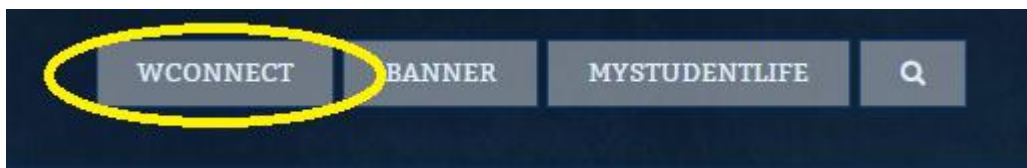




# Mississippi University for Women

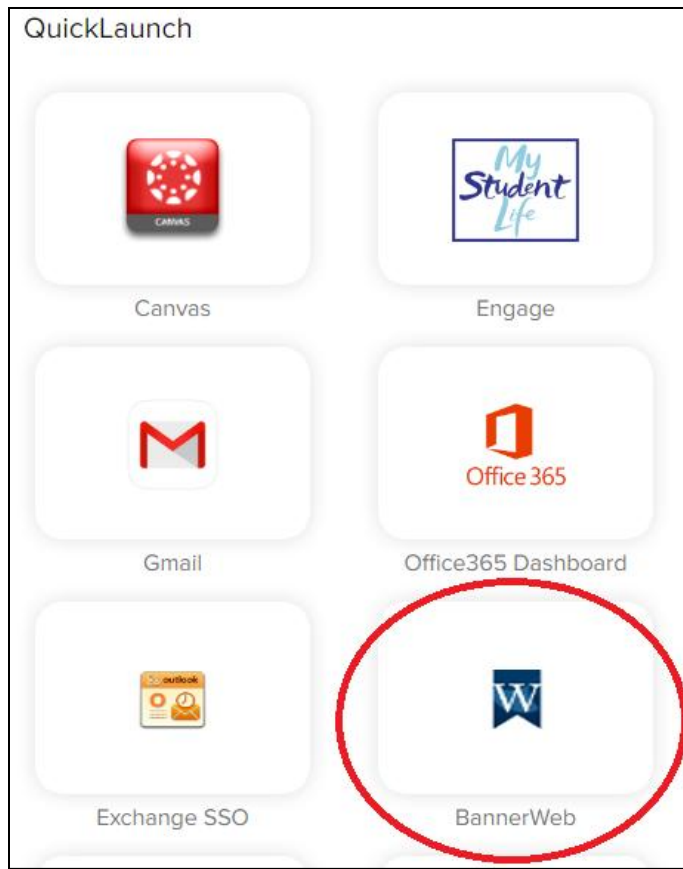
1. Navigate your Internet Browser to the WCONNECT Portal.



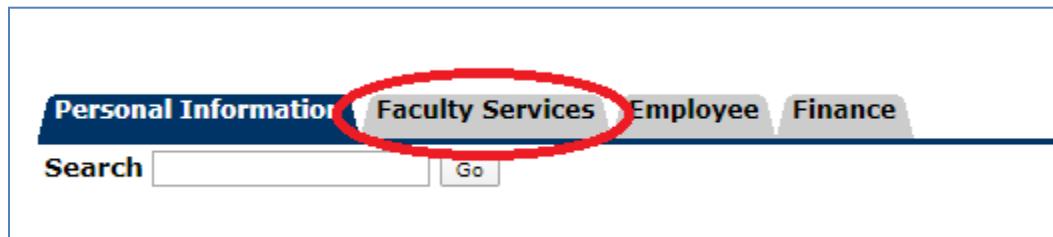
2. Log in with your MUW username and password.

A screenshot of the WCONNECT login page. It features the Mississippi University for Women logo at the top. Below the logo are two input fields: one for the username "snmorgan1@muw.edu" and one for the password, which is masked with dots. A dark blue "LOGIN" button is positioned below the password field. At the bottom of the form, there are links for "First Time User", "Reset Password", and "Unlock Account". Two accessibility icons are also present: "W3C WAI-A WCAG 2.0" and "W3C WAI-AA WCAG 2.0".

3. Locate the BannerWeb icon usually on the left hand side of the page.



4. Click the Faculty Services tab.



5. Click on Final Grades link.



## Faculty Services

[Term Selection](#)

[CRN Selection](#)

[Faculty Detail Schedule](#)

[Faculty Schedule by Day and Time](#)

[Detail Class List](#)

[Summary Class List](#)

[Mid Term Grades](#)

[Final Grades](#)

[Change of Grade](#)

This form is used to submit a grade change request.

[Student Menu](#)

Display student information; View a student's schedule; Add/Drop Classes.

[Advisor Menu](#)

View a student's transcript.

**RELEASE: 8.9**

### 6. Select the Term and Submit

## Select Term



Select the Term for processing then press the Submit Term button.

**Select a Term:**

- Fall 2020
- Summer 2020
- Spring 2020

**RELEASE: 8.7.1**

7. Select the CRN or your course from the drop down menu

Select CRN

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Please enter the CRN you wish to access, or select a different term from the

CRN:

8. Enter the grade for each student by clicking the drop-down menu under "Grade" for each student.

Faculty Final Grade Worksheet

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- Enter midterm grades, then click Submit Grades.  
 - If the word "Confidential" appears next to a student's name, information is to be kept confidential.  
 - Click on a student's name to view the student's address(es) and phone(s).

**Course Information**  
 Info Systems Using Micros - MIS 157 E01  
 CRN: 4126  
 Students Registered: 30

Please submit the grades often. There is a 30 minute time limit starting at 09:41 am on Oct 11, 2017 for this page.

Record Sets: 1 - 25 26 - 30

**Final Term Grades**

Record Number	Student Name	ID	Credits	Registration Status	Grade	Last Attend Date MM/DD/YYYY	Absences 0-999.99	Registration Number	
1	Student Name	Student ID	3.000	Drop - No Penalty Sep 19, 2017	Not Gradable	<input type="text"/>	<input type="text"/>	25	
2	Student Name	Student ID	3.000	Drop - No Penalty Sep 06, 2017	Not Gradable	<input type="text"/>	99	40	
3	Student Name	Student ID	3.000	**Web Registered** Apr 03, 2017	<input type="text" value="None"/>	<input type="text"/>	<input type="text"/>	8	
4	Student Name	Student ID	3.000	**Web Registered** Apr 06, 2017	<input type="text" value="A+"/>	<input type="text"/>	<input type="text"/>	11	
5	Student Name	Student ID	3.000	**Web Registered** May 03, 2017	<input type="text"/>	<input type="text"/>	<input type="text"/>	17	
6	Student Name	Student ID	3.000	**Web Registered** Jul 27, 2017	<input type="text"/>	<input type="text"/>	<input type="text"/>	28	
7	Student Name	Student ID	3.000	**Web	<input type="text" value="F"/>	<input type="text"/>	<input type="text"/>	29	

Once you have finished inputting grades for all Students, click the Submit button.

