

MONMOUTH UNIVERSITY

WEBfaculty Final Grade Submission

FAQ's

WHERE CAN I ACCESS WEBfaculty?	WEBfaculty is available on all Monmouth computers, in all Monmouth computer laboratories, and from any PC or MAC with internet access.
WHAT ARE WEBfaculty's HOURS OF OPERATION?	WEBgrading will be available for grade entry 24 hours per day during the grading period.
WHAT HAPPENS IF I HAVE A PROBLEM DURING NON-BUSINESS HOURS?	Proceed with as much of the process as you can, and call the Registrar's Office (732-571-3477) the next morning, or send email to regol@monmouth.edu with a telephone number where you can be reached the next morning. Staff will assist you at that time.
WHAT IF A STUDENT ATTENDED CLASS BUT NOT LISTED ON THE ROSTER?	Students who are not registered are not allowed to attend class. Faculty should email regol@monmouth.edu with the specific details. No assumptions should be made that the student will be permitted to 'late register'.
DO ALL GRADES FOR A CLASS HAVE TO BE ENTERED AT ONCE?	No. Faculty can enter grades for some students and return at a later time to complete the roster. However, WEBgrading allows only 15 minutes for grade entry during any one session. Please 'SUBMIT' and return to WEBgrading should your submission require more than 15 minutes.
WHY WOULD MY CLASS NOT BE LISTED ON WEBfaculty?	Only class sections to which you are assigned as an instructor are displayed on WEBfaculty. If you taught a class which is not listed, first check the "SEARCH FOR CLASSES" component of the WEB site and see that you are indeed the assigned faculty member. Please call the Registrar's Office as soon as possible if discrepancies exist.
WHAT IF AN INSTRUCTOR FAILS TO SUBMIT GRADES BY THE DEADLINE?	Rosters for which no grades are reported will default to "NR" grades. If a student is eligible to graduate, failure to report the final grades will jeopardize graduation. A report is provided to the Provost of all unsubmitted grades.
WHAT DO I DO IF I REALIZE I MADE A GRADE INPUT ERROR AFTER I SUBMITTED MY GRADES?	If an error is detected PRIOR to the grades being uploaded, just return to your WEBfaculty account, access the roster, and change the grade. If your roster has already been completed or the deadline has passed for FINAL grades, submit a "Change of Grade" form.
HOW DO I KNOW THE REGISTRAR'S OFFICE RECEIVED MY GRADES?	An e-mail acknowledgement is instantly sent to your Monmouth University account. Please check for the e-mail and confirm that the listed grades on the e-mail correspond to the grades you entered. If no grades are listed, none were received and you need to return to WEBfaculty and resubmit all grades.
IF I AM 'TIMED-OUT' DID THE GRADES THAT I ENTERED GET SAVED?	NO! <u>In order for grades to be saved, they must be submitted.</u> It is important to submit your grades, even if the roster is partially completed. You can always come back and re-enter additional grades.
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