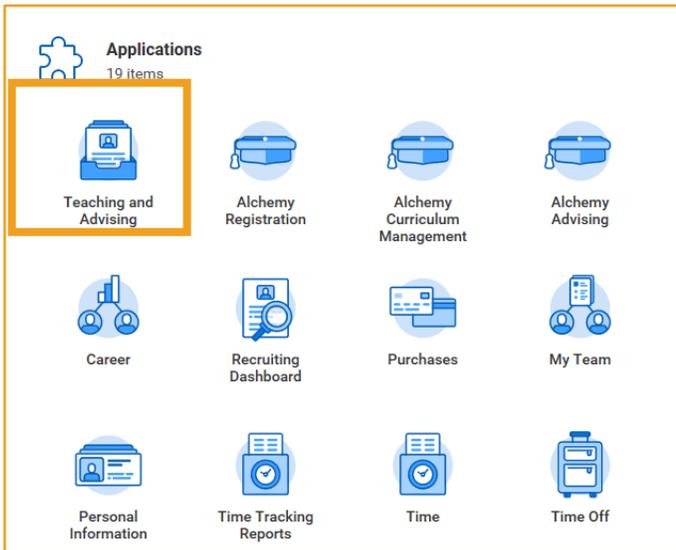


SUBMITTING FINAL GRADES and alphabetizing students in the grade list

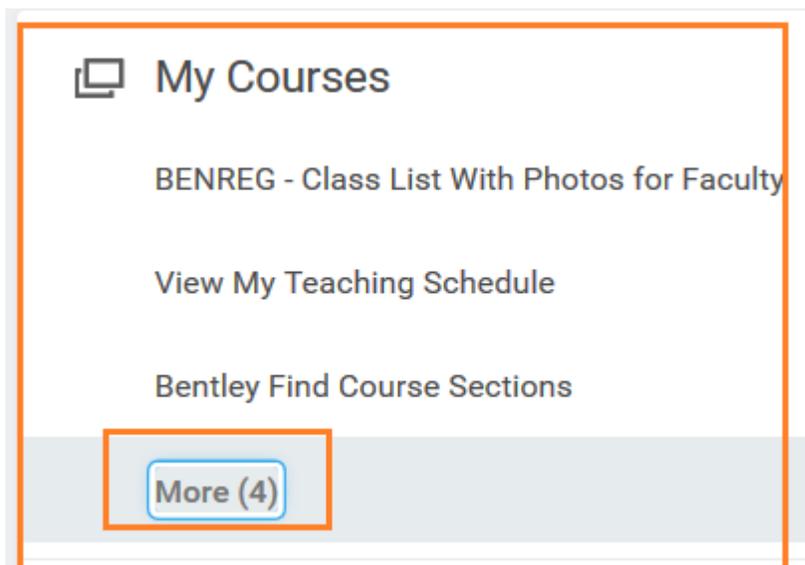
STEP 1

After logging in to Workday, select the **Teaching and Advising** icon.



