



# Faculty Console User Guide

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November 2014

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Information Technology Services  
**Collaborative  
Program Services**

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## Introduction

### Overview

INGRESS is a custom application that has been developed for USG institutions that share course sections with each other. It facilitates the following functions:

- The transfer of shared course sections, faculty, and student enrollments from each participating institution's local Banner system to INGRESS; INGRESS sends this information to the collaborative LMS.
- The balancing of available course seats across participating institutions.
- The updating of the maximum seat counts of shared course sections.
- The transfer of faculty and student personal data (name, email address, and username) updates from local Banner systems to INGRESS, which sends the information to the collaborative LMS.
- The entry and submission of attendance verification and grades by faculty; INGRESS transfers these entries to the students' home institutions.
- Reporting.

### Intended Audience

This user guide is intended to provide step-by-step instructions for faculty who perform the following tasks related to courses which are processed via the INGRESS tool:

- Attendance Verification Submission
- Mid-term Grade Submission
- Final Grade Submission

### Browsers

Internet Explorer oftentimes caches data when it is used to display the INGRESS reports. It is recommended that the internet temporary files should be deleted on a regular basis in order to display current information in the INGRESS reports.

### Disclaimer

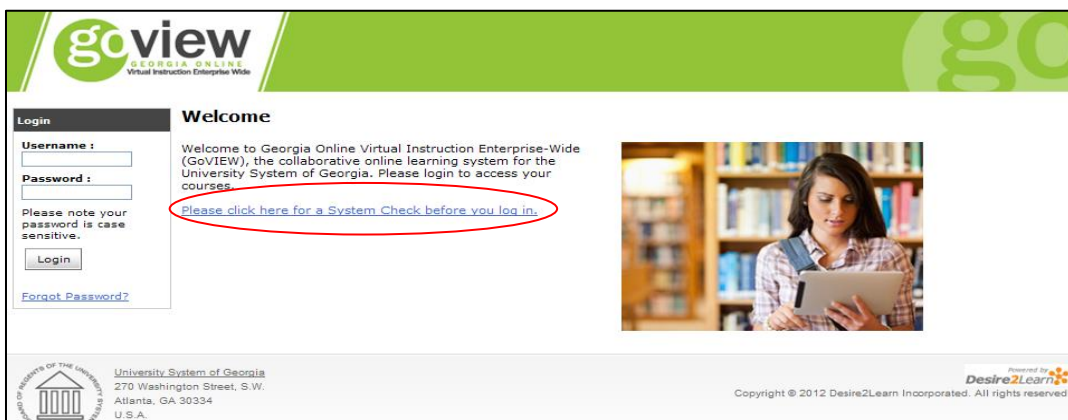
The screen shots in this document do not represent actual students, faculty, or course sections; they are provided purely as examples.

## Accessing the INGRESS Faculty Console

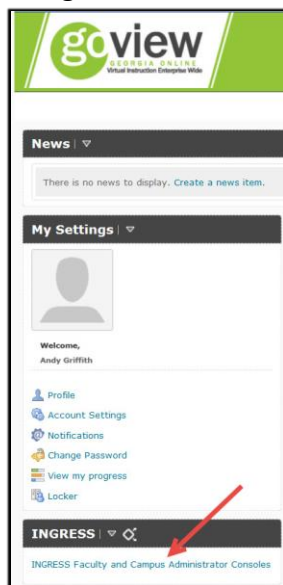
The Faculty Console is an INGRESS tool that instructors use to submit attendance verification and grades for students who are registered in shared course sections.

Follow the instructions below to access the Faculty Console:

1. Log into GoVIEW at the URL <https://go.view.usg.edu>.
2. Before logging in for the first time, be sure to perform a System Check.
3. Enter your GoVIEW faculty username and password.

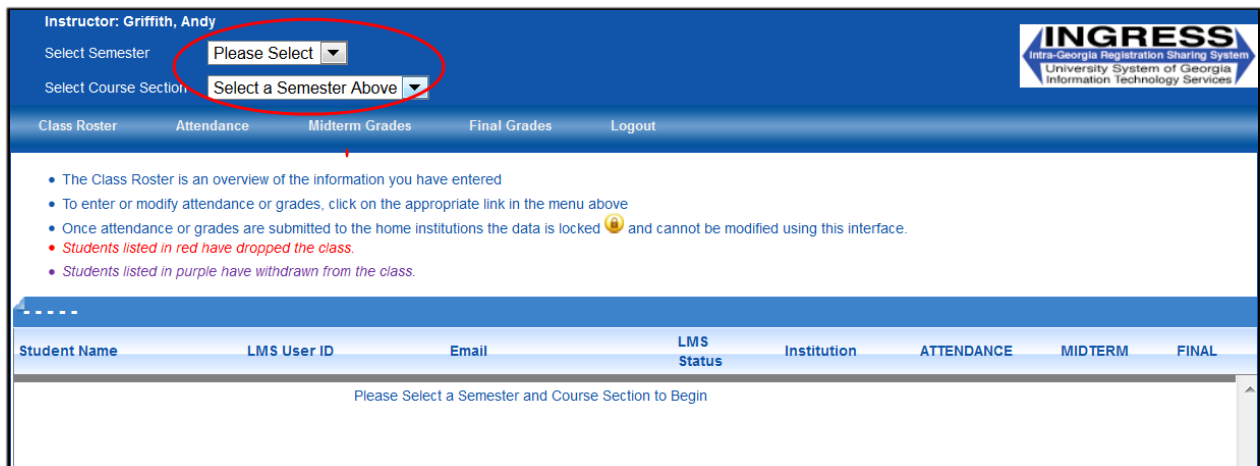


4. Select the link for INGRESS from the GoVIEW Homepage.
5. Navigation: GoVIEW Homepage> INGRESS> Select INGRESS Faculty and Administrator Consoles

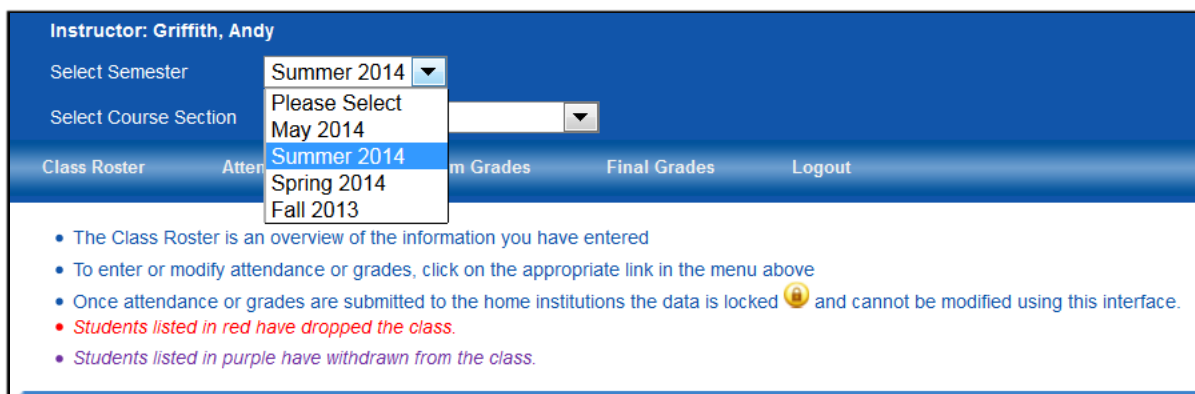


The INGRESS Faculty Console will be displayed in a new window. This is the central location for accessing the consolidated class rosters, and for submitting attendance verification, mid-term and final grades for those students who are registered in shared classes.

The name of the instructor will appear at the top left side of the page (*see screen capture below*); additionally, drop down lists are available for selecting the required Semester and Course Section. Five tabs appear below the course section: **Class Roster**, **Attendance**, **Midterm Grades**, **Final Grades**, and **Logout**.



To begin, use the available drop-down menus to select the **Semester** and **Course Section** for which you will be entering data. Use the **Select Semester** drop down for active semesters.



Then select the **Course Section** in which you will be working.

