Widener University

Instructions for Online Grading in Self-Service
Spring 2024

- www.widener.edu – myWidener – search and select **Faculty Course Information**
    - Your role should be set to Faculty under your name in the top corner
- A list of courses assigned to you will appear
- Select the course section under the appropriate term that you wish to enter grades
- A roster will appear of the course section
- Select Grading from the task bar
- For Final grades, select Final Grade
- Select grade from drop-down box under Final Grade
    - Do not issue a grade of A+. The highest grade a student can earn is A.
    - For a Final Grade of Incomplete, select 'I' and enter an Expiration Date for when the 'I' will turn to an 'F' if the missing course work is not submitted by the student. If you forget to enter the expiration date, you will be alerted with the message, "Expiration date is required."
        - For Spring Undergraduate courses, the latest date allowed is June 27, 2024.
        - For Spring Graduate courses, the latest date allowed is May 13, 2025.
        - Students having registered for Audit or Pass/No Pass will automatically have the grade that you submit, converted to grade of AU (Audit) or P/NP (Pass/No Pass).
- Grades will be saved automatically when you log off.

IMPORTANT:
If a student never attended, you must enter a grade of 'F' for lack of attendance and check the box 'Never Attended" which will help us when auditing student records.

If a student officially withdrew from your class, they will not appear on your electronic grade sheet. If you believe a student withdrew from the course, but their name appears, the student did not officially withdraw through the Registrar's Office. These students must receive a grade of "F" for lack of attendance.

Dates to Remember:	**Grades Due:**
Mid-term Spring and Module I Grading:	**March 8, 2024 – 12:00pm**
Final Spring and Module II Grading:	**May 14, 2024 – 12:00pm**