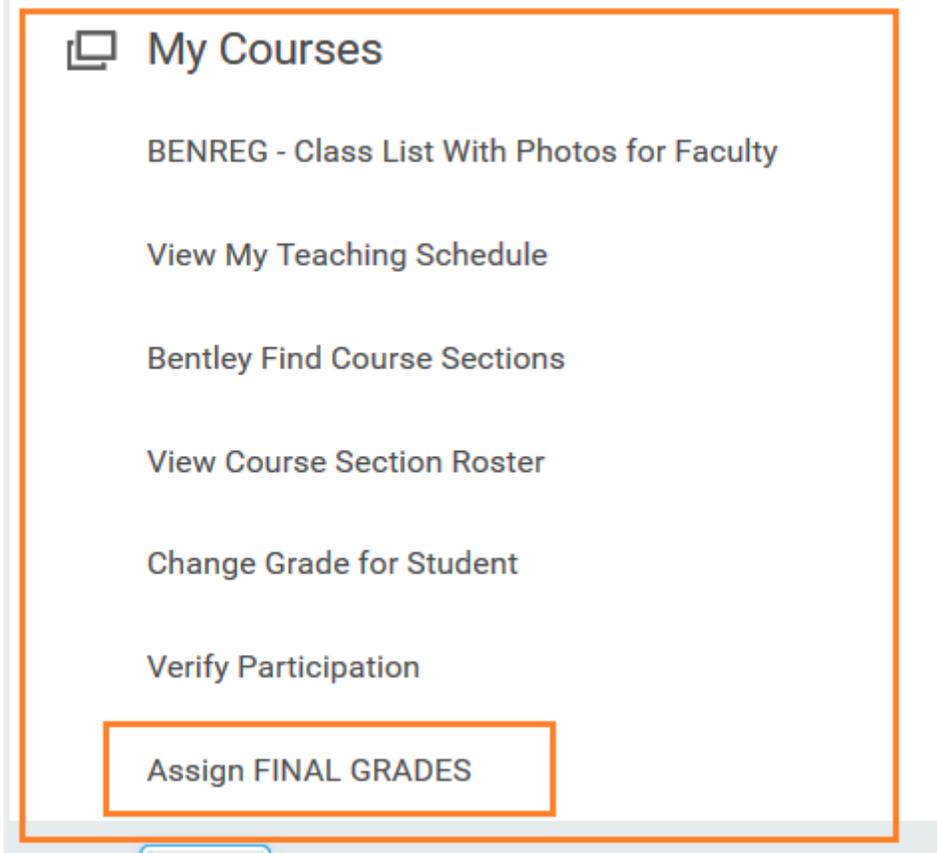
STEP 2

Click More() to expand the list.



STEP 3

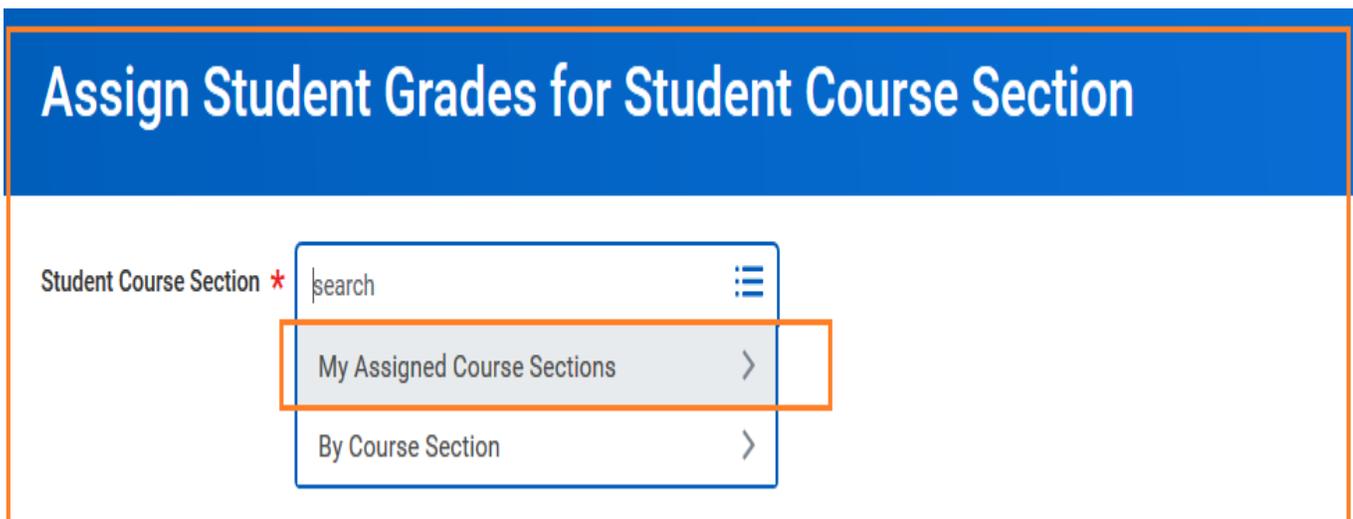
Select Assign FINAL GRADES.



A screenshot of a web application interface. At the top left, there is a laptop icon followed by the text "My Courses". Below this, a list of menu items is displayed: "BENREG - Class List With Photos for Faculty", "View My Teaching Schedule", "Bentley Find Course Sections", "View Course Section Roster", "Change Grade for Student", and "Verify Participation". At the bottom of the list, the text "Assign FINAL GRADES" is highlighted with a rectangular orange border.