Instructor: Griffith, Andy

Select Semester: Summer 2014

Select Course Section: Summer 2014 HIST-1111-01B

Class Roster | Attendance | Midterm Grades | Final Grades | Logout

- The Class Roster is an overview of the information you have entered
- To enter or modify attendance or grades, click on the appropriate link in the menu above
- Once attendance or grades are submitted to the home institutions the data is locked and cannot be modified using this interface.
- Students listed in red have dropped the class.
- Students listed in purple have withdrawn from the class.

## Viewing the Class Roster

The **Class Roster**, which is available on the INGRESS Faculty Console, provides the instructor with pertinent information about the students who are enrolled in each shared course section for a particular term. The following information is available on the consolidated class roster:

- The student's name, user id, email address, LMS Status for the class, and home institution. **Note:** The "@" symbol is replaced with a ( \_ ) for login to GoVIEW.
- The names of students who have been dropped from the class are highlighted in **red**.
- The names of students who have been withdrawn from the class are highlighted in **purple**.

Instructor: Griffith, Andy

Select Semester: Summer 2014

Select Course Section: Summer 2014 HIST-1111-01B

INGRESS Intra-Georgia Registration Sharing System University System of Georgia Information Technology Services

Class Roster | Attendance | Midterm Grades | Final Grades | Logout

- The Class Roster is an overview of the information you have entered
- To enter or modify attendance or grades, click on the appropriate link in the menu above
- Once attendance or grades are submitted to the home institutions the data is locked and cannot be modified using this interface.
- Students listed in red have dropped the class.
- Students listed in purple have withdrawn from the class.

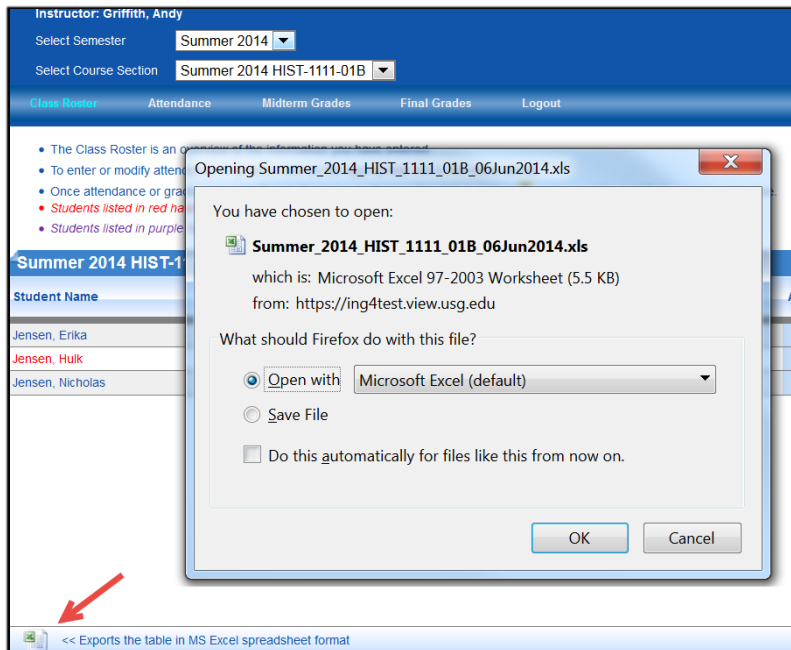
**Summer 2014 HIST-1111-01B**

Student Name	LMS User ID	Email	LMS Status	Institution	ATTENDANCE	MIDTERM	FINAL
Jensen, Erika	erika_hunt_abac	test12@usg.edu	GRANT	ABAC			
Jensen, Hulk	hulk2_aasu	hulk@usg.edu	DENY	AASU			
Jensen, Nicholas	nicholas_bruner_spsu	test4@usg.edu	GRANT	SPSU			



## Downloading the Class Roster to an Excel Spreadsheet

The Class Roster is also available to download as a Microsoft Excel spreadsheet. To download the consolidated roster to Excel, click on the Excel spreadsheet icon that is located in the lower left corner of the screen. A Save/Open/Cancel dialog box will appear, allowing you to save the spreadsheet to any designated location on your local computer.



### Excel Download

**Note:** The registration status of each student is available in the Excel spreadsheet.

A	B	C	D	E	F	G	H	I
Student Name	Email	LMS User ID	Institution	Registration Status	LMS Status	Attendance	Midterm	Final
Jensen, Erika	test12@usg.edu	erika_hunt_abac	Abraham Baldwin Agricultural College	Registered	GRANT			
Jensen, Hulk	hulk@usg.edu	hulk2_aasu	Armstrong Atlantic State University	Dropped	DENY			
Jensen, Nicholas	test4@usg.edu	nicholas_bruner_spsu	Southern Polytechnic State University	Registered	GRANT			

## Entering and Submitting Attendance Verification

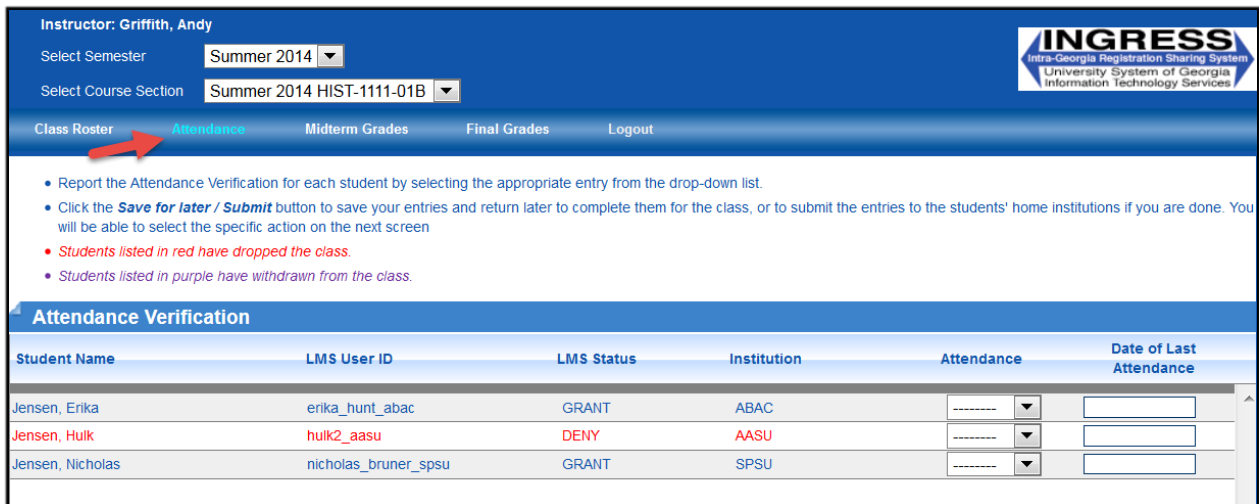
The **Attendance** function, which is available on the INGRESS Faculty Console, allows faculty to submit attendance verification for students who are enrolled in shared courses. **Faculty must submit attendance verification for these students by using this function.** Follow the instructions below to enter and submit attendance verification data for students:

Attendance

**Step 1** – Choose the Semester and Course section by using the drop down fields.

**Step 2** – Click on the **Attendance** tab. The names of students who have been dropped from the class will be listed in **red**, and those who have withdrawn from the class a listed in **purple**.

**Note:** *The registration status of each student is also available in the Class Roster Excel spreadsheet.*



Instructor: Griffith, Andy

Select Semester: Summer 2014

Select Course Section: Summer 2014 HIST-1111-01B

Class Roster **Attendance** Midterm Grades Final Grades Logout

- Report the Attendance Verification for each student by selecting the appropriate entry from the drop-down list.
- Click the **Save for later / Submit** button to save your entries and return later to complete them for the class, or to submit the entries to the students' home institutions if you are done. You will be able to select the specific action on the next screen.
- Students listed in red have dropped the class.**
- Students listed in purple have withdrawn from the class.**

Student Name	LMS User ID	LMS Status	Institution	Attendance	Date of Last Attendance
Jensen, Erika	erika_hunt_abac	GRANT	ABAC	-----	<input type="text"/>
Jensen, Hulk	hulk2_aasu	DENY	AASU	-----	<input type="text"/>
Jensen, Nicholas	nicholas_bruner_spsu	GRANT	SPSU	-----	<input type="text"/>

**Step 3** - Enter the attendance verification by clicking on the down arrow in the **Attendance** column beside each student's name.

