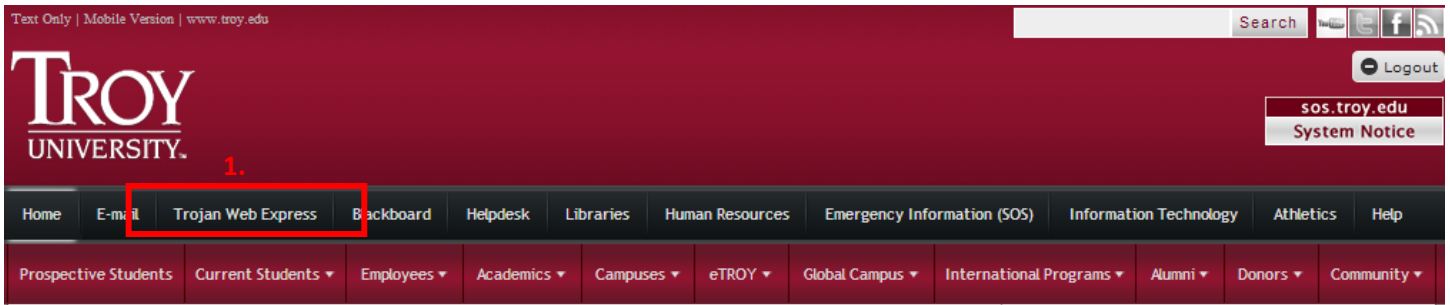
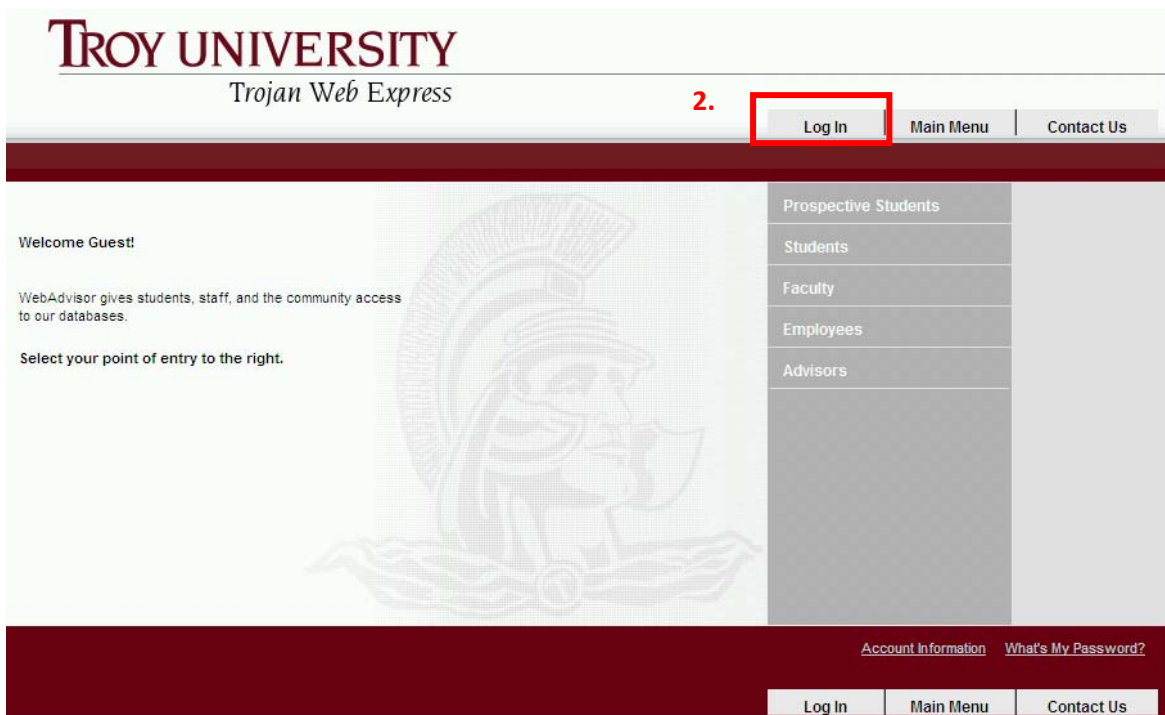


# Entering Class Attendance and Final Grades



1. Click the “Continue to Trojan Web Express” link.



2. Click on the “Log In” file tab.

## Entering Class Attendance and Final Grades

**TROY UNIVERSITY**  
Trojan Web Express

Log In | Main Menu | Contact Us

Welcome Guest!

### Log In

User ID:  3.

Password:  4.

