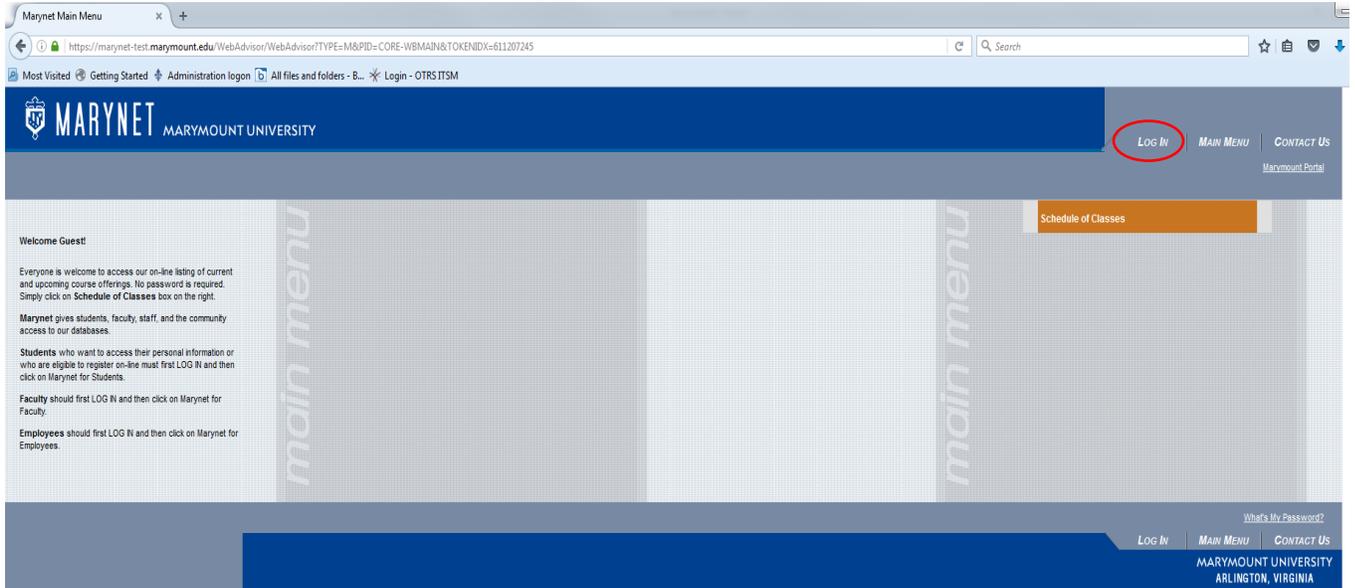
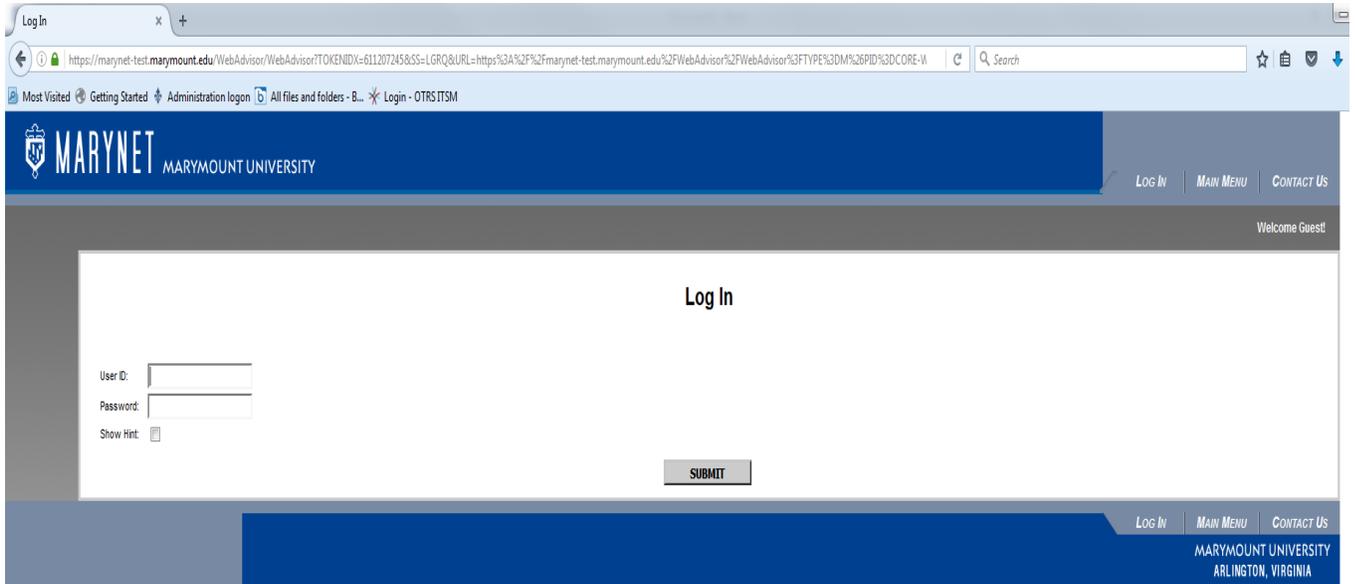