Select "**Absent**" or "**Present**" for each student. You may enter attendance verification for students who have been dropped or withdrawn from the class, if necessary. You may enter and save attendance verification entries several times before final submission.

• Report the Attendance Verification for each student by selecting the appropriate entry from the drop-down list.  
 • Click the **Save for later / Submit** button to save your entries and return later to complete them for the class, or to submit the entries to the students' home institutions if you are done. You will be able to select the specific action on the next screen  
 • **Students listed in red have dropped the class.**  
 • **Students listed in purple have withdrawn from the class.**

Student Name	LMS User ID	LMS Status	Institution	Attendance	Date of Last Attendance
Jensen, Erika	erika_hunt_abac	GRANT	ABAC	Present	
Jensen, Hulk	hulk2_aasu	DENY	AASU		
Jensen, Nicholas	nicholas_bruner_spsu	GRANT	SPSU		

**Step 4** –**Date of Last Attendance** allows entry of the last attendance date when attendance is verified and grades are submitted. *This is an optional field.*

Date of Last Attendance should be in a MM/DD/YYYY format.

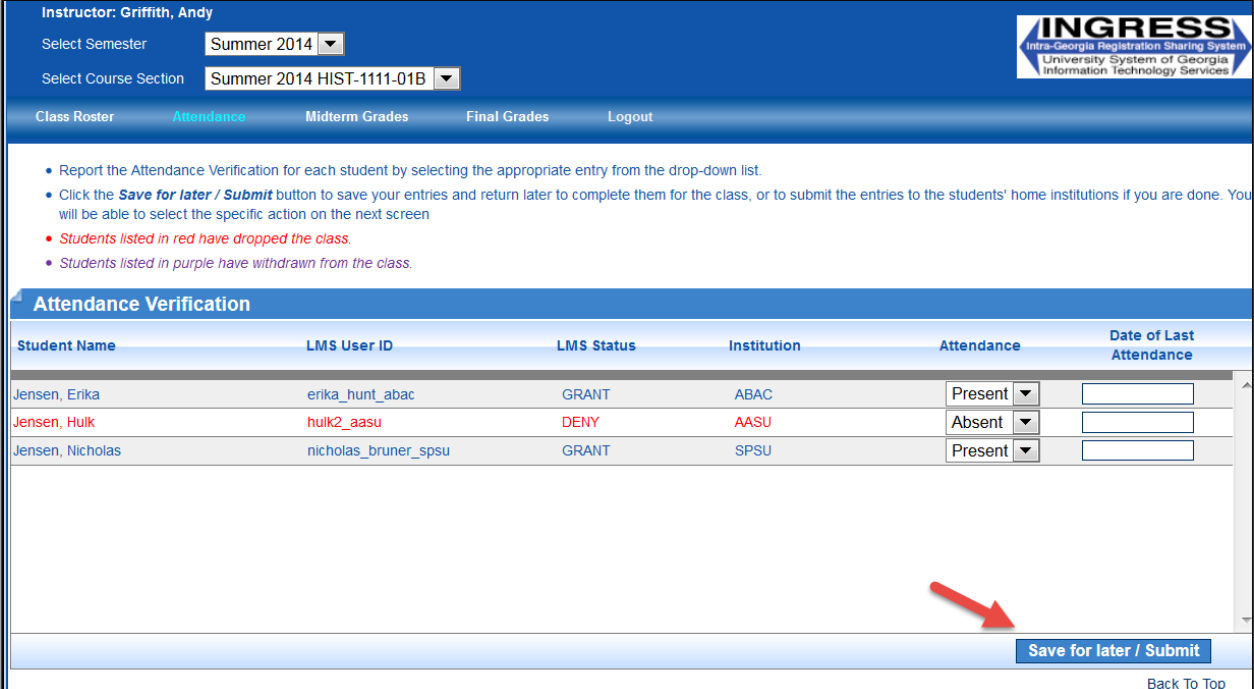
Date of Last Attendance can be selected from a pop up calendar by clicking in the Date of Last Attendance field. If a date is entered in error, highlight the date entered in the field, and press the Delete key.

• Report the Attendance Verification for each student by selecting the appropriate entry from the drop-down list.  
 • Click the **Save for later / Submit** button to save your entries and return later to complete them for the class, or to submit the entries to the students' home institutions if you are done. You will be able to select the specific action on the next screen  
 • **Students listed in red have dropped the class.**  
 • **Students listed in purple have withdrawn from the class.**

Student Name	LMS User ID	LMS Status	Institution	Attendance	Date of Last Attendance
Jensen, Erika	erika_hunt_abac	GRANT	ABAC	Present	
Jensen, Hulk	hulk2_aasu	DENY	AASU		
Jensen, Nicholas	nicholas_bruner_spsu	GRANT	SPSU		

**Step 5**– Once attendance verification data has been entered, click the “**Save for later/Submit**” button”, which is located in the bottom left corner of the screen.

**Note:** The “**Save for later/Submit**” button provides the option of entering data during intervals of time, and not in a single session.



Instructor: Griffith, Andy

Select Semester: Summer 2014

Select Course Section: Summer 2014 HIST-1111-01B

Class Roster | Attendance | Midterm Grades | Final Grades | Logout

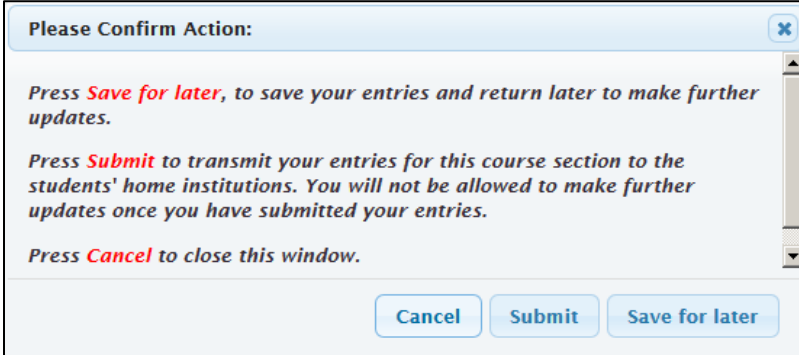
- Report the Attendance Verification for each student by selecting the appropriate entry from the drop-down list.
- Click the **Save for later / Submit** button to save your entries and return later to complete them for the class, or to submit the entries to the students' home institutions if you are done. You will be able to select the specific action on the next screen.
- Students listed in red have dropped the class.**
- Students listed in purple have withdrawn from the class.**

Student Name	LMS User ID	LMS Status	Institution	Attendance	Date of Last Attendance
Jensen, Erika	erika_hunt_abac	GRANT	ABAC	Present	
Jensen, Hulk	hulk2_aasu	DENY	AASU	Absent	
Jensen, Nicholas	nicholas_bruner_spsu	GRANT	SPSU	Present	

**Save for later / Submit**

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A confirmation window is displayed and presents three options:



**Please Confirm Action:**

Press **Save for later**, to save your entries and return later to make further updates.

Press **Submit** to transmit your entries for this course section to the students' home institutions. You will not be allowed to make further updates once you have submitted your entries.

Press **Cancel** to close this window.

Cancel Submit Save for later

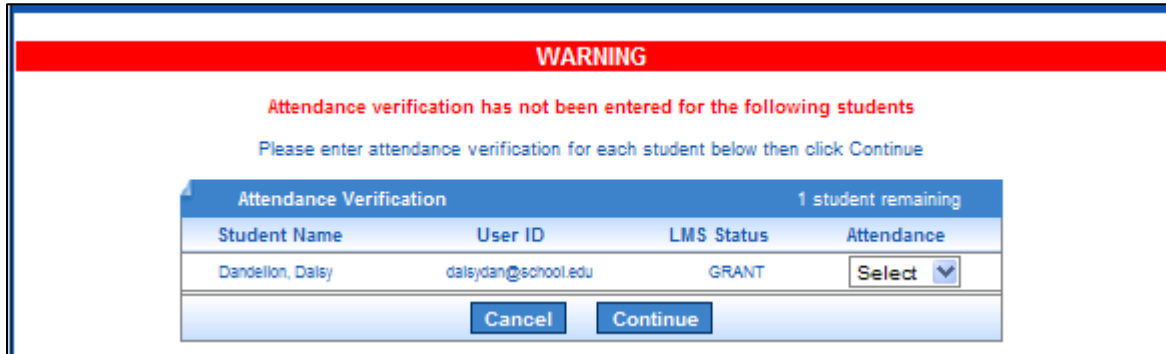
**Save for Later:** This option allows you to save your current entries and come back at a later time to complete data entry for your final submission.

