

DATE: April 26, 2012
TO: Department Chairs
FROM: Laura Doering, Senior Associate Registrar
RE: Final Class Lists for Spring Semester 2012

DUE DATE: 2:15 pm, Tuesday, May 8 – All grades must be entered by this time, as AccessPlus, WebCT and Blackboard Learn grading systems will shut down promptly at **2:15 pm**. No extensions can be granted.

GENERAL INFORMATION

- All final grades must be submitted electronically using AccessPlus, WebCT or Bb Learn.
- Final class lists have been updated for adds/drops through Wednesday, April 25.
- Courses that are indicated as Satisfactory/Fail only in the 2011-2012 *Courses and Programs* should have the message "ONLY S-F GRADES ARE ALLOWED" displayed at the top of the page. Contact our office if you find any discrepancies in the S-F only status of courses in your department.
- Final class counts by section and course are enclosed. Drops after the first week of classes are included in the count. For cross-listed courses, the enrollment on the class count is the number of students enrolled in your department only. Therefore, the enrollment may not be the total course count.
- If a student quit attending during the term, the instructor should indicate "not attending" **and** include the student's last date of attendance. "Last date of attendance" is required.
- In addition to entering an Incomplete (I) grade on AccessPlus, an *Incomplete (I) Contract* (available at <http://www.registrar.iastate.edu/forms/>) must be completed for each student assigned an "I" grade, and retained by the instructor.
- Late grade submissions can have major implications for graduating seniors and students on academic probation. Late grade submission must be approved by having the Department Chair call Amita Dayal in Records at 294-1843.

GRADE SUBMISSION INSTRUCTIONS and DEADLINES

Instructors may submit final grades on AccessPlus, WebCT, or Bb Learn (if offered as a WebCT or Bb Learn course). Instructors should use one method only. If grades are submitted through AccessPlus, **do not** submit grades for that same course using WebCT or Bb Learn. If submitted by both methods, only the AccessPlus grades will be posted.

***OPTION 1* – Submit grades electronically on AccessPlus**

Deadline: 2:15 PM on Tuesday, May 8 – no extensions as system shuts down

AccessPlus electronic grading is an option on the Faculty/Adviser tab, "Instructor Class List" menu. Instructors must complete **three** steps in the process – first ENTER grades, second SAVE each page, third **SUBMIT** grades from the option in the left hand column. "Submit" is different from "Save". Instructions are available by selecting the "Help" icon in the upper right corner of the AccessPlus grading screen.

Views of the graded class lists are available for departments on AccessPlus using the E-reports option (available 2 weeks after grade processing). If your department needs this access or has any other problems or questions about electronic grading, please contact one of the following staff :

Laura Doering	ljdoeri@iastate.edu	4-0760
Denise Timberland	dtimber@iastate.edu	4-0767
Amita Dayal	adayal@iastate.edu	4-1843
Dennis McCarville	dmccarv@iastate.edu	4-0217

***OPTION 2* – Submit grades electronically on WebCT or Bb Learn**

Deadline: 2:15 PM on Tuesday, May 8 – no extensions as system shuts down

- Available through the Instructional Technology Center and Academic Information Services if section is offered as a WebCT or Bb Learn course.
- **For Distance Education Courses Only:** Faculty assigning an Incomplete for a student taking a Distance Education WebCT or Bb Learn course should notify their college distance education unit to ensure the student's WebCT or Bb Learn access isn't terminated until the Incomplete is resolved.
- Call CELT at 294-5357, Randy Dalhoff at 294-8693 or Allan Schmidt at 294-6087 for assistance.

Summer class lists now available at <http://accessplus.iastate.edu>