STEP 4

Click in the Student Course Section text box and select My Assigned Course Sections



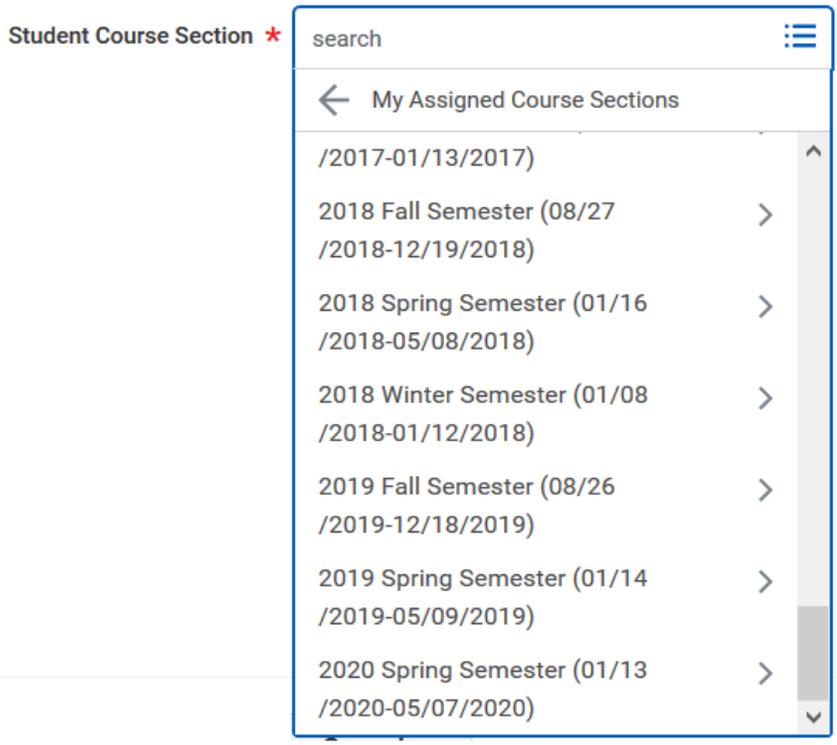
A screenshot of a dialog box titled "Assign Student Grades for Student Course Section" in a blue header. Below the header, there is a text input field labeled "Student Course Section *" containing the word "search" and a search icon. A dropdown menu is open below the input field, showing two options: "My Assigned Course Sections" and "By Course Section". The "My Assigned Course Sections" option is highlighted with a rectangular orange border.



STEP 5

Scroll down the list and select the correct Semester.
The more recent semesters are at the end of the list.

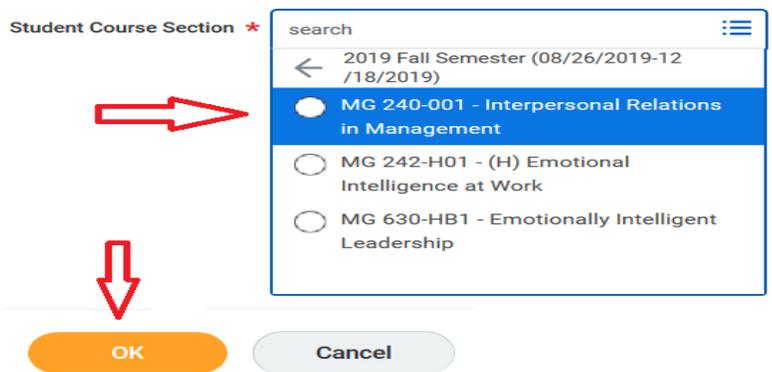
Assign Student Grades for Student Course Section



STEP 6

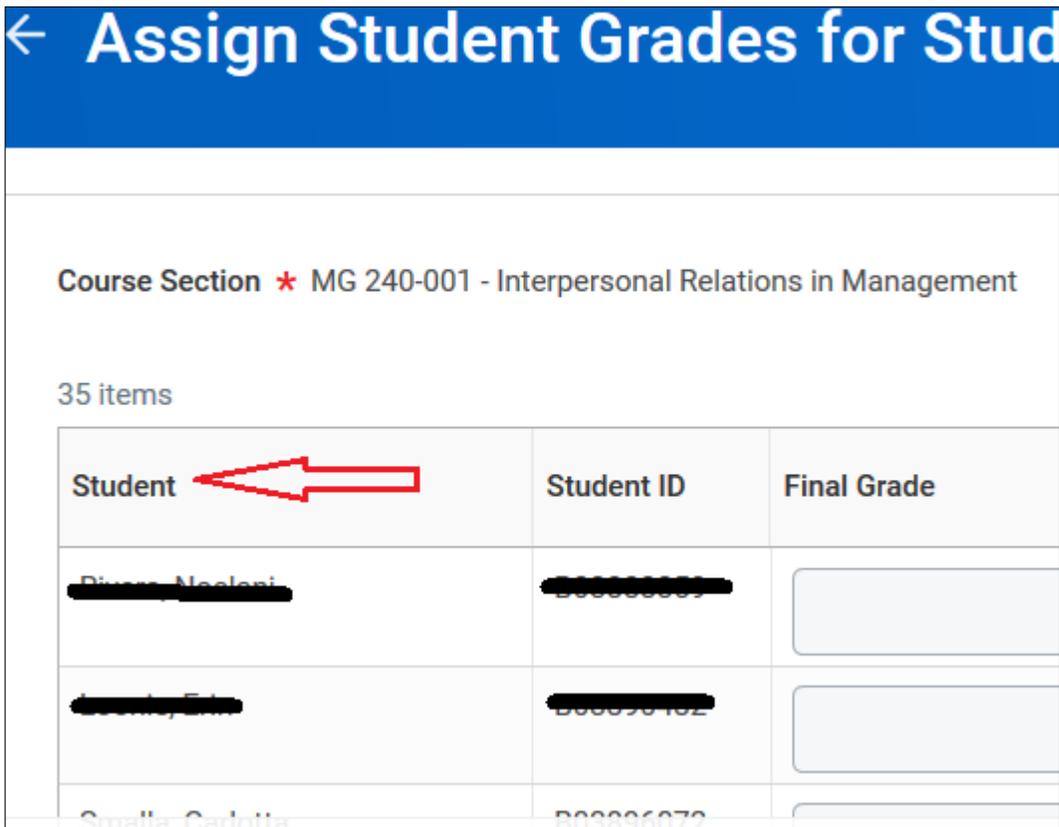
Select the radio button for the course you want to grade. Then click Ok.