A Step-by-Step Guide to Faculty Grading in Marynet

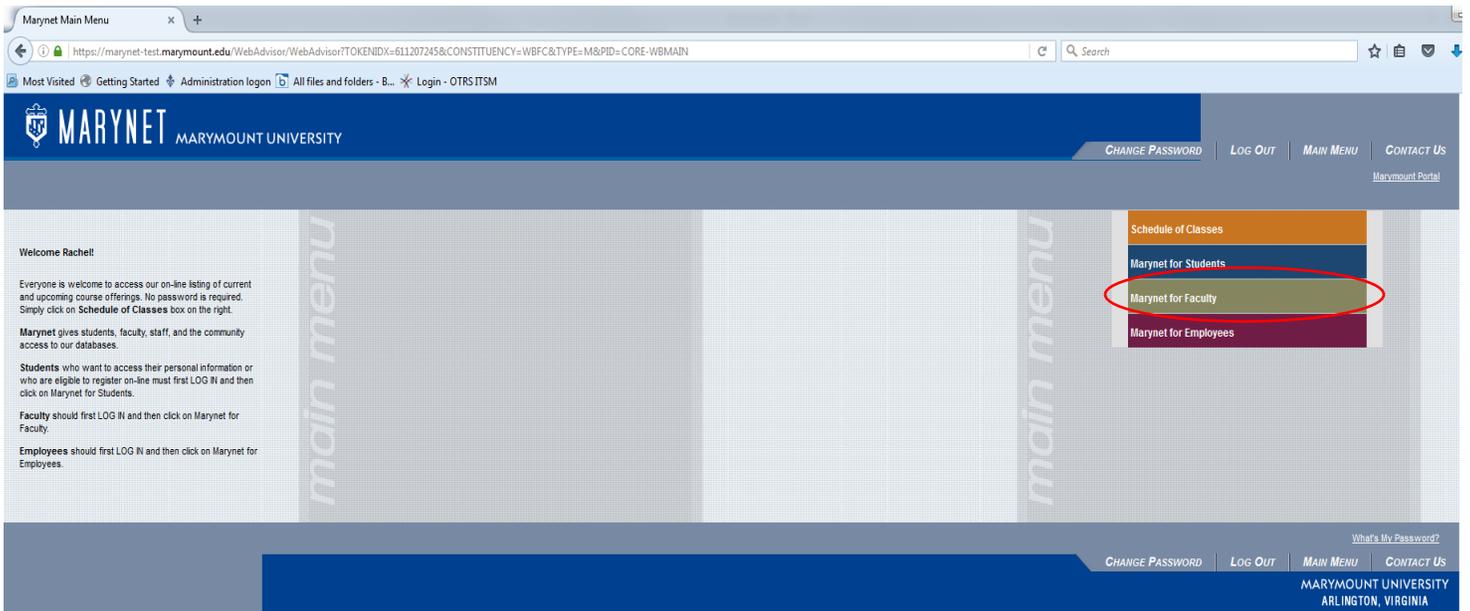
1. Log in to Marynet (marynet.marymount.edu) by clicking “Log In” in the top right-hand corner.