**Submit:** This option transmits the students’ attendance verification to their home institutions.

**Cancel:** This option allows you to close the window and return to the previous screen.

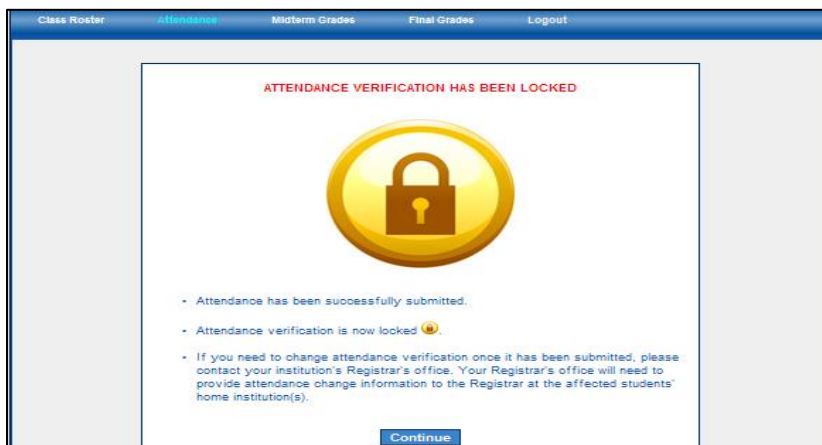


If faculty submits the report without completing all entries, the following warning will be displayed, listing the students who are missing attendance verification.



Attendance Verification				1 student remaining
Student Name	User ID	LMS Status	Attendance	
Dandellon, Dalsy	dalsydan@school.edu	GRANT	Select ▼	

**Step 6** - The following confirmation screen will be displayed after attendance verification has been completed and submitted successfully.

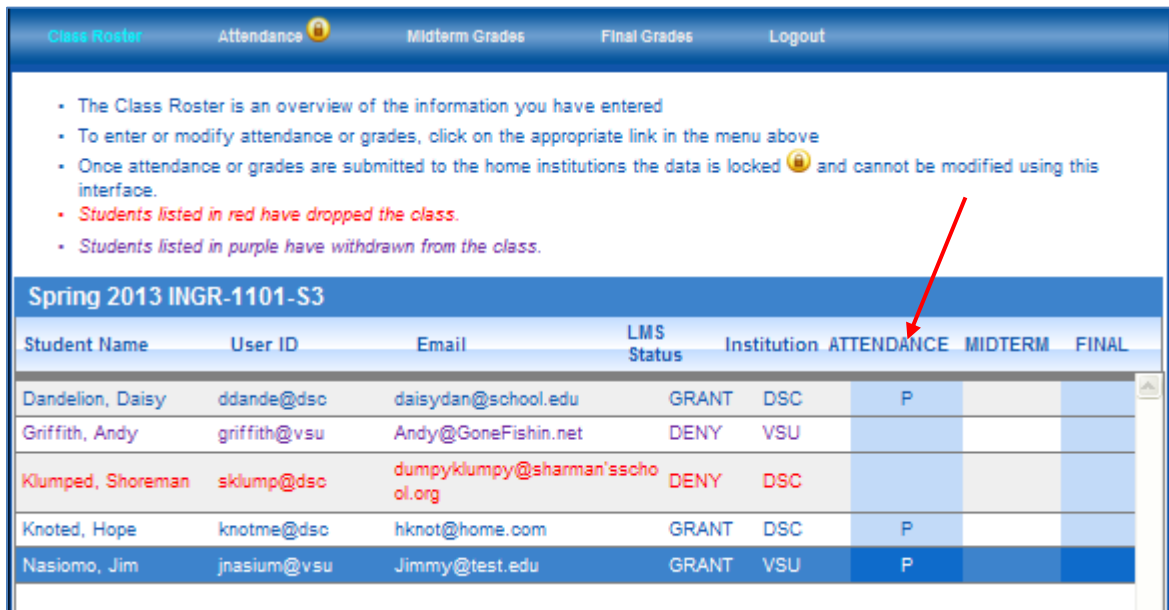


An email message is automatically sent to the Registrar office at the students' home institutions notifying them that the instructor has submitted attendance verification for the class.



**If a change to a student's attendance is required after the attendance verification roster has been locked, faculty should contact the faculty member's Registrar office with the name of the student, his or her home institution, course title, and the correct attendance verification information. The faculty member's Registrar office will, in turn, contact the student's Registrar office with the change.**

The faculty member may view the attendance verification entries from the **Class Roster**. The consolidated roster with attendance verification data may also be downloaded in an Excel spreadsheet format.



• The Class Roster is an overview of the information you have entered  
 • To enter or modify attendance or grades, click on the appropriate link in the menu above  
 • Once attendance or grades are submitted to the home institutions the data is locked and cannot be modified using this interface.  
 • *Students listed in red have dropped the class.*  
 • *Students listed in purple have withdrawn from the class.*

Student Name	User ID	Email	LMS Status	Institution	ATTENDANCE	MIDTERM	FINAL
Dandelion, Daisy	ddande@dsc	daisydan@school.edu	GRANT	DSC	P		
Griffith, Andy	griffith@vsu	Andy@GoneFishin.net	DENY	VSU			
Klumped, Shoreman	sklump@dsc	dumpyclumpy@sharman'sschool.org	DENY	DSC			
Knoted, Hope	knotme@dsc	hknot@home.com	GRANT	DSC	P		
Nasiomo, Jim	jnasium@vsu	Jimmy@test.edu	GRANT	VSU	P		

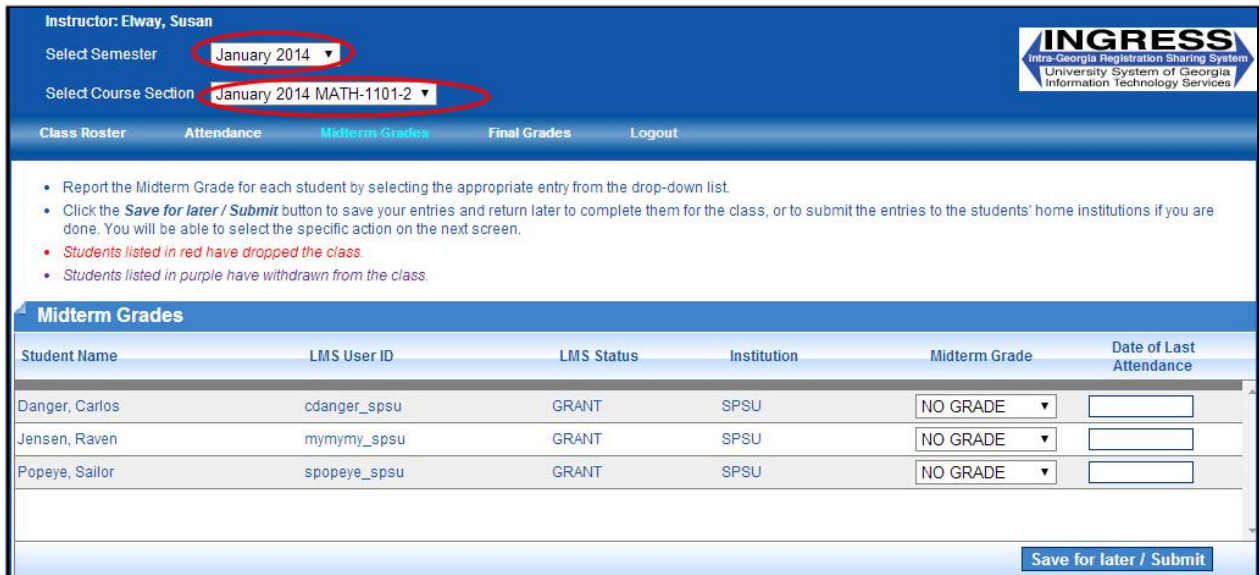
## Entering and Submitting Mid-term Grades

The **Midterm Grades** function, which is available on the INGRESS Faculty Console, allows faculty to submit mid-term grades for students who are enrolled in shared courses, if mid-term grades are required. Follow the instructions below to enter mid-term grades for students:

**Step 1** – Choose the semester and course section by clicking once inside these fields.

**Step 2** – Click on the **Midterm Grades** tab. The names of students who have been dropped or withdrawn from the course will be listed in **red** and those who have withdrawn from the class are listed in **purple**.