Show Hint:

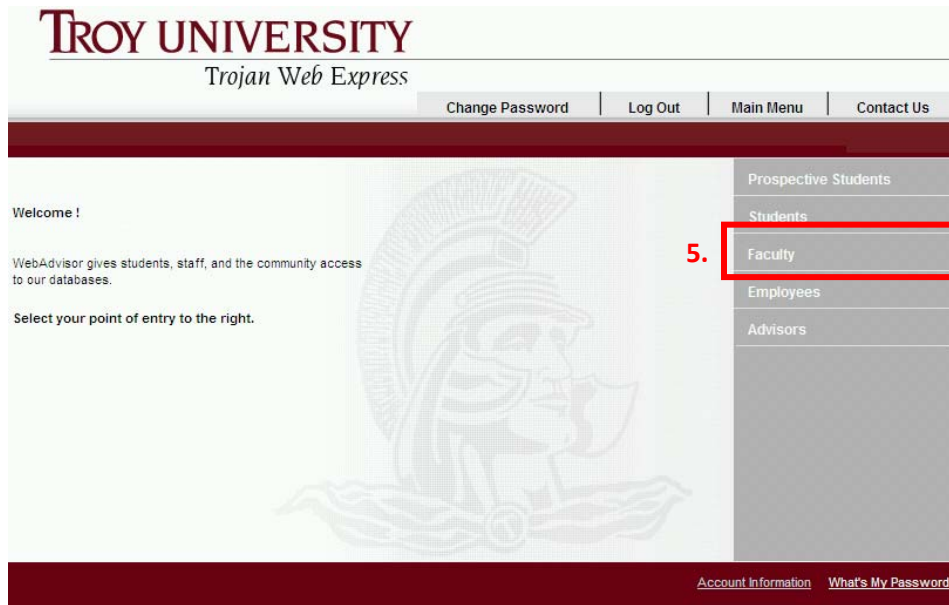
SUBMIT

Log In | Main Menu | Contact Us

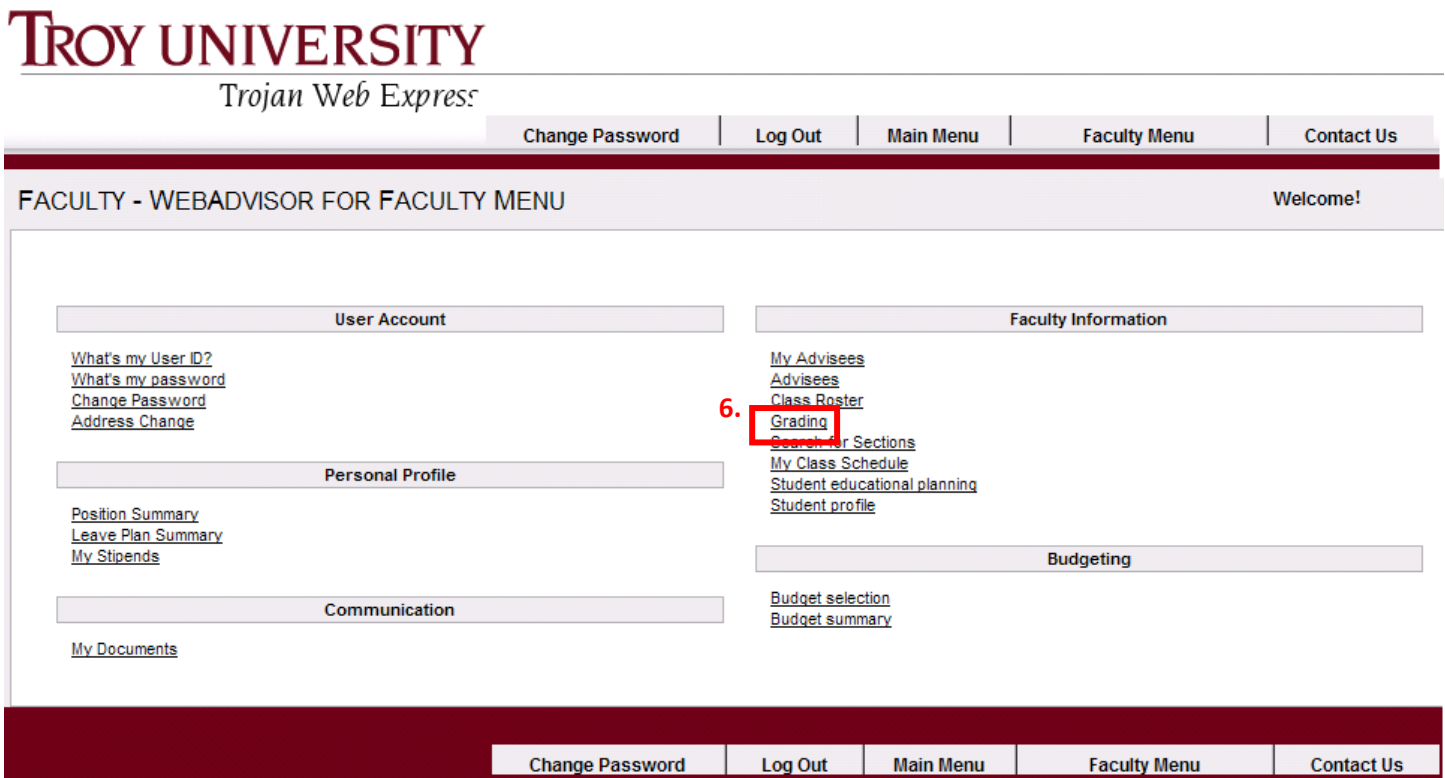
3. Enter your User ID:
4. Enter your Password.

**Hint: If you do not have a Web Express ID then you will need to visit <https://it.troy.edu/Staff/new.html> to request a login. If you do not remember your login ID or password, please call 1-800-227-4051.**

# Entering Class Attendance and Final Grades



5. Click on “Faculty Menu”



6. Click on the “Grading” link.

# Entering Class Attendance and Final Grades

Change Password | Log Out | Main Menu | Faculty Menu | Help | Contact Us

FACULTY Welcome

### Grading

6.  list

Term

Start Date

07/T1 - Term I 2007  
07/FA - Fall Semester 2007  
07/T2 - Term II 2007  
08/T3 - Term III 2008  
08/SP - Spring Semester 2008

7.

Change Password | Log Out | Main Menu | Faculty Menu | Help | Contact Us

6. Select the correct term from the pull-down menu.

7. Click the "Submit" button

FACULTY Welcome

### Grading

8.

9.

Choose One	Class Name and Title	Start Date	End Date	Bldg	Room	Meeting Times	Days of Week	Loc	Term
<input type="radio"/>	IS-3300-PAAU Intro to Information Systems	08/10/09	10/11/09	400	A210	06:00PM - 10:20PM	M	T02	09/FA
<input type="radio"/>	IS-3300-PBAU Intro to Information Systems	10/13/09	12/14/09	400	A210	06:00PM - 10:20PM	M	T02	09/FA

10.

8. Please select Midterm-Intermediate for posting attendance grades or Final for posting final grades from the pull-down menu.

9. Check the appropriate circle of the course for which you would like to enter attendance/grades.

10. Click the "Submit" button.

# Entering Class Attendance and Final Grades

For attendance follow these steps:

FACULTY Welcome

### Intermediate Grading

Class Name IS-3300-  
Title Intro to Information Systems  
Location  
Term Fall Semester 2009

**Instructor**  
\_\_\_\_\_

Student	ID	Stat	Gr 1	Gr 2	Gr 3	Gr 4	Gr 5	Gr 6	Last Date of Attendance	Never Attended	Class	Credits	CEUs	Cross-Listed Section
Nichet	100 000	N	<input type="text" value="Y"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	SR	3.00		
Latoya	100 000	N	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	FR	3.00		
Matthew	100 000	N	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	FR	3.00		
Shirley	100 000	N	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	FR	3.00		

**2.**

1. Enter a “Y” (if the student attended) or an “N” (if the student did not attend) in column “GR 1” for each student.

2. Click the “Submit” button.

# Entering Class Attendance and Final Grades

For final grades follow these steps:

FACULTY Welcome

## Final Grading

Class Name IS-3300-  
Title Intro to Information Systems  
Location  
Term Fall Semester 2009

Instructor  
[Redacted]

Student ID	Status	Grade	Expire Date	Last Date of Attendance	Never Attended	Inter Gr 1	Inter Gr 2	Inter Gr 3	Inter Gr 4	Inter Gr 5	Inter Gr 6	Class	Cre
Nichet 100000	N	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	Y						SR	:
Latoya 100000	N	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	Y						FR	:
Matthew 100000	N	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	Y						FR	:
Shirley 100000	N	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	Y						FR	:

2.

1. Enter the grade that the student earned. Check below for a listing of the available grades.

A – 4.0

B - 3.0

C – 2.0

D – 1.0

F – 0.0

P – Pass

I – Incomplete (Expire Date is required. Please consult with the Records Office for this date. DD/MM/YY)

IP – In Progress (Masters Only)

FA – Failure to Attend

2. Click the “Submit” button when you have entered all of your grades.

## Entering Class Attendance and Final Grades

FACULTY

### Grading Confirmation Form

Class Name IS-3300  
Title Intro to Information Systems  
Location  
Term Fall Semester 2009

**Instructor**

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11.

11. Click the "OK" button.