

INSTRUCTIONS FOR SUBMITTING FINAL GRADES



**OFFICE OF THE REGISTRAR
USER INSTRUCTIONS**

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SUBMITTING FINAL GRADES

PROCESS

The Office of the Registrar is responsible for end of term processing for the University. All faculty should submit grades on or before the published deadline each term. The Registrar's Office processes all final grades.

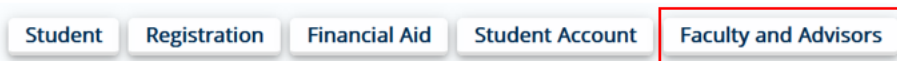
RESPONSIBILITIES

For Primary Faculty

Primary faculty are responsible for making sure a final grade is entered for each student in their class by the grading deadline.

INSTRUCTIONS

1. Log in to <https://pounce.augusta.edu>.
2. Select "Faculty and Advisors" from the top of the page.



3. Select "Faculty and Advisors Dashboard".

Faculty and Advisors



4. Select "Final Grades".

SUBMITTING FINAL GRADES

Faculty

Assignment History

Instructors can view course assignments.

Attendance Verification

Verify student attendance in your assigned courses.

Class List

View Pictorial class list for your assigned courses.

Class Schedule

Search courses by term.

Faculty Detail Schedule

View number of students enrolled, room assignment, dates and times.

Final Grades

Enter final grades with Faculty Grade Entry. Will open in another window.

Office Hours

Enter office hours by course.

Syllabus Information

Enter syllabus information for your assigned course.

Week at a Glance

View your course schedule for the week.

5. Select the course you wish to enter grades for. If you have not yet entered any grades for the course, it will show as Not Started for the **Grading Status**. The Rolled column indicates if the Registrar's Office has processed the course grades, this is done at the end of each term.

Faculty Grade Entry • Final Grades

Faculty Grade Entry

Final Grades								
My Courses								
Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN	
Completed	Completed	ACCT - Accounting	2101	A	Prin of Acct I	201708 - Fall 2017	13087	
In Progress	Not Started	CHEM - Chemistry	3411	B	Organic Chemistry I	202002 - Spring 2020	23991	
Not Started	Not Started	ENGL - English	1102	A	College Composition II	202002 - Spring 2020	24223	
In Progress	Not Started	BIOL - Biology	3400	A	Cell Biology	202002 - Spring 2020	24827	
In Progress	Not Started	COMM - Communication	1100	C	Fundamentals of Human Comm.	202002 - Spring 2020	28011	
In Progress	Not Started	BUSA - Business Administration	4200	A	International Business	202002 - Spring 2020	28086	

4. Next to each student, select the grade from the pull-down menu and, in cases of "F" grades enter a Last Attend Date.

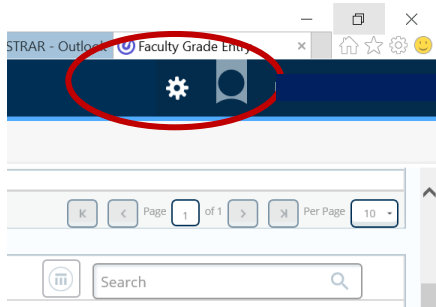
Faculty Grade Entry • Final Grades

Full Name	ID	Final Grade	Rolled	Last Attend Date
[Redacted]	[Redacted]	A		
[Redacted]	[Redacted]			
[Redacted]	[Redacted]			

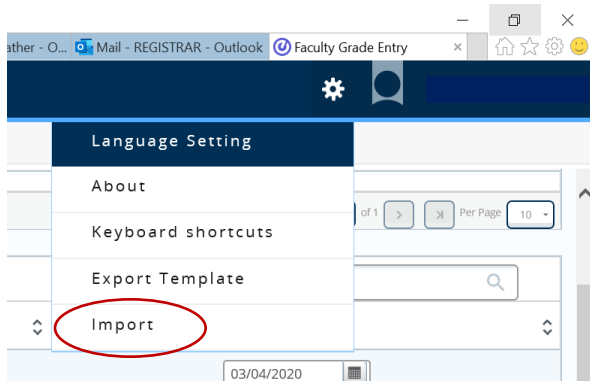
5. Once all grades have been entered, select save.