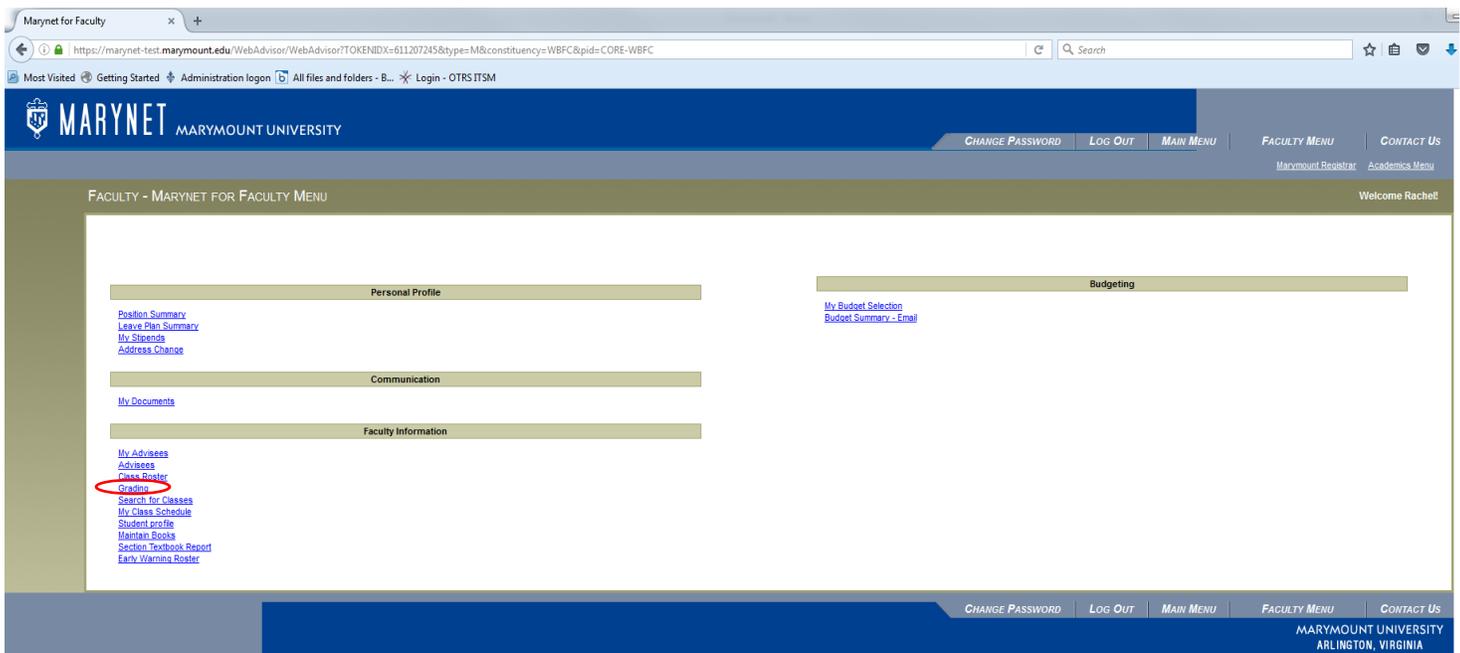
2. Type in your username and password and click “Submit.”



