student Name]	[Student ID]	<input type="checkbox"/>	M/d/yyyy	Select grade	M/d/yyyy	FRESHMAN	4.50

The 'Final Grade' column dropdown menu is open, showing options: Select grade, Select grade, A, B, C, D, F, I, P, R, Q, R+, Z*. A red arrow points to the dropdown menu.

If grade the grade selected is an “F” or “I” the “Last Date of Attendance” box will turn red, and a message will appear that a date is required in that box.

Roster Attendance Census **Grading** Books Permissions

Overview **Final Grade** Midterm 1

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credit
Farnsworth, Addison N.	1058825	<input type="checkbox"/>	M/d/yyyy	F	M/d/yyyy	FRESHMAN	4.50

Last Date of Attendance is required

If you leave the page or exit Self Service, grades you entered before leaving will automatically be saved. **The one exception is if the grade you entered is an “F” or “I” and you do not enter a date in the Last Date of Attendance box. The system will clear out the grade when you leave the page. If you want to assign a grade of “F” or “I” you must enter a date in the last date attended.**

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
[blurred]	[blurred]	<input type="checkbox"/>	M/d/yyyy	A	M/d/yyyy	SOPHOMORE	4.50
[blurred]	[blurred]	<input type="checkbox"/>	M/d/yyyy	A	M/d/yyyy	SOPHOMORE	4.50
[blurred]	[blurred]	<input type="checkbox"/>	M/d/yyyy	Select grade	M/d/yyyy	FRESHMAN	4.50
[blurred]	[blurred]	<input type="checkbox"/>	M/d/yyyy	B	M/d/yyyy	FRESHMAN	4.50

If you leave the page or exit Self Service before you finish entering in all the grades, you will be able to come back later and continue where you left off. The grade you entered before leaving will automatically be saved.

You can modify a grade ONLY if it has not been verified. **Once a grade has been verified, you will not be able to edit/modify it in Self Service.** Grades are verified after midnight, so if you need to make a grade change due to an error, you must submit a grade change form.


Overview **Final Grade**

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
[blurred]	[blurred]	<input type="checkbox"/>	M/d/yyyy	A	M/d/yyyy	SOPHOMORE	4.50
[blurred]	[blurred]	<input type="checkbox"/>	M/d/yyyy	A	M/d/yyyy	SOPHOMORE	4.50
[blurred]	[blurred]	<input type="checkbox"/>	M/d/yyyy	Select grade	M/d/yyyy	FRESHMAN	4.50
[blurred]	[blurred]	<input type="checkbox"/>	M/d/yyyy	Select grade	M/d/yyyy	FRESHMAN	4.50
[blurred]	[blurred]	<input type="checkbox"/>	M/d/yyyy	Select grade	M/d/yyyy	SOPHOMORE	4.50

To go back to the section listing, use the “Back to Courses” link at the top of the page.

Daily Work ▾ Faculty ▾ Faculty Overview

Section Details

[← Back to Courses](#) 

INFO-1001-4D: Information Systems & Literacy

2018 Credit Fall
Fort Omaha Campus

T/Th 10:00 AM - 11:45 AM
9/4/2018 - 11/15/2018
Fort Bldg 023, 324 On Campus

Seats Available 4 of 20

Note: Remember there is no **“Submit”** button. Grades are automatically submitted as you move from record to record.