**Note:** The registration status of each student is also available in the Class Roster Excel spreadsheet.



Instructor: Elway, Susan

Select Semester: **January 2014**

Select Course Section: **January 2014 MATH-1101-2**

Class Roster   Attendance   **Midterm Grades**   Final Grades   Logout

- Report the Midterm Grade for each student by selecting the appropriate entry from the drop-down list.
- Click the **Save for later / Submit** button to save your entries and return later to complete them for the class, or to submit the entries to the students' home institutions if you are done. You will be able to select the specific action on the next screen.
- Students listed in red have dropped the class.**
- Students listed in purple have withdrawn from the class.**

Student Name	LMS User ID	LMS Status	Institution	Midterm Grade	Date of Last Attendance
Danger, Carlos	cdanger_spsu	GRANT	SPSU	NO GRADE	
Jensen, Raven	myonymy_spsu	GRANT	SPSU	NO GRADE	
Popeye, Sailor	spopeye_spsu	GRANT	SPSU	NO GRADE	

**Save for later / Submit**

**Step 3** – Click once inside the **Midterm Grade** field located next to the student's name and select a valid grade from the drop-down list. Faculty may enter mid-term grades for students who have been dropped or withdrawn from the course, if necessary. Plus and minus grades are not available. The list of valid grades for shared courses follows:

**A, B, C, D, F, I (Incomplete), IP (In Progress), W, WF, S (Satisfactory), U (Unsatisfactory), CR (Credit by Exam), and K (Other)**

Instructor: Elway, Susan

Select Semester: January 2014

Select Course Section: January 2014 MATH-1101-2

Class Roster | Attendance | **Midterm Grades** | Final Grades | Logout

- Report the Midterm Grade for each student by selecting the appropriate entry from the drop-down list.
- Click the **Save for later / Submit** button to save your entries and return later to complete them for the class, or to submit the entries to the students' home institutions if you are done. You will be able to select the specific action on the next screen.
- Students listed in red have dropped the class.*
- Students listed in purple have withdrawn from the class.*

Student Name	LMS User ID	LMS Status	Institution	Midterm Grade	Date of Last Attendance
Danger, Carlos	cdanger_spsu	GRANT	SPSU	NO GRADE	<input type="text"/>
Jensen, Raven	mymymy_spsu	GRANT	SPSU	NO GRADE	<input type="text"/>
Popeye, Sailor	spopeye_spsu	GRANT	SPSU	B	<input type="text"/>

Save for later / Submit

If the faculty member does not enter a mid-term grade for a student, the mid-term grade will be reported as “No Grade.”

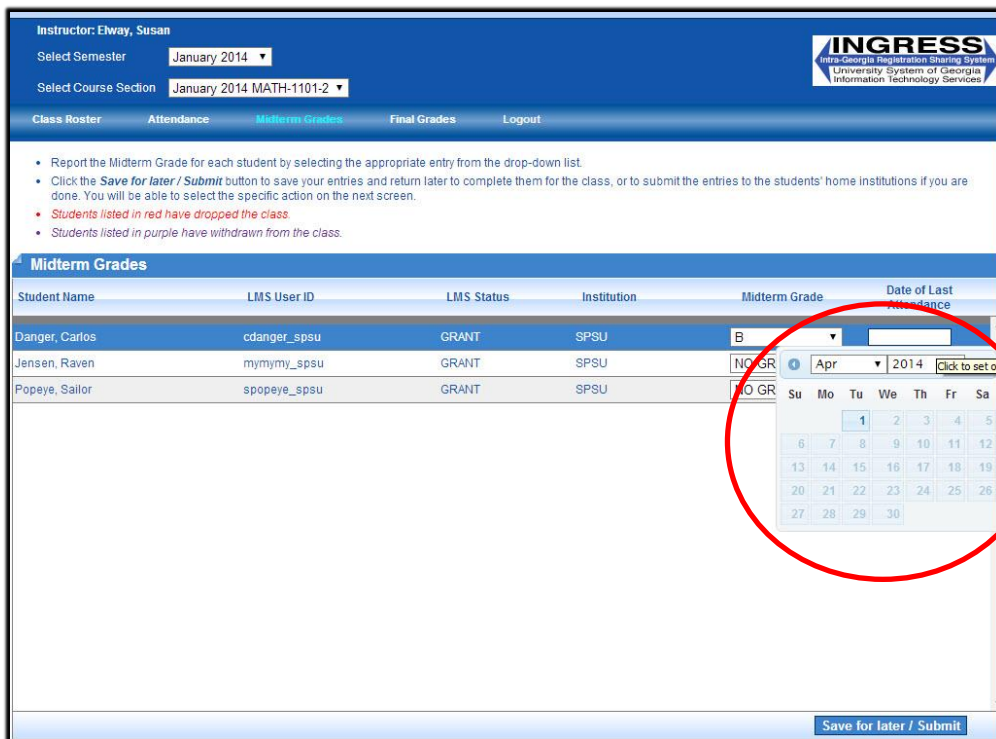


**Step 4 - Date of Last Attendance** allows entry of the last attendance date when attendance is verified and grades are submitted.

However, if entered, the date **entered** must fall between the start and end dates for the related course section.

Date entry is a MM/DD/YYYY format.

Date of Last Attendance can be selected from a pop up calendar by clicking in the Date of Last Attendance field. If a date is entered in error, highlight the date entered in the field, and press the Delete key.

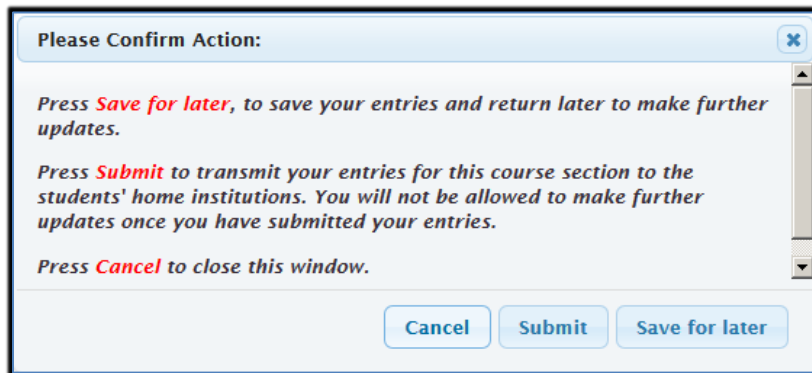


The screenshot displays the INGRESS Faculty Console interface. At the top, it shows the instructor's name (Susan Elway) and the selected semester (January 2014) and course section (January 2014 MATH-1101-2). The 'Midterm Grades' tab is active. Below the navigation tabs, there are instructions for reporting grades and a note about students who have dropped or withdrawn. The main table lists students with columns for Student Name, LMS User ID, LMS Status, Institution, Midterm Grade, and Date of Last Attendance. The student 'Danger, Carlos' is highlighted, and a red circle is drawn around the empty 'Date of Last Attendance' field. A calendar pop-up is visible over this field, showing the month of April 2014. The 'Save for later / Submit' button is located at the bottom right of the table.

Student Name	LMS User ID	LMS Status	Institution	Midterm Grade	Date of Last Attendance
Danger, Carlos	cdanger_spsu	GRANT	SPSU	B	
Jensen, Raven	mymymy_spsu	GRANT	SPSU	NO GR	Apr 2014
Popeye, Sailor	spopeye_spsu	GRANT	SPSU	NO GR	

**Step 5** – You may enter and save mid-term grades several times before final entry by clicking “**Save for later/Submit**” button, which is located at the bottom of the left corner of the screen.

