DATE: December 5, 2017
TO: Department Chairs
FROM: Jennifer Suchan, Interim University Registrar
RE: Final Class Lists for Fall Semester 2017

DUE DATE: 2:15 pm, Tuesday, December 20 – All grades must be entered by this time, as AccessPlus, Blackboard Learn, Canvas grading systems will shut down promptly at 2:15 pm. No extensions can be granted.

GENERAL INFORMATION
- All F grades entered in AccessPlus, Bb Learn, 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, Bb Learn or Canvas (if BbLearn or Canvas courses).
- Final class lists have been updated for adds/drops through Wednesday, December 6.
- Courses that are indicated as Satisfactory/Fail only in the 2017-2018 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.
- 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 Linda Dunn in the Records area, at 294-3783.

GRADE SUBMISSION INSTRUCTIONS and DEADLINES
Instructors may submit final grades on AccessPlus or Bb Learn or Canvas, if offered as a Bb Learn or Canvas course. Instructors should only use one method. If grades are submitted through AccessPlus, do not submit grades for that same course using Bb Learn or 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 PM on Tuesday, December 20 – 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:

Dennis McCarville  
dmccarv@iastate.edu  
4-0217

Jennifer Suchan  
jsuchan@iastate.edu  
4-8381

Denise Timberland  
dtimber@iastate.edu  
4-0767

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

**Deadline: 2:15 PM on Tuesday, December 20 – no extensions as system shuts down**

- Available if section offered as a Bb Learn or Canvas course.
- Call the Solution Center at 515-294-4000, or e-mail solution@iastate.edu for help.
- Bb Learn grade submittal directions can be found at [http://support.bb.its.iastate.edu/blackboard/for-instructors/](http://support.bb.its.iastate.edu/blackboard/for-instructors/)
- Canvas grade submission is done through ISU AdminTools inside your course menu.

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.

**Fall class lists are available at [http://accessplus.iastate.edu](http://accessplus.iastate.edu)**