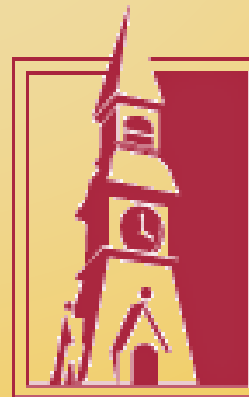


Final Grading/Contracts for Incomplete

Summer 2022 Pilot

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PARK
UNIVERSITY^{est. 1875}

Grade Entry: General Information

- ▶ The grading system is open for 10 days, beginning on Sunday of the last week of the session and ending the Tuesday after the session.
- ▶ Faculty may submit grades for all or some students in a class at any given time (during the grading window).
- ▶ Faculty may submit and update grades any time during the 10 day grading window.
- ▶ All final grades must be submitted by the Tuesday (11:59 p.m. CST) after the last day of the session. Any grades that need to be submitted/changed after that can be submitted via MyPark until the second Tuesday (11:59 p.m. CST) after the last day of the session.
 - ▶ Grades submitted after the final grade deadline are considered missing and late but can still be submitted until the MyPark extended access date.
- ▶ Submission of grades after the second Tuesday will need to be submitted via a [Grade Change Form](#) for each student
 - ▶ The following Park ITS Freshdesk article gives an overview for Change of Grade Request
<https://support.park.edu/support/solutions/articles/6000242245-change-of-grade-request>

Grade Entry: General Information

- ▶ Many grades are entered during a relatively short time which may affect the performance of the system (MyPark). After submitting grades, please wait until you see a confirmation message at the top of the page (you may need to scroll up to view it).
 - ▶ Please do not logoff, navigate to another page, or close the window until you receive the confirmation message.
 - ▶ You will receive an email confirmation that your grades were submitted.
- ▶ Cross listed courses can cause issues with grade entry.
- ▶ The following Park ITS Freshdesk link gives an overview to Enter Final Grades in MyPark
<https://support.park.edu/support/solutions/articles/6000188562-entering-grades-in-mypark-course-control>
- ▶ If you have trouble entering grades or need assistance, please email registrar@park.edu.

Entering Grades in MyPark


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- Select the **FACULTY** tab.
- Choose **Course Control** under Faculty Academic Tools

The screenshot displays the MyPark website interface. At the top, the navigation bar includes 'MY.PARK', a redacted user name, and a '>>' symbol. The main navigation menu contains 'HOME', 'STUDENT', 'FACULTY', 'ADVISOR', 'RESOURCES', 'TEST TAB', and 'MY PAGE'. A yellow arrow points to the 'FACULTY' tab. Below the navigation is a large aerial photograph of a university campus with autumn foliage. Underneath the photo, the breadcrumb trail reads 'You are here: Faculty > Main'. On the left side, there is a 'Faculty' sidebar menu with options: 'Main', 'Adjunct Contracts', 'Syllabus', 'Request a Proctor for ETS-MFT', 'Faculty Resources', 'Faculty Advisor', and 'Faculty Senate'. The main content area features a 'FACULTY' header and a 'FACULTY ACADEMIC TOOLS' section. A yellow arrow points to the 'Course Control' link within this section. Other links in the 'FACULTY ACADEMIC TOOLS' section include 'Online Classroom', 'Academic Assessment', 'Contract for Adjunct Faculty', 'Park Distance Learning', and '- All Faculty System Access'. On the right side, there is a 'Documentation > Documents for Faculty and Staff' link and a 'FACULTY TOOLS' section with links for 'Hobsons', 'Programs of Interest 2016 (.xls, 90K)', 'Attributes Dictionary (.xlsx, 39K)', and 'Data Integrity'.


Entering Grades in MyPark

- ▶ Select the **Term** and **Course Code** from the drop down menus. Click on **View Courses**.

FACULTY INFORMATION 

FACULTY COURSE CONTROL

Course List for Melissa L. Geier

Search Options 

Term: (S2A) Spring II 2016

Course Code: AC201-DL

[View Courses](#)

Course Title Catalog Course Program Go Directly To

- ▶ Select **Grade Entry** from drop down menu.

(S2A) Spring II - 2016				
Course	Title	Catalog	Course Program	Go Directly To
AC201-DL	Principles of Financial Account	UG15	Undergraduate	Grade Entry

Entering Grades in MyPark

- Select the appropriate letter grade in the drop-down menu next to the student's name.
 - Refer to slide 7 about WF, F, and I grades.
 - All grades, including grades of 'I' (incomplete) may be submitted in MyPark.

Student	ID	Grad?	Final Grade
[REDACTED]	00000 [REDACTED]	N	Select... ▼

- Enter (or update) grades and "Save."

WF or F?

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- Faculty should enter a grade of 'WF' when, in the opinion of the instructor, completed assignments or course activities or both were insufficient to make normal evaluation of academic performance possible.
 - The student does not officially withdraw from the course but fails to participate in activities.
 - A 'WF' is equivalent to an 'F' in terms of GPA.
- Faculty may enter a grade of 'F' when the student was in attendance or participated but failed to satisfactorily complete course work.
- For an Incomplete "I" the Faculty may assign via MyPark
 - The day following the submission of a grade of "I" the faculty will receive an email requesting a response with the requirements and deadline.
 - The email response is sent to the student, faculty, and Registrar for their records
 - The faculty can update the Incomplete to the final grade anytime by the final grade deadline of the following term via MyPark.

Contracts for Incomplete

➤ Guidelines

- A contract for incomplete is an agreement between the faculty member and the student
- Please allow 1-2 business days after the incomplete is processed before the course is re-opened in Canvas.
- Final assessment of the grade is postponed to no later than the final grade deadline of the term/semester immediately following term/semester the course is taken.
- Failure on the part of the student to complete the work will result in a grade of "F"
- Failure on the part of the faculty instructor to submit the final grade by the deadline will result in a grade of "F"

Contracts for Incomplete

► Quick Notes

- An incomplete ("I") can be assigned within MyPark during the grading window
- Assignment of an "I" will trigger emails sent to student and faculty the following day
- Faculty have 3 business days to respond to the email requirements and deadline to respond with those details.
- Submission of the form will notify the professor, student and the Registrar's Office immediately
- Student will now have to opt-out of the contract instead of sign the contract. This allows for a quicker more seamless submission and process

Questions or Concerns

- ▶ If you have questions about the grading process, please contact registrar@park.edu.

Thank you