A confirmation window is displayed and presents three options:



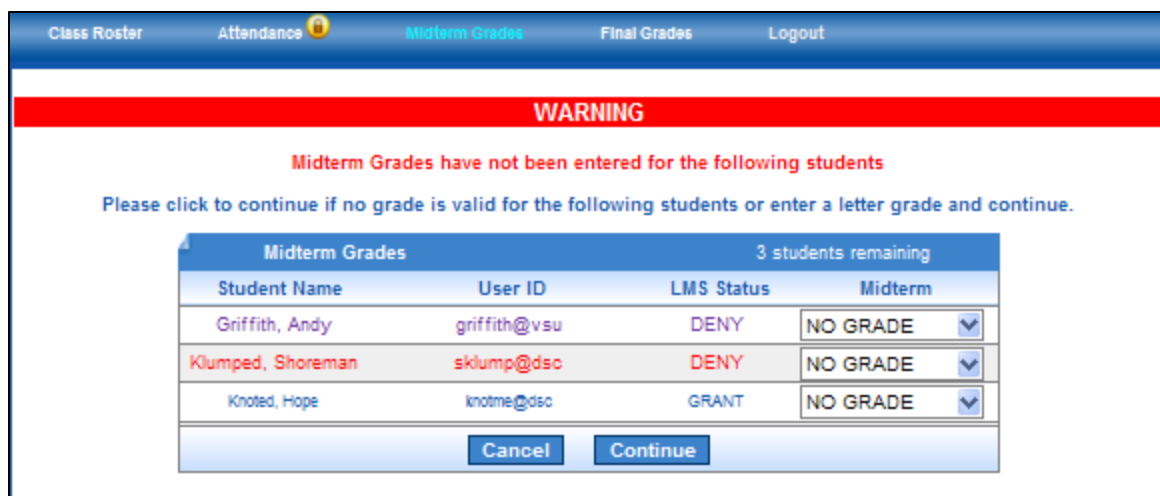
**Save for Later:** This option allows you to save your current entries and come back at a later time to complete data entry for your final submission.

**Submit:** This option transmits the students’ mid-term grades to their home institutions. **Once you Submit, you will not be allowed to make further updates to your entries.**

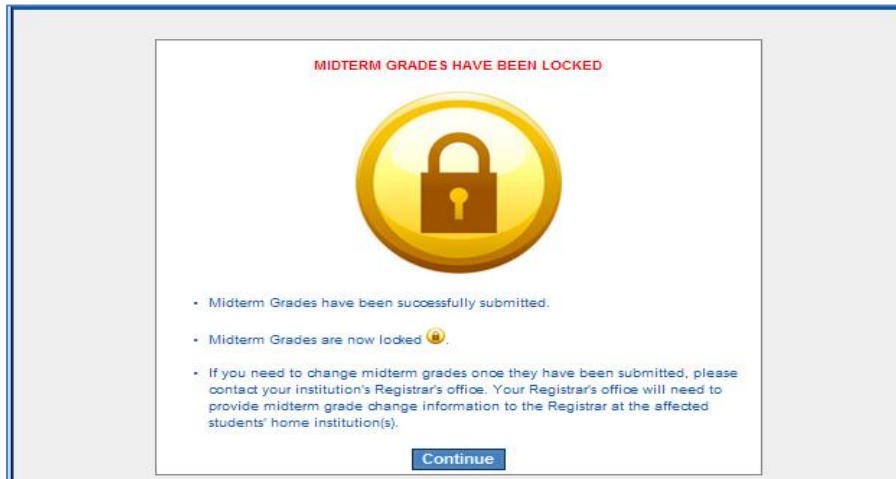
**Cancel:** This option allows you to close the window and return to the previous screen.



**At final submission, the following warning message will appear for any student who does not have a mid-term grade; faculty may enter the missing mid-term grade or continue with the mid-term grade submission.**



**Step 6** – The following confirmation screen will be displayed after the mid-term grades have been successfully submitted:



An email message is automatically sent to the Registrar office at the students' home institutions notifying them that the instructor has submitted mid-term grades for the class.



**If a change to a student's mid-term grade is required after the mid-term grade roster has been locked, faculty should contact the faculty member's Registrar office with the name of the student, his or her home institution, course title and the correct grade information. The faculty member's Registrar office will, in turn, contact the student's Registrar office with the change.**

The faculty member may view the mid-term grade entries from the consolidated Class Roster. The roster with mid-term grades for all students may also be downloaded in an Excel spreadsheet format.

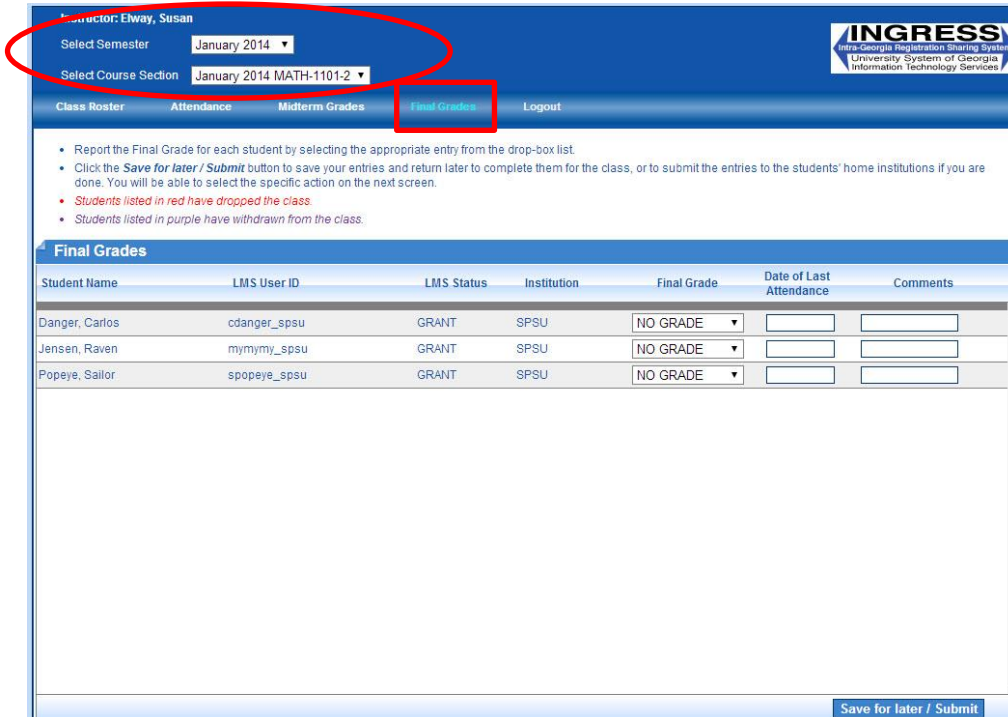
## Entering and Submitting Final Grades

The **Final Grades** function, which is available on the INGRESS Faculty Console, allows faculty to submit final grades for students who are enrolled in shared courses. Follow the instructions below to enter and submit final grades for students:

**Step 1** – Choose the **Semester** and **Course** section by clicking once inside these fields.

**Step 2** – Click on the **Final Grades** tab. The names of students who have been dropped or withdrawn from the course will be listed in **red**, and those who have withdrawn from the class are listed in **purple**.