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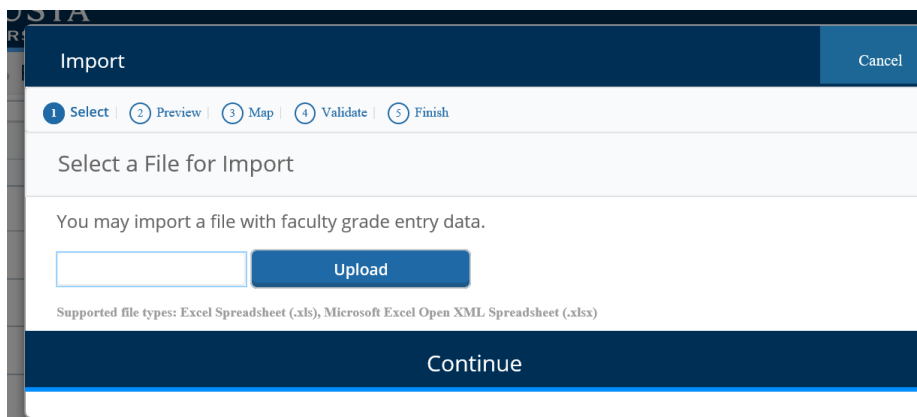
6. If you have an excel sheet with grades, you may import these directly. Select the “settings” cog beside your name.



7. Select import



8. When the pop up appears, click browse, select your file, upload and then continue.



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9. Use the preview to verify information before importing. Make sure to check the box if your sheet has Headers. Select continue to import.

Import Cancel

1 Select | 2 Preview | 3 Map | 4 Validate | 5 Finish

Preview File

Check the box if your spreadsheet includes headers. Use the grid to preview the data prior to importing.

My Spreadsheet has headers.

Row	Name	Student ID	Final Grade	Last Date Attended
1	[REDACTED]	[REDACTED]	A	03/04/2020

Go Back Continue

10. You will need to map the columns, so the headers match the information in each. Click each header to select the title. Then select continue.

Map Columns

Use the drop down lists to map the data from your spreadsheet to the appropriate columns on the Faculty Attendance Page.

Fields marked with * are required fields. They must be mapped in order to continue the import process.

Term Code* CRN* Student ID* Final Grade
 Last Attended Date Incomplete Final Grade Extension Date

Map

Row	Name	Student ID	Final Grade	Last Date Attended
1	[REDACTED]	[REDACTED]	A	03/04/2020

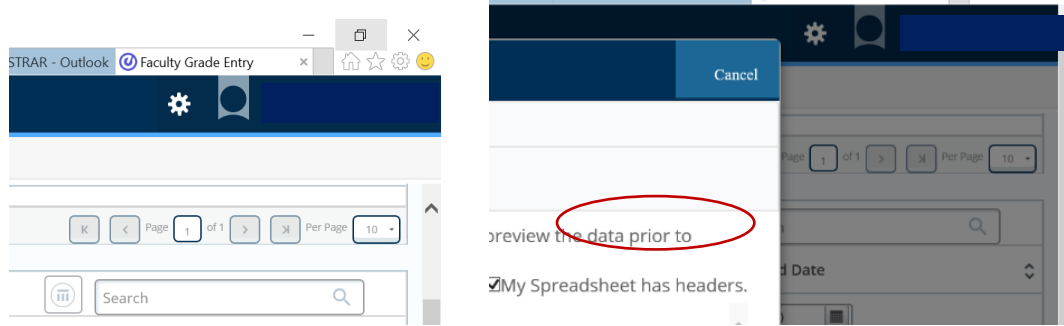
Go Back Continue

11. You will then validate all data from the worksheet that has been imported and select continue. Then select finish when import is complete.

12. Save.

13. If you do not have an excel spreadsheet, you may export one from the “settings” cog menu.

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14. Once you have completed the spreadsheet, follow steps 6-12.

CONTACT

If you have any additional questions, please contact our office at records@augusta.edu.