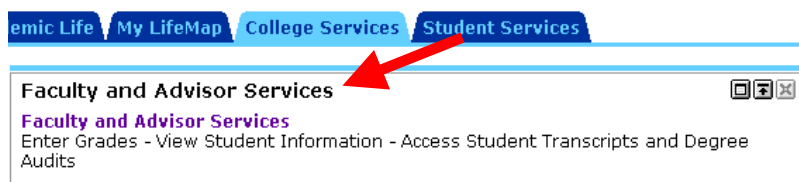


Inputting Final Grades

1. Access Atlas at <http://atlas.valenciacc.edu/>
2. Enter your **User Name** and 6 digit **PIN**
3. Click on the **College Services** tab



4. Click on **Faculty and Advisor Services**



5. Click on **Final Grades**

Faculty Services

[Term Selection](#)

[CRN Selection](#)

[Faculty Detail Schedule](#)

[Faculty Schedule by Day and Time](#)

[Office Hours](#)

Post office hours online.

[Detail Class List](#)

[Summary Class List](#)

[Mid Term Grades](#)

[Final Grades](#)

[Electronic Gradebook by Component](#)

[Faculty Course Assignment History](#)

Faculty can now view course assignments for previous terms, including CRN, class list and grades.

[Student Menu](#)


Display student information; View a student's schedule.

[Advisor Menu](#)

View a student's transcript; View a student's grades.

6. Select the **Term**, then click on Submit


Select Term

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

Select a Term:

7. Select the course **CRN**

Select CRN

 Please enter the CRN you wish to access, or [select a different term](#).

CRN:

8. Your class roster will appear. Select the grade you wish to give the student using the drop-down arrow next to the **Grade** field.

Grade

None

A

B

C

D

F

I

W



*Remember: If you want to give a student a **WP** (Withdrawal Passing) or **WF** (Withdrawal Failing), the student has to be withdrawn through **Mid Term** Grades. (See Faculty Withdrawal of Student)*

9. Has the student withdrawn? **Assign a WP or WF.**

10. Enter the Last Date of Attendance.

Grade	Last Attend Date
	MM/DD/YYYY
<input type="text" value="WF"/>	<input type="text" value="11/10/04"/>

**The last date of attendance cannot be any later than the last day of final exams in the term.*

11. Click Submit Grades, once all grades have been entered.

Please note, that only 24 students show per class roster page. Please continue to next page (i.e. 25-29)

12. Once you have submitted your grades, a confirmation will appear at the top of your screen.

Final Grade Worksheet : Fall 2002 Credit Courses

The changes you made were saved successfully.