**Note:** The registration status of each student is also available in the Class Roster Excel spreadsheet.



Instructor: Ehway, Susan

Select Semester: January 2014

Select Course Section: January 2014 MATH-1101-2

Class Roster | Attendance | Midterm Grades | **Final Grades** | Logout

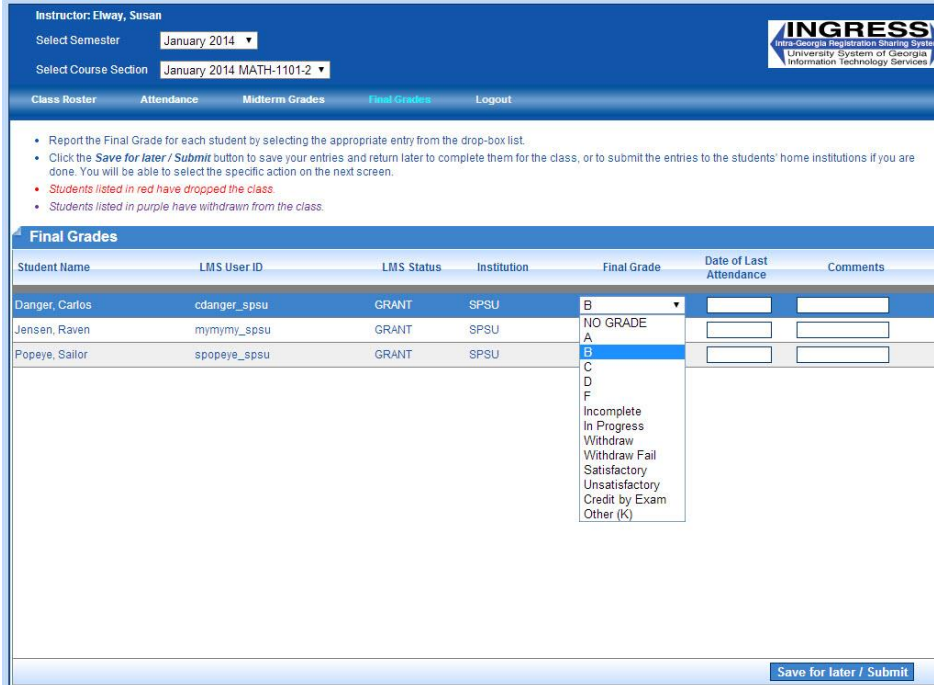
- Report the Final Grade for each student by selecting the appropriate entry from the drop-box list.
- Click the **Save for later / Submit** button to save your entries and return later to complete them for the class, or to submit the entries to the students' home institutions if you are done. You will be able to select the specific action on the next screen.
- Students listed in red have dropped the class.
- Students listed in purple have withdrawn from the class.

Student Name	LMS User ID	LMS Status	Institution	Final Grade	Date of Last Attendance	Comments
Danger, Carlos	cdanger_spsu	GRANT	SPSU	NO GRADE	<input type="text"/>	<input type="text"/>
Jensen, Raven	mymymy_spsu	GRANT	SPSU	NO GRADE	<input type="text"/>	<input type="text"/>
Popeye, Sailor	spopeye_spsu	GRANT	SPSU	NO GRADE	<input type="text"/>	<input type="text"/>

Save for later / Submit

**Step 3** – Click once inside the **Final Grade** field located next to the student’s name and select a valid grade from the drop-down list. Faculty may enter final grades for students who have been dropped or withdrawn from the course if necessary. Plus and minus grades are not available. The list of valid grades for shared courses follows:

**A, B, C, D, F, I (Incomplete), IP (In Progress), W, WF, S (Satisfactory), U (Unsatisfactory), CR (Credit by Exam), K (Other)**



Instructor: Elway, Susan  
 Select Semester: January 2014  
 Select Course Section: January 2014 MATH-1101-2

Class Roster Attendance Midterm Grades **Final Grades** Logout

- Report the Final Grade for each student by selecting the appropriate entry from the drop-box list.
- Click the **Save for later / Submit** button to save your entries and return later to complete them for the class, or to submit the entries to the students' home institutions if you are done. You will be able to select the specific action on the next screen.
- Students listed in red have dropped the class.
- Students listed in purple have withdrawn from the class.

Student Name	LMS User ID	LMS Status	Institution	Final Grade	Date of Last Attendance	Comments
Danger, Carlos	cdanger_spsu	GRANT	SPSU	B		
Jensen, Raven	mymymy_spsu	GRANT	SPSU	NO GRADE		
Popeye, Sailor	spopeye_spsu	GRANT	SPSU	B		

Save for later / Submit

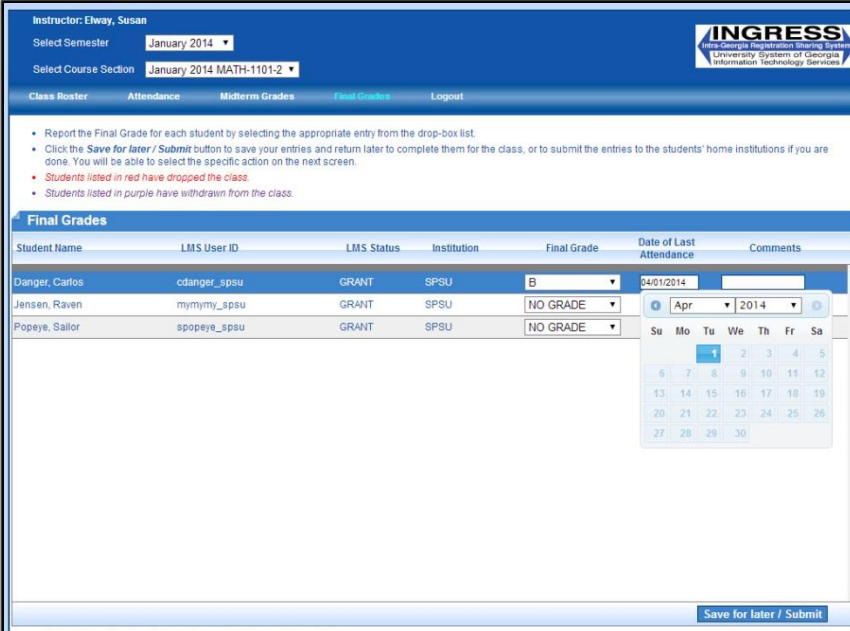
If the faculty member does not enter a final grade for a student, the final grade will be reported as “No Grade.”

**Step 4 - Date of Last Attendance** allows entry of the last attendance date when attendance is verified and grades are submitted. *This is an optional field.*

However, if entered, the date entered must fall between the start and end dates for the related course section.

Date entry is a MM/DD/YYYY format.

Date of Last Attendance can be selected from a pop up calendar by clicking in the Date of Last Attendance field. If a date is entered in error, highlight the date entered in the field, and press the Delete key.



Instructor: Elway, Susan  
 Select Semester: January 2014  
 Select Course Section: January 2014 MATH-1101-2

Class Roster Attendance Midterm Grades **Final Grades** Logout

- Report the Final Grade for each student by selecting the appropriate entry from the drop-box list.
- Click the **Save for later / Submit** button to save your entries and return later to complete them for the class, or to submit the entries to the students' home institutions if you are done. You will be able to select the specific action on the next screen.
- Students listed in red have dropped the class.
- Students listed in purple have withdrawn from the class.

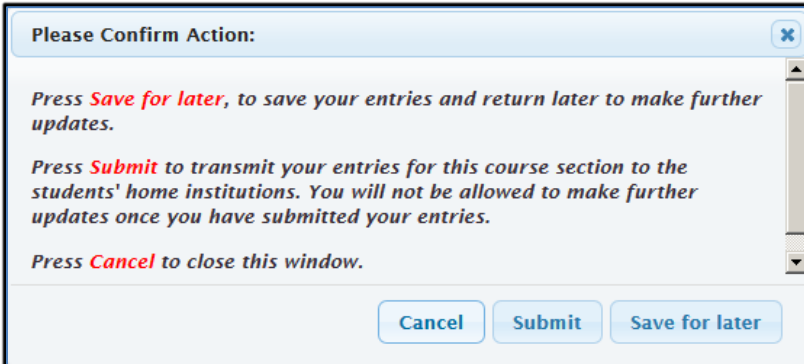
Student Name	LMS User ID	LMS Status	Institution	Final Grade	Date of Last Attendance	Comments
Danger, Carlos	cdanger_spsu	GRANT	SPSU	B	04/01/2014	
Jensen, Raven	mymyy_spsu	GRANT	SPSU	NO GRADE		
Popeye, Sailor	spopeye_spsu	GRANT	SPSU	NO GRADE		

Save for later / Submit

**Step 5** – A **Comments** field is available for **faculty** to enter any desired comments. The character limit for this field is 255. *This is an optional field.*

**Step 6** – You may enter and save final grades several times before final entry by clicking “**Save for later/Submit**” button, which is located at the bottom of the left corner of the screen.

