1. Go to myIPFW at https://my.ipfw.edu, enter your assigned IPFW network account username and password, and click “Sign In”.
2. After successfully logging in to myIPFW, click on the Faculty/Advisor tab and then locate the Faculty Grade Assignment channel in the upper left hand corner of the Faculty/Advisor tab. The Faculty Grade Assignment channel will only appear on the Faculty/Advisor tab during the final grading period.

3. A list of sections that you are assigned to as the primary instructor will appear in the Faculty Grade Assignment channel, followed by six possible icons.

   - !: Grade entry has been started but some grades are missing.
   - !: Grade entry has not been started.
   - !!!: Section is not gradable.
   - !!!: Grade entry is completed but grades can still be changed online.
   - !!!: Grade entry is completed. No online changes permitted. Students can view final grades.
   - $$: No students registered for this section.

   Note: The icon may not change until the next time you login to myIPFW. It is recommended that you logout and log back in to myIPFW after all grading is complete to verify that all icons are a red box with a green checkmark.

4. Click the ICON next to the section title to complete grade entry for a section.

   *Important: The first time you access self-service (OASIS), you may be prompted to enter a security question and answer on the Login Verification Security Question and Answer screen. Follow the directions.

   * If you cannot enter self-service (OASIS), please call the Registrar’s Office from your campus office or come to KT 107 with photo identification.*
5. The final grade roster will appear with all registered students in alphabetical order in groups of 25. Post all final grades under the Grade column using the drop down box. (Warning: Avoid using the scroll button on your mouse during this step as it may change your selection in the drop down box.) Leave the Attend Hours fields blank.

**Important** If you assign a grade of “F” to a student who stopped attending, you MUST note the last date of attendance (the last time you had contact with the student) under “Last Attend Date.” Use MM/DD/YYYY format (eg. 10/17/2005). This date is extremely important for Financial Aid processing!
6. When finished, click “Submit”. **If you fail to click the “Submit” button, your grades will not be entered into the system.** You must submit information within a 15-minute time period or you will be logged out of the system. Please note the system will not allow a “W” grade to be given or changed.

7. Once you have submitted grades for the first group of students, click on the next group (e.g. 26-35) and repeat steps 5 and 6. If the section has 25 or less students, this step is not necessary.

**After you have submitted your grades, verify the correct grades have been assigned. You cannot return to this final grade roster after the final grading period has ended, so click on the **Print** button of your browser for a copy of the completed grade roster. Keep this copy for your records.**
8. To grade another course, return to myIPFW by clicking “Back to Faculty/Advisor Tab” in the upper left hand corner and repeat steps 4-9.

Note: You can only return to an online roster for a limited time to make corrections or changes. Each business day between 5:00 and 6:00 p.m., the Registrar’s Office runs the process to move submitted grades to academic history. After this process has been run, you can no longer make online changes or corrections.