

Final Grade Assignment Instructions

Go to www.mga.edu - Click *Menu*, then *Faculty & Staff*. Click *Banner/SWORDS*, then *SWORDS Faculty Login*. Once logged in, click *Faculty Dashboard*, then *Course Grade Entry*.

1. Select *Final Grades* and select the correct course for reporting grades.

| Grading Status | Rolloff | Subject | Course | Section | Title | Term | CRN |
|----------------|-------------|-----------------|--------|---------|------------------------|----------------------|-------|
| Not Started | In Progress | BUSA - Business | 3101 | 01 | ONLINE Business Ethics | 202401 - Spring 2024 | 20675 |
| Not Started | Not Started | BUSA - Business | 3101 | 02 | ONLINE Business Ethics | 202401 - Spring 2024 | 20764 |
| Not Started | Not Started | BUSA - Business | 3101 | 02 | ONLINE Business Ethics | 202405 - Summer 2024 | 50305 |
| Not Started | Not Started | BUSA - Business | 3101 | 01 | ONLINE Business Ethics | 202408 - Fall 2024 | 80315 |
| Not Started | Not Started | BUSA - Business | 3101 | 02 | ONLINE Business Ethics | 202408 - Fall 2024 | 80639 |

2. After clicking on a *Not Started* course in the *Grading Status* column, the *Enter Grades* window will display. Select a *Final Grade* for each student. Choose from the following: A, B, C, D, F, I. If you entered a final grade of (I) Incomplete or (F) Fail, you will need to enter a 'Last Attend Date'. All Dual Enrolled/Georgia Academy students require a numerical grade to be entered into the 'Hours Attended' field.

| Full Name | ID | Midterm Grade | Final Grade | Rolloff | Last Attend Date | Hours Attended | Narrative