GRADE ENTRY INSTRUCTIONS

Instructors/proxies must be attached to the course to enter grades. If an instructor cannot see the roster on S.O.A.R., it indicates he/she is not attached to the course. Departmental schedulers are able to assign approved instructors or proxies as needed via S.O.A.R.

Login to your S.O.A.R account to begin entering final grades. If you have forgotten your password, please contact the Help Desk to determine the process for resetting your password.

Faculty have the option of uploading grades from a Comma Separated Value (*.csv) file. Instructions are available on the Registrar's Office website under Faculty/Staff, Grade Entry.

Navigation: Faculty Center Tile -> My Schedule

1. Confirm the appropriate term is shown on the faculty center.

2. Click on the [icon] button associated with the class for which you wish to enter grades.

3. The APPROVAL STATUS column will aid faculty in determining which grade rosters still need grades entered and approved appropriately. As faculty complete grade entry for each section, the "Approval Status" column will adjust accordingly.

4. Choose the correct roster type in the grade roster type box.

5. **MANUAL ENTRY** – Enter the appropriate LETTER GRADE into the [ ] box in the Roster Grade column for each student.

**If the student has withdrawn from the class or the University after the academic penalty deadline, the Grading Basis will indicate a WD and will already have a W grade. The W grade has no impact on the student's grade point average.

Save periodically while entering grades to ensure your work is not lost.

6. Once grades have been entered and reviewed for accuracy, choose the appropriate roster status for the appropriate grade roster.
   a. **NOT ATTENDING ROSTER** – Grades are entered only for students who are NOT attending; therefore, the approval status is set to **READY FOR REVIEW**.
   b. **INTERIM ROSTER** – Grades should be entered for all undergraduate students. Once complete the approval status should be set to **READY FOR REVIEW**.
   c. **FINAL ROSTER** – Grades should be entered for all undergraduate students. Once complete the approval status should be set to **APPROVED**.

*Approval Status [Approved ▼]

7. Click on the [Save] button at the bottom of the page once grades are completely entered.
8. You may print a copy of this roster for your records if you so choose. Click on the Printer Friendly Version link for a sleek looking report.

Need Assistance?
For technical assistance: HELP DESK (601)266-4357, MCL 112

For assistance with LOGIN, Password reset, etc. contact the Help Desk staff at (601)266-4357. When you call the Help Desk number after hours, you may leave a message that will be checked intermittently by the staff.

- HOURS – Monday-Thursday, 8 am – 10 pm; Friday, 8 am – 5 pm

For grade-entry or student-related questions: Registrar's Office, KWH 110 or email gradeentrysupport@usm.edu

Southern Miss Gulf Coast Faculty and Staff
Assistance is available from the Department of Student Services at (228)865-4565.