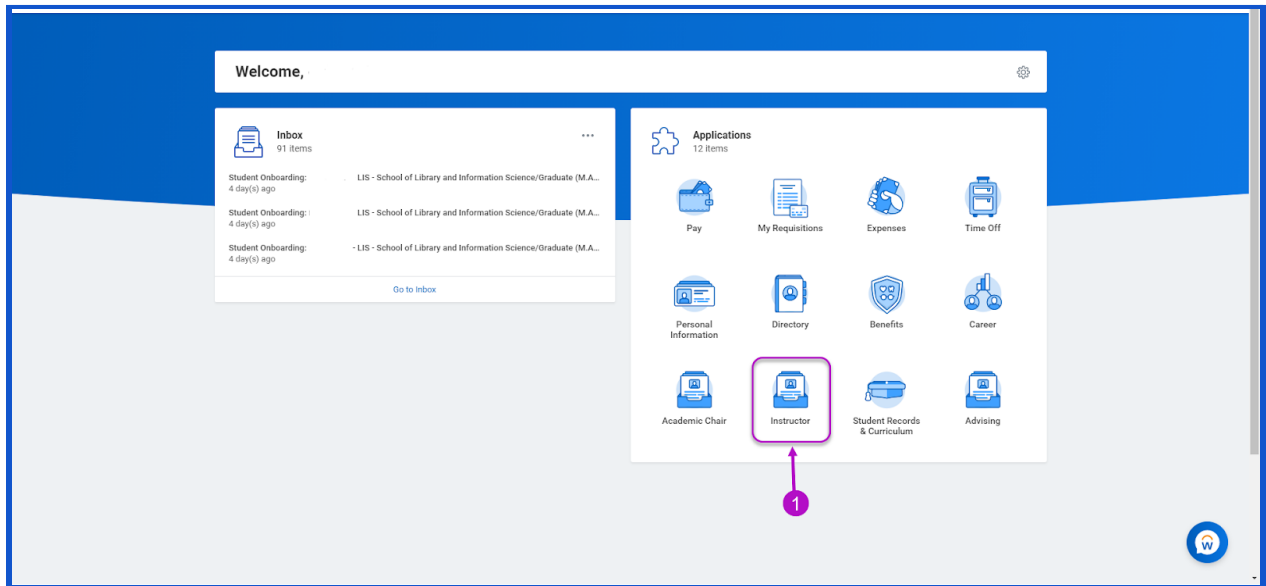
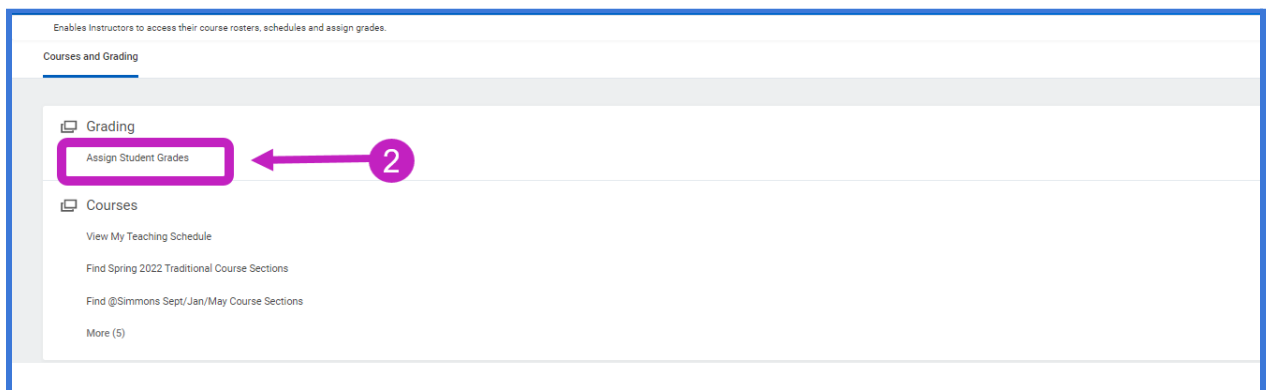


Submit Student Grades

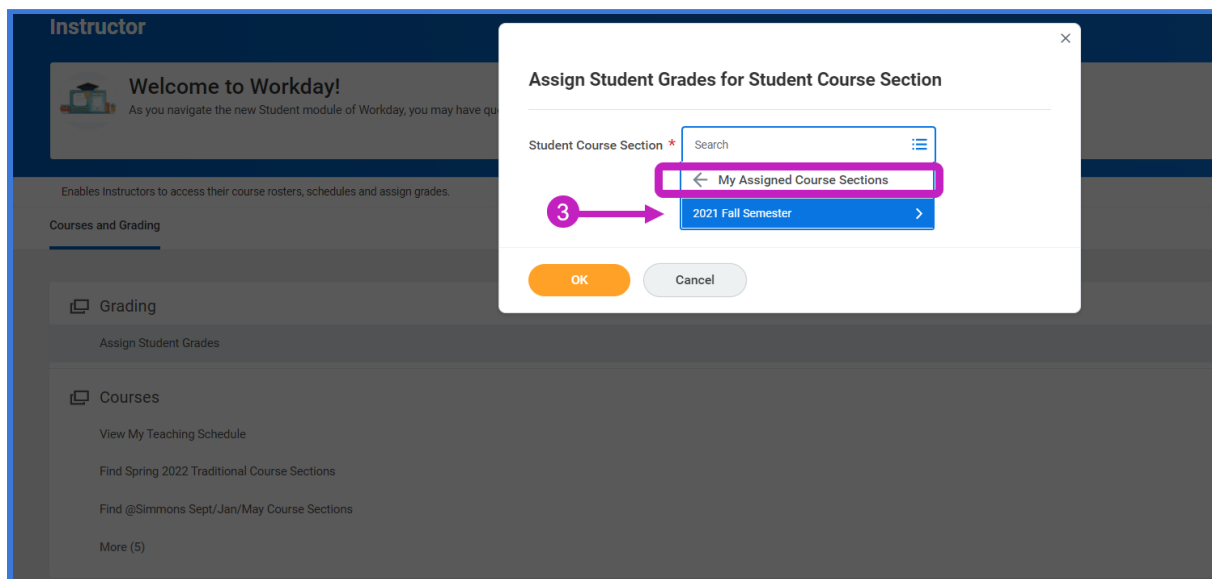
1. Go to workday.simmons.edu and log in using your Simmons credentials. Select Instructor Worklet from your landing page.



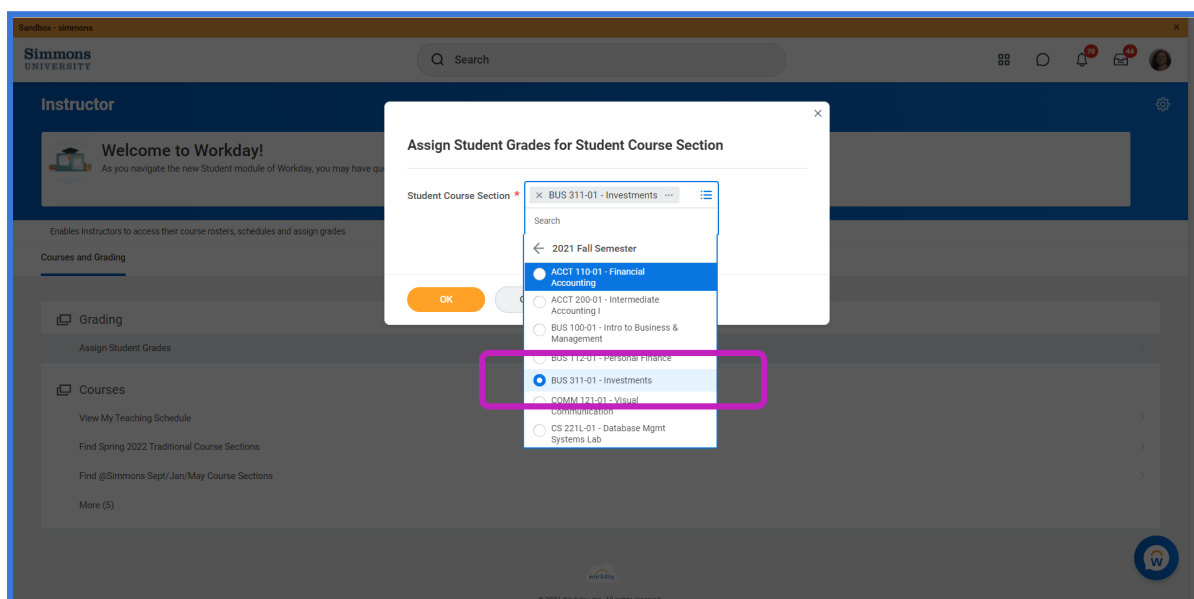
2. Under Courses and Grading, choose “Assign Student Grades.”



3. Select the class for which you want to input grades by selecting “**My Assigned Course Sections**” and the appropriate term (i.e. Fall 2021).



4. Then choose from the list of your sections.



5. The student's legal name is displayed on the grade roster along with their Student ID. Select the bars under the final grade column on the grade roster to choose the appropriate grade.

Assign Student Grades for Student Course Section

Course Section * BUS 311-01 - Investments

10 Items

Student	Student ID	Final Grade	Grade Note	Last Date of Attendance	Change Grade	Revised Grade	Revised Grade Due Date	Grade Note
Nada	78	Search			☐			
zavah, Rose	41	☐ A			☐			
Cattlin	83	☐ A-			☐			
irah	36	☐ B+			☐			
Jessica	90	☐ B			☐			
ephine	77	☐ B-			☐			
Mimi	61	☐ C+			☐			
Savannah	33	☐ C			☐			

Submit Save for Later Cancel

W

When selecting a grade of “I” for incomplete, you will be prompted to enter a grade note and a due date.

If a student is registered for the class as pass/fail, the pass/fail grading option will automatically populate for that student.

Assign Student Grades for Student Course Section

Course Section * BUS 311-01 - Investments

10 Items

Student	Student ID	Final Grade	Grade Note	Last Date of Attendance	Change Grade	Revised Grade	Revised Grade Due Date	Grade Note
Nada	78	× A			☐			
zavah, Rose	41	☐ I			☐			
Cattlin	83	☐ Pass			☐			
irah	36	☐ Fail			☐			
Jessica	90				☐			
ephine	77				☐			
Mimi	61				☐			
Savannah	33				☐			

Submit Save for Later Cancel

W

6. Grades are submitted by choosing the “**Submit**” button. Once submitted, grades are immediately available to students. Submitted grades cannot be changed through Workday by the instructor.

Student	Student ID	Final Grade	Grade Note	Last Date of Attendance	Posted	Change Grade	Revised Grade	Revised Grade Due Date
h	36	Pass			☒	☐		
Jessica	90	B			☒	☐		
hine	77	A-			☒	☐		
imi	51	X A			☐	☐		
vannah	33	X A			☐	☐		
Maria	21	X A			☐	☐		
galit	97				☐	☐		

Buttons: **Submit** (orange), **Save for Later** (grey), **Cancel** (light grey)

7. Once grades are submitted, the “**Posted**” column of the **Grade Roster** will display a check beside each student grade. The student registration status on the **Simmons Course Section Rosters** will also change from “registered” to “completed” for each graded student.
8. You have the option to complete the grading in a single sitting or save your work for later using the “**Save for Later**” button. “**Save for later**” will not submit the grades. You must return to the grade roster and select the submit button to actually submit the grades.

IMPORTANT GRADING TIPS

- Workday allows you to save your grading progress using the “save for later” button. Saved grades have not been submitted. You must return to the grade roster and select “submit.”

PLEASE NOTE: Once a grade has been entered and the “Submit” button has been selected, the grade is visible to the student and can no longer be changed through Workday. For additional information on changing submitted grades, please refer to the [Simmons Grade Change Policy](#).

- If you want to confirm that your grades were submitted, simply return to the grade roster for that course. A checkbox will be displayed beside submitted grades under the column heading “Posted.” Once a grade has been submitted, the student’s registration status on the class roster will also change from “registered” to “completed.”
- All students on your roster must have a grade entered at the end of the semester. If a student has not attended your class but is still on your roster, you must submit a grade of “F” for the student. The Registrar’s Office contacts students who are appearing on rosters but not attending classes with instructions on how to drop said classes early in the semester. If they have not dropped the course, they must receive a grade for the course.
- Students enrolled in Labs will be assigned a grade of “NG” for successful completion of the course. No action is required on the part of instructors for Labs.