Record Your Grades

Note: All instructors will enter student grades through MyNova

- The grade of “W” will automatically be entered if students withdraw themselves within the withdrawal period (after census and before the last date to withdraw). Instructors cannot enter a “W” grade.
- Instructors cannot enter a grade of “I” for Incomplete. Contact your Division Office for procedures and forms.
- Students in Regular Session classes cannot withdraw themselves after the 60% date (last date to withdraw with a “W” grade).
- Students enrolled in Dynamic Session classes can withdraw after the 60% period but will automatically receive a grade of “F”.
- When recording a grades of R or F or U, you will be required to enter the last date that the student attended. You may use a placeholder date if you do not know the exact date when the student stopped attending:
  - If the student stopped attending prior to the 60% date, but you do not know the exact date, enter 01/01/1900.
  - If the student stopped attending after the 60% date, but you do not know the exact date, enter 12/31/9999.
- After entering grades and saving them, faculty should print and sign a copy of the grade roster to keep for your own records. Please check with your Division Office to determine if they want a signed copy also.

1. Log into NOVAConnect by clicking MyNOVA on the NOVA homepage
2. Click on Student Information System
3. Click Self-Service>Faculty Center>My Schedule
4. Note: Your teaching schedule for the designated term will be displayed. To change the term that is displayed, click the Drop-down menu and select the term you want. Also, do not use the Grade Roster link under Faculty Center. Use My Schedule to access your grade rosters.
5. Click the Grade Roster icon at the left of the class row:
6. Your Final Grade Roster will now be displayed.
7. Be sure that the Grade Roster Type indicates FINAL GRADE
8. Use the drop-down menu in the Roster Grade column to choose a grade for each student.

9. After the grades are entered, click **SAVE**

**IMPORTANT:** Do not change the Approval Status. It must remain as NOT REVIEWED

Notes:

- You do not have to enter all your grades at once. If you have a large class, it is recommended that you SAVE each time you have entered 5-10 grades. If you get an error about the last day of attendance, go back and record the LDA and save.
- You can leave grades blank. You can go back later and enter them.
- Grades must be entered by the Grade Deadline. You will receive instructions from the Executive Vice President.
- Grades may not be entered in MY NOVA between midnight and 6:00 am.
- After you enter grades, students will not see them on their record until the Grade Batch Posting program runs, between midnight and 6:00 am.
- Once a grade is posted to a student’s record, it cannot be changed on the roster. Contact the Division Office for instructions.
- All questions should be directed to your Dean or Division Office.