DATE:	July 3, 2019
TO:	Department Chairs
FROM:	Jennifer Suchan, Interim University Registrar
RE:	Final Class Lists for 1st Summer Session 2019

DUE DATE: **2:15 p.m., Tuesday, July 16 –** All grades must be entered by this time, as AccessPlus and Canvas grading systems will shut down promptly at **2:15 pm**. No extensions can be granted.

GENERAL INFORMATION

- All F grades entered in AccessPlus and Canvas 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 to better comply with financial aid regulations.
- All final grades must be submitted electronically using AccessPlus or Canvas (if it is a Canvas course).
- Final class lists have been updated for adds/drops through Wednesday, July 3.
- Courses that are indicated as Satisfactory/Fail only in the 2018-2019 *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 available on e-Reports (RGSTN-Crse Count by Dept/Crse). Drops after the first week of classes are included in the count. For cross-listed courses, the enrollment on the class counts is the numbers of students enrolled in your department only. As such, 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.

GRADE SUBMISSION INSTRUCTIONS and DEADLINES

Instructors may submit Summer Session I grades on AccessPlus or Canvas (if offered as a Canvas course). Instructors should **only** use one method. If grades are submitted through AccessPlus, **do not** submit grades for that same course using Canvas. If submitted by multiple methods, only the AccessPlus grades will be posted, regardless of the last method used.

OPTION 1 – **Submit grades electronically on AccessPlus**
Deadline: 2:15 p.m. on Tuesday, August 7 – 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 two 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
Linda Dunn	lstens@iastate.edu	4-1840
Mike Green	mjgreen1@iastate.edu	4-1887
Denise Timberland	dtimber@iastate.edu	4-0767
Jennifer Suchan	jsuchan@iastate.edu	4-8381

OPTION 2 – **Submit grades electronically on Canvas**
Deadline: 2:15 p.m. on Tuesday, August 7 – no extensions as system shuts down
- Available if section offered as a Canvas course.
- Call the Solution Center at 515-294-4000, or e-mail solution@iastate.edu for help.
- Canvas grade submission is done through ISU AdminTools inside your course menu.

For Canvas Distance Education (DE) Courses Only: Faculty assigning an Incomplete should notify their college distance education unit to ensure the student's Canvas course access isn't terminated until the Incomplete is resolved.