

X From this area, you can also add a syllabus and office hours if you want to have this information for your students. Never change the course title as this information is what prints on the student's academic record and official transcript.

X There is a faculty view of student information and you can see the concentration under this view (listed under Primary Curriculum).

To enter final grades:

1. First select the term, then FINAL GRADES. All withdrawal grades should have already been rolled to academic history (column: Rolled = Y). If you are entering the grade for the first time, a drop down listing of the grades will show up. Select the appropriate grade for each student.

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2. If you have more than one class to grade, you will need to go back to Faculty Services, CRN Selection and select the next class. Also, if you have a cross-listed course that is listed