Before you begin entering grades, please ensure that you have set aside enough time to enter grades for ALL students on a particular roster as the system times out after 15 minutes of inactivity. If you are timed out before submitting the grades, any grades you have recorded will not be processed. If you anticipate that entering your grades for a section will take longer than 15 minutes, you may want to partially grade the list, submit, and return to finish grading.

After selecting GRADING from VitNet’s Faculty menu, you will be shown the following screen. Select the term you wish to grade from the TERM drop down menu and click SUBMIT. It is not necessary to enter start and end dates.

The classes assigned to you for the selected term will be displayed.

- When two instructors are assigned, both instructors will have access to the grading screen.
- When courses are cross-listed, both courses will appear, but only one course will need to be selected for grading, as students registered for either section will show up on both grade screens (for example, SOWK-210 and SOCL-210 will both be displayed, and selecting either course will allow the instructor to grade students enrolled in both SOWK-210 and SOCL-210).

Select F-FINAL (for final grades) from the drop down menu and choose the course you wish to grade.

- Please note that you can only grade one course at a time.
- Midterm/Intermediate Grades are no longer collected in VitNet (the Starfish system is used).
The class roster of actively enrolled students will be displayed. Enter a grade for each student in the GRADE box located next to the student ID. Do not enter anything other than the grade. Expire Date should always be blank; Last Date Attended and the Never Attended fields should be left blank unless a grade of U (Administrative F) is assigned. If a student is graded with a U, one of these fields must be used.

- Valid final grades are A, AB, B, BC, C, CD, D, F, CR, NC, AU and U. GRADES OF “W” and “I” CANNOT BE ASSIGNED. Because the grading screen does not indicate if a student is taking a course for Credit/No Credit or Audit, you may need to refer to your roster for that information. A grade of U is an administrative F (see catalog for more information). Last date attended or Never Attended must be completed with a grade of U. Final grades are always due by noon on the Tuesday after finals week (and after the first eight-week session).

- A grade of Incomplete ("I") must be arranged prior to the last day of class. A Request for Incomplete form must be completed and forwarded to the Office of the Registrar. The form can be accessed under Forms on the Office of the Registrar web page or at http://www.viterbo.edu/uploadedFiles/administration_and_services/registrar/RequestForIncomplete.pdf. Please contact the Office of the Registrar for assistance with this form.

After you have entered all the grades for this course, click on SUBMIT.

If submission of your grades was successful, you will be taken to the Grading Confirmation Form. If submission of your grades was not successful, an error message will appear. Please read the message carefully and take the appropriate action to correct the problem.

You may make changes to grades until they have been verified by the Registrar’s Office. Verification of grades will be done in the afternoon on the day that grades are due, and students will then be able to view their grades in VitNet and on the transcript. Changes to grades after this date will need to be made by submitting a Change of Grade form to the Registrar’s Office. This form can be accessed under Forms on the Office of the Registrar web page or at http://www.viterbo.edu/uploadedFiles/administration_and_services/registrar/ChangeOfGrade.pdf.

Click on LOG OUT to properly exit the system.