Assign Student Grades for Student Course Section



STEP 7

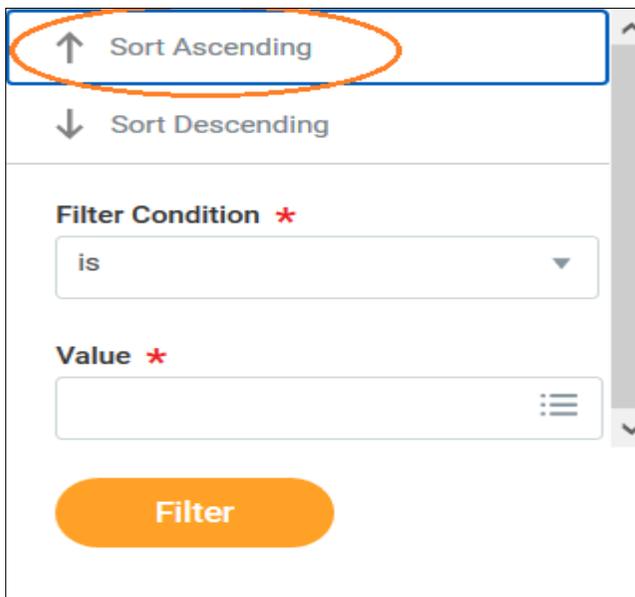
To sort the list alphabetically by last name,
Click the word "Student" at the top of the list of student's names



Student	Student ID	Final Grade
[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	

STEP 8

Click Sort Ascending in the pop-up box and the names will sort alpha by last name



↑ Sort Ascending

↓ Sort Descending

Filter Condition *

is

Value *

Filter

STEP 9

Click on the 3-bar icon in the Final Grade box for each student and select a letter grade from the list.

← Assign Student Grades for Student Course Section

Course Section * MG 240-001 - Interpersonal Relations in Management

35 items

Student	Student ID	Final Grade	Grade Note
[REDACTED]	[REDACTED]	<input type="text"/>	

Submit Save for Later Cancel

STEP 10

After entering a grade, your options are Submit, Save for Later or Cancel.

1. **Submit.** If you click Submit, you will then be prompted to Confirm the grade(s) you entered. You do not have to enter all grades at once. If you click Confirm, the grade(s) will be posted officially. You can still return to the grade sheet to enter more grades.
2. **Save for Later.** If you click Save for Later, the grade(s) will be saved on the grade list but not posted officially. You must later go through the Submit process
3. **Cancel.** This option will pop-up a dialog box with options Discard and Cancel. If you Cancel, you will return to the screen. Discard will return you to the menu and will discard any changes you had made without saving.

STEP 11

Check your work!

If any of your grades do not have a check mark in the Posted column, you need to go through the Submit process.

Click Submit, then Confirm, Ok and Done.

Course Section * MG 240-001 - Interpersonal Relations in Management

35 items   

Student	Student ID	Final Grade	Grade Note	Last Date of Attendance	Posted	
[REDACTED]	[REDACTED]	A			<input checked="" type="checkbox"/>	Change Grade
[REDACTED]	[REDACTED]	X B-			<input type="checkbox"/>	

[Submit](#) [Save for Later](#) [Cancel](#)