3. Click on "Marynet for Faculty," the green block on the right-hand side.



4. Click on "Grading" under "Faculty Information."



- Select the current term using the drop-down menu and click "Submit"

Grading

https://marynet-test.marymount.edu/WebAdvisor/WebAdvisor?TOKENIDX=611207245&SS=28&APP=ST&CONSTITUENCY=WBFC

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Grading

Term Select a term or date range to restrict your class list

Start Date End Date

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- In the dropdown menu, select "Midterm/Intermediate" or "Final" as the grading type and click on the radio button to the left of the class that you would like to grade and click "Submit."

Grading

https://marynet-test.marymount.edu/WebAdvisor/WebAdvisor?TOKENIDX=611207245&SS=38&APP=ST&CONSTITUENCY=WBFC

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FACULTY Welcome Rachel!

Grading

Final or Midterm/Intermediate Grading Final

Choose One	Class Name and Title	Start Date	End Date	Bldg	Room	Meeting Times	Days of Week	Loc	Term
<input checked="" type="radio"/>	HI-111-C History of the US since 1877	08/28/16	12/17/16					MC	16FA

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- The class roster will appear. Enter each student's grade and an expiration date for incomplete grades and click "Submit." See "Grading Notes" below for information about grading.

Final Grading

https://marynet-test.marymount.edu/WebAdvisor/WebAdvisor?TOKENIDX=611207245&SS=7&APP=ST&CONSTITUENCY=WBFC

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Please click on the Help tab to learn about the new Grading functionality.

FACULTY Welcome Rachel!

Final Grading

Students who receive an Incomplete must complete all outstanding work within one semester. Graduating students must complete all outstanding work within thirty days after degrees are conferred in any given semester.

Class Name HI-111-C
Title History of the US since 1877
Location Main Campus
Term Fall 2016
Instructor [REDACTED]

Student	ID	Status	Grade	Expire Date	Last Date of Attendance	Never Attended	Midterm Grade	Class Level	Credits	CEUs	Cross-Listed Section
		N	AU			<input type="checkbox"/>		FR	0.00		
		N				<input type="checkbox"/>		FR	3.00		
		N				<input type="checkbox"/>		FR	3.00		

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Grading Notes

- You may change grades up until you click the “Submit” button. Once you click this button, you will not be able to change any grades that have already been entered. Please complete a “Change of Grade” form, available in your school’s main office, or contact the Registrar’s Office at registrar@marymount.edu.
- Students who are auditing a course will have a pre-populated final grade of AU and should not be assigned a different grade.
- Letter grades should not be entered for pass/fail courses nor for students who are taking graded courses pass/fail. We will be running reports to capture inconsistent grades.
- Students who receive an incomplete must complete all work by the last day of the next semester. If the work is not completed, the I grade will automatically be converted to an F.
- Students who are graduating must complete all work within 30 days of the degree conferral date. If the work is not completed in this timeframe, graduation will be delayed to the following semester. Failure to complete the work by the end of the following semester will result in a grade of F.
- Grades are due within 48 hours of the last day of exams. In the Fall, the earlier deadline will enable schools to determine academic warnings and probations and the Registrar’s Office to post notations on student records before the University closes for the holidays. In the Spring, the earlier deadline will provide schools an additional day to review degree audits and determine students’ eligibility to graduate in time for Commencement.
- Summer semester grades are due within 48 hours of the last day of classes in August. Faculty teaching during the first summer session are encouraged to submit grades as soon as possible, as the Registrar’s Office will be posting grades regularly.
- Grades are posted by the Registrar’s Office using a batch update process. This process is run throughout final exam week and on the grading due date. Please remind students that while the Registrar’s Office runs this process regularly, grades are unable to be posted in real time and there may be a delay between the initial grade submission and the batch process, especially during a weekend.
- For technical assistance with Marynet, please contact Information Technology Services (ITS) at its@marymount.edu or 703-526-6990. For questions regarding grade policies, please contact the Registrar’s Office at registrar@marymount.edu or 703-284-1520.