

The University of Montana Western

Faculty Web-grading Instructions/Information

Final grades for classes offered by Montana Western should be submitted electronically via the campus on-line system...DAWGS. Faculty should follow the procedure outlined below to enter final grades (or to correct grade submission errors later) on line:

- Access DAWGS (<http://dawgs.umwestern.edu/login/>)
- Login to DAWGS (password=SID (staff ID 8000----#) or SSN, PIN=last six digits of SID or the number you changed to; for security purposes you should consider changing your PIN periodically)
- Click Faculty & Advisor
- Click Final Grades
- Select the appropriate term from the pull-down menu
- Select the class/CRN for a class (for which you will be entering final grades) and click "Submit"
- Enter grades* or click pull-down arrow and click the appropriate grade option* (**faculty must provide a "last-date-of-attendance" for each student to whom they issue grades of "F" or "INC"),
- After you've entered **ALL** final grades for a class, click "Submit"
- At the next screen you can either exit DAWGS (be sure to close the browser) or click "Final Grades" to enter grades for another class,
- after all grades for all classes have been entered be sure to exit DAWGS and close the browser

*The pull-down grade menu shows the full range of grades (including grades followed by a "#" symbol) that are available for the course. It is extremely important that you use only grade options outlined in the current catalog (A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, I, P are grade options in UMW's grade table), don't enter/choose "Gr#" options. Remember the "P" grade has very limited use at Western (mostly for courses like Student Teaching, etc). "W" and "AU" are **NOT** acceptable grade options (dropping a class, withdrawing from college, or changing to/from Audit status, etc, are student-initiated actions). WARNING: BANNER's Web grading system does NOT alert you to the fact that you may have entered a grade that is not an acceptable grade option at Western. Invalid grades – those not matching acceptable options in Western's grade table - simply do not "roll" to student academic records after the system is "locked". **Federal regulations require that institutions provide a last-date-of-attendance in each instance where a student receives/earns grades of "F" or "INC".

Faculty are urged to check grade sheets for ALL classes to assure that each student listed receives a valid grade and that grades entered are accurate for each student listed.

If you give a failing grade, be sure to enter the "last date attended" for the student involved. The format for entering L-D-A is very strict; use the following format: MM/DD/YYYY. If you enter the last date of attendance incorrectly you may get an error message indicating that you entered the date in an invalid format, any entries you make following such an invalid entry will not be saved. If a web-grading error message pops up on your computer screen, correct the error, then make sure grades for ALL students are/were entered and saved correctly in DAWGS.....then click "Submit Grades" again.

If you give "I" (incomplete) as a grade, you must fill out and submit an Incomplete Card (regardless of whether you choose web-grading or if you decide to submit completed paper grade sheets). Information on the Incomplete Card includes: the work a student must complete to finish the class, deadlines for completion of missing assignments (maximum of one year from issuance of INC), and, the grade a student will earn if s/he fails to complete missing work on time.

DAWGS includes a time-limit feature controls the amount of time a user can be logged into the web-grading system during any a session. The per-session time limit is set at 20 minutes. If you exceed this limit the system will automatically shut down the grade entry function, any work you entered subsequent to your last hit of the "submit" key will be lost. If you are "timed-out" simply log back into the system and continue the grade entry process (be sure to check all entries you made in the system for accuracy and to ascertain what was saved). Be prepared to start entering final grades as soon as you get into DAWGS and save/submit often.

After entering final grades for all students in assigned classes for the term, exit DAWGS then log back in to check grade entries (are all grades accurate for all students, are grades entered for ALL students in ALL classes for the term, etc).

Student educational records (grades, graded assignments, class rosters, student IDs, etc) are confidential; access to or release of this information is restricted according to provisions of the Family Educational Rights & Privacy Act (FERPA). Faculty should use every precaution to prevent unauthorized access to educational records for which they are responsible.

If you have questions or need help call 683-7215. Your cooperation is always appreciated.