

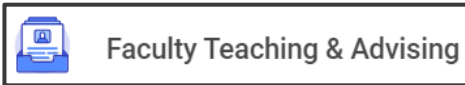
This quick reference guide (QRG) provides instructions on how to enter final grades for a course section as a faculty member in Workday. Grade entry access is based on Academic Period Date Controls, so if you do not see the option to enter grades, it is likely too early, or the deadline has passed. Check the academic calendar or contact your registrar with questions.

To enter final grades for a course section, complete the following steps.

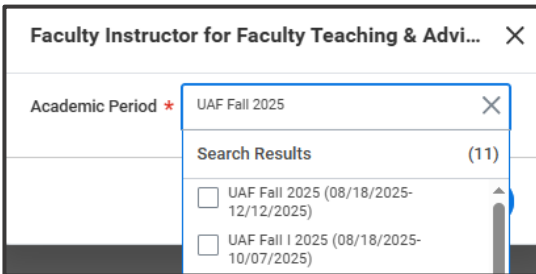
## ASSIGN FINAL GRADE

From the Workday Home page:

1. Click the **Global Navigation Menu** in the top left-hand corner of the page.
2. Select **Faculty Teaching & Advising**.



3. In the Academic Period textbox type your institution's acronym, the academic period, and academic year. For example, UAF Fall 2025. Then press enter.

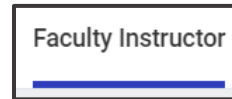


4. Select the desired Academic Period or Periods.

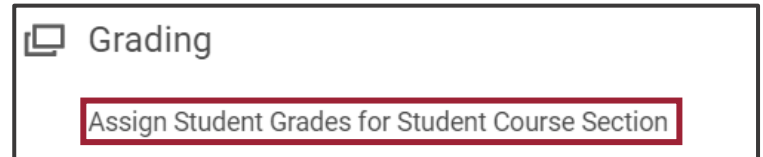


**Note:** To select all options, on your keyboard, hold down the "ctrl" and "a" buttons. While holding these buttons click the top option.

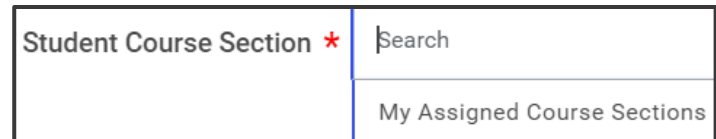
5. After selecting the needed Academic Period(s), click anywhere on the screen and then click the **OK** button.
6. Select the **Faculty Instructor** tab.



7. Under **Grading** select **Assign Student Grades for Student Course Section**.



8. Click into the **Student Course Section** field and select **My Assigned Course Sections** from the dropdown list.



9. Select the appropriate **Academic Period** from the dropdown list.

10. Select the appropriate **Course Section** from the dropdown list.

Student Course Section \*

×

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11. Click **OK**.
12. Select the appropriate **Final Grade** for each student from the dropdown list.

| Student       | Student ID | Final Grade                            |
|---------------|------------|----------------------------------------|
| Aleece, Aaron | 100046     | <div> <div>×</div> <div>A</div> </div> |



Note: If an incomplete grade is assigned, a date must be entered as a deadline for the incomplete grade. The selected date should be when the student is required to complete the course.

13. Click **Submit**.
14. Check **Confirm**.

Confirm \*

✓

15. Click **OK**.
16. Click **Done**.