A confirmation window is displayed and presents three options:



Please Confirm Action:

*Press **Save for later**, to save your entries and return later to make further updates.*

*Press **Submit** to transmit your entries for this course section to the students' home institutions. You will not be allowed to make further updates once you have submitted your entries.*

*Press **Cancel** to close this window.*

Cancel Submit Save for later

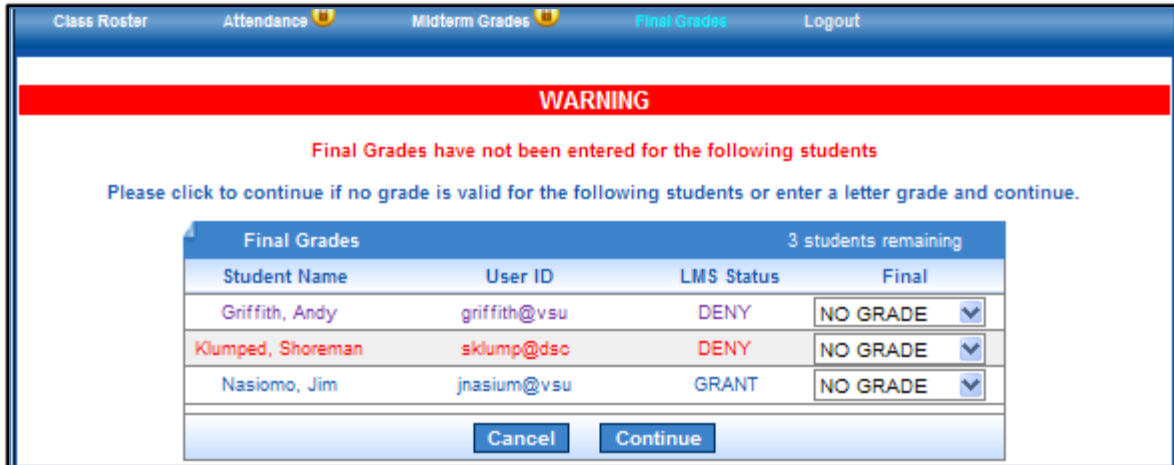
**Save for Later:** This option allows you to save your current entries and come back at a later time to complete data entry for your final submission.

**Submit:** This option transmits the students’ final grades to their home institutions. **Once you Submit, you will not be allowed to make further updates to your entries.**

**Cancel:** This option allows you to close the window and return to the previous screen.



At final submission, the following warning message will appear for any student who does not have a final grade entered.



**WARNING**

Final Grades have not been entered for the following students

Please click to continue if no grade is valid for the following students or enter a letter grade and continue.

Final Grades			3 students remaining
Student Name	User ID	LMS Status	Final
Griffith, Andy	griffith@vsu	DENY	NO GRADE <input type="button" value="v"/>
Klumped, Shoreman	sklump@dso	DENY	NO GRADE <input type="button" value="v"/>
Nasiomo, Jim	jnasium@vsu	GRANT	NO GRADE <input type="button" value="v"/>

**Step 7** – The following confirmation screen will be displayed after final grades have been successfully submitted:



**FINAL GRADES HAVE BEEN LOCKED**



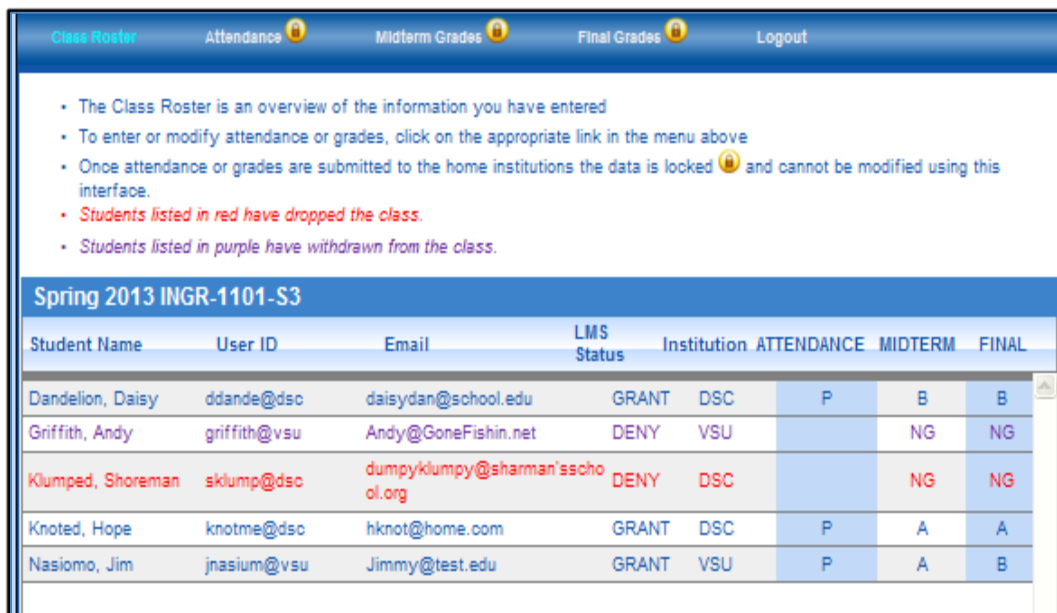
- Final Grades have been successfully submitted.
- Final Grades are now locked.
- If you need to change final grades once they have been submitted, please contact your institution's Registrar's office. Your Registrar's office will need to provide final grade change information to the Registrar at the affected students' home institution(s).

An email message is automatically sent to the Registrar office at the student’s home institutions notifying them that the faculty has submitted final grades for the class.



**If a change to a student’s final grade is required after the final grade roster has been locked, faculty should notify the faculty member’s Registrar office with the name of the student, his or her home institution, course title and the correct grade information. The faculty member’s Registrar office will, in turn, contact the student’s Registrar office with the grade change information.**

The faculty member may view the final grade entries from the consolidated Class Roster.



Student Name	User ID	Email	LMS Status	Institution	ATTENDANCE	MIDTERM	FINAL
Dandelion, Daisy	ddande@dsc	daisydan@school.edu	GRANT	DSC	P	B	B
Griffith, Andy	griffith@vsu	Andy@GoneFishin.net	DENY	VSU		NG	NG
Klumped, Shoreman	sklump@dsc	dummyklumpy@sharman'sschool.org	DENY	DSC		NG	NG
Knoted, Hope	knotme@dsc	hknot@home.com	GRANT	DSC	P	A	A
Nasiomo, Jim	jnasium@vsu	Jimmy@test.edu	GRANT	VSU	P	A	B

The roster with final grades for all students may also be downloaded in an Excel spreadsheet format.

A	B	C	D	E	F	G	H	I
Student Name	Email	User ID	Institution	Registration Status	LMS Status	Attendance	Midterm	Final
Dandelion, Daisy	daisydan@school.edu	ddande@dsc	Dalton State College	Registered	GRANT	P	B	B
Griffith, Andy	Andy@GoneFishin.net	griffith@vsu	Valdosta State University	Withdrawn	DENY		NG	NG
Klumped, Shoreman	dummyklumpy@sharman'sschool.org	sklump@dsc	Dalton State College	Dropped	DENY		NG	NG
Knoted, Hope	hknot@home.com	knotme@dsc	Dalton State College	Registered	GRANT	P	A	A
Nasiomo, Jim	Jimmy@test.edu	jnasium@vsu	Valdosta State University	Registered	GRANT	P	A	B



## Document Revision History

Version	Date	Description	Section(s)	Author
1.0	October 2010	Initial version	All	Diane Burnette
2.0	May 2011	<p>The Vista Status (grant/deny) is listed for each student.</p> <p>GaMod 8.7.1 and above: Dropped students are highlighted in red and Withdrawn students are highlighted in purple.</p> <p>GaMod 8.4.3 and below: Dropped and withdrawn students are not highlighted.</p>		Jennifer Beech
2.3	December 2011	Updated the INGRESS logo	All	Jennifer
3.0	September 2012	<p>Amended the document due to the following:</p> <ul style="list-style-type: none"> <li>Change in collaborative LMS from GOML Vista to GoVIEW</li> </ul>	All	Jennifer Beech and Hilliard Gastfriend
3.1	March 2013	Amended document for 3.1 Release – including changes to Entering and Submitting Attendance Verification Interface and Reporting		Lisa Hernandez
4.0	June 2014	Amended document for 4.0 Release - updated text on Final Grades, Mid-Term Grades, and Attendance to match functionality.		Lisa Hernandez, Kane Stanley

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<b>4.0.3</b>	November 2014	Updated release date and version		Kane Stanley
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