



ASSIGNING GRADES

Entering End of Term Grades

Faculty are required to enter their end of term grades in Trojan Web Express. Once you have successfully signed into the [Trojan Web Express](#), use the following instructions to enter your final grades:

1. Click on GRADING in the right hand column under FACULTY.
2. On the drop down menu for TERM, click the arrow and choose the term for which you wish to enter grades, click SUBMIT. (You do not need to enter the start and end dates if you have chosen a term.)
3. At the top of the next screen you will see a drop down menu, which allows you to select midterm or final grading. Click the arrow and select FINAL.
4. Below the drop down menu, you will see a listing of all the classes you are teaching in this term. To select one, click in the box to the left of the class until a check mark appears, click SUBMIT.
5. The next screen will be a listing of all the students who are registered for your class. If a student's name is missing from your Web Advisor roster, the student has dropped or withdrawn from your class and these students WILL NOT appear on the Web Advisor roster. Make a note in your personal grade book to reflect this status. Nothing further needs to be done for missing student names.
6. Enter the FINAL GRADE for each student. Do not leave any final grade fields blank. Make sure every student has a grade. "NG" is not a valid grade. Click SUBMIT after all grades are entered and then repeat the above for each class you taught.
7. The expiration date field is for students who receive an "I" grade. The expiration date for ALL students receiving an "I" is 9 weeks after the last day of the term the student received the incomplete in. Enter the dates exactly as shown on the Academic Calendar. Do not use any other expiration date or make up one of your own. Refer to the appropriate [Academic Catalog](#) for complete details on incomplete grades.

[2016-17 Undergraduate Catalog – Academic Regulations](#)

[2016-17 Graduate Catalog – General Regulations](#)

[Entering Grades in Web Express Screen Shot](#)

[Change of Grade Form](#)

The Change of Grade Form can be used for both undergraduate and graduate courses. Use the link above for all change of grades needs. The Change of Grade Form requires your faculty ID. Your faculty ID can be found on your faculty contract.

Incomplete Grade Petition Form

If a student is unable to complete all course grading requirements, the student may be eligible to request the assignment of an incomplete grade. An incomplete grade is not automatically assigned by the instructor, but must be requested by the student and approved by the instructor. The student should submit the [Incomplete Grade Petition Form](#) through the electronic document processing system, EchoSign. Once submitted the form will automatically be emailed to the instructor for approval. If approved, the instructor is still required to enter a grade of "I" when submitting final grades through Trojan Web Express. For specific details regarding granting an incomplete grade, refer to the appropriate [Academic Catalog](#).

[2016-17 Undergraduate Catalog – Academic Regulations](#)

[2016-17 Graduate Catalog – General Regulations](#)

Grading System

For detailed information on Troy University's grading system, please refer to the appropriate [Academic Catalog](#).

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[2016-17 Graduate Catalog – General Regulations](#)