Welcome to Ellucian Self-Service, a new interface replacing the soon-to-be unsupported WebAdvisor (a.k.a. MyStuff). If you advise students, you will already be familiar with some of the features as Student Planning is one of the modules being used at HPU.

How To’s in Ellucian Self-Service: FINAL Grades

- Log-in to [https://myaccount.highpoint.edu/](https://myaccount.highpoint.edu/)

- Select Faculty from the Self-Service landing page

- Select the Class Section you wish to grade from the page below
  NOTE: Be sure to choose the correct Class Section under the correct Academic Term.

- The class section selected will appear
  Click the tab labeled Grading

- An Overview of the Grading tab will appear.
  Click FINAL GRADE
  NOTE: Ensure the FINAL GRADE tab is chosen, NOT Midterm tab

- The FINAL grading screen will appear

- Choose the appropriate letter grade to record via the dropdown box.

- Incomplete Grades – Please see page 6 of this document for additional information.

DETAILED SCREEN SHOTS LISTED BELOW
Sign-In Page
Log-in to [https://myaccount.highpoint.edu/](https://myaccount.highpoint.edu/)

Landing Page - Select Faculty
Faculty Overview Page

Select the Class Section you wish to grade from the page below

NOTE: Be sure to choose the correct Class Section under the correct Academic Term.

Class Section Details Overview Grading Page

Click the tab labeled Grading
Class Section Details Overview Grading Page

*Click FINAL GRADES*

NOTE: Ensure the FINAL GRADES tab is chosen, **NOT** Midterm (you will be able to quickly view the midterm grade that was assigned.)

Class Section Details FINAL GRADE Page

*Choose* the appropriate letter grade to record via the *drop down* box.

When finished entering FINAL GRADES, CLICK the *Post Grades* button.
Class Section Details FINAL GRADE Page (cont.)

Note: You will be asked to confirm grade posting

![Confirm grade posting dialog]

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<table>
<thead>
<tr>
<th>Student ID</th>
<th>Final Grade</th>
<th>Exp Date</th>
<th>Class</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>146166</td>
<td>F</td>
<td>12/18/2020</td>
<td>Freshman</td>
<td>4</td>
</tr>
<tr>
<td>1687973</td>
<td>C</td>
<td>12/18/2020</td>
<td>Freshman</td>
<td>4</td>
</tr>
<tr>
<td>1683423</td>
<td>A</td>
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<td>4</td>
</tr>
<tr>
<td>1782068</td>
<td>A</td>
<td>12/18/2020</td>
<td>Freshman</td>
<td>4</td>
</tr>
</tbody>
</table>
FAQ’s

• How do I issue an INCOMPLETE GRADE?
  When an Incomplete Grade is deemed necessary simply select “I”. In addition to the grade of “I”, the system will require an expiration date.
  
  NOTE: The date entered will “expire” the day following, “translating” from a grade of “I” to a final grade of “F”.

• I entered the wrong Expiration Date for the Incomplete grade… The Expiration Date for the Incomplete grade initially entered needs to be extended…
  The Office of the University Registrar DOES NOT have the ability to make changes to the Expiration Date entered. When deciding on a date to enter, be sure you are providing ample time for the student, yourself (in grading the incomplete work) AND for OUR office to process the incomplete grade change. Lastly, you must adhere to the Per University policy, the deadline for completion may not be any longer than the last day of classes of the subsequent regular term (fall or spring)… (p.52 Undergraduate Bulletin)

• How long do I have to submit grades using Self-Service?
  Not long… If you remain idle for too long (approximately 3-5 minutes) the system will log you out.

• I have Seniors who are graduating and I need to submit their grades early. Can I enter some grades, click the Post Grades button, and still be able to log-in at a later time to enter the remaining grades?
  Yes! As long as you see the drop down box, final grades can be submitted. Once the Post Grades button is clicked; you lose the ability to make any changes.

For questions regarding Self-Service grading, please contact the Records Manager located in The Office of the University Registrar. Phylise Bartlett – pbartlet@highpoint.edu