

DATE: April 27, 2017
TO: Department Chairs
FROM: Jennifer Suchan, Interim University Registrar
RE: Final Class Lists for Spring Semester 2017

DUE DATE: 2:15 pm, Wednesday, May 10 – All grades must be entered by this time, as AccessPlus and Blackboard Learn grading systems will shut down promptly. No extensions can be granted.

GENERAL INFORMATION

- All F grades entered in AccessPlus and Bb Learn require a comment indicating the reason for an F grade: F Earned, F Stopped Attending, or F Never Attended. "F Stopped Attending" requires the instructor to provide a Last Date of Attendance, which is the instructor's best reasonable estimate for the last date of academic activity for the student. This enables Iowa State University to better comply with financial aid regulations.
- All final grades must be submitted electronically using AccessPlus or Bb Learn.
- Final class lists have been updated for adds/drops through Wednesday, April 26.
- Courses that are indicated as Satisfactory/Fail only in the 2016-2017 *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 will be available on e-Reports (RGSTN-Crse Count by Dept/Crse) starting April 27. 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.
- An incomplete may only be assigned when both the instructor and student agree to the incomplete. To assign an incomplete, enter an Incomplete (I) mark on AccessPlus, and complete an *Incomplete (I) Contract* (available at <http://www.registrar.iastate.edu/forms/>). The I-Contract must be completed for each student assigned an "I" **and must be retained by the instructor**. Go to the link for information on the appropriate use of incomplete marks. □ Late grade submissions can have major implications for graduating seniors and students on academic probation. Please make every effort submit your grades on time. Should you need to submit late grades, approval is required from your Department Chair. If approved, your chair must call Amita Dayal, Records Supervisor, at 294-1843.

GRADE SUBMISSION INSTRUCTIONS and DEADLINES

Instructors may submit final grades on AccessPlus or Bb Learn, if offered as a Bb Learn course. **Instructors should only use one method. If grades are submitted through AccessPlus, do not submit grades for that same course using 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, Wednesday, May 10 – no extensions as system shuts down

AccessPlus grading is on the Faculty/Adviser tab, "Instructor Class List" menu. Instructors must complete **three** steps in the process – ENTER grades, SAVE each page, **SUBMIT** grades from the option in the left hand column. "Submit" is different from "Save". A link to a demo is in the "Notice" section at the bottom 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:

Amita Dayal	adayal@iastate.edu	4-1843
Dennis McCarville	dmccarv@iastate.edu	4-0217
Jennifer Suchan	jsuchan@iastate.edu	4-8381
Linda Dunn	lstens@iastate.edu	4-3783
Jamie Blaser	jblaser@iastate.edu	4-1887

OPTION 2 – Submit grades electronically on Bb Learn

Deadline: 2:15 pm, Wednesday, May 10 – no extensions as system shuts down

Available through the Academic Technologies if section is offered as a Bb Learn course.

For Bb Learn Distance Education (DE) Courses Only: Faculty assigning an Incomplete should notify their college distance education unit to ensure the student's Bb Learn access isn't terminated until the Incomplete is resolved. For assistance with submitting BbLearn grades contact the Solution Center at 294-4000 or email solution@iastate.edu, ask for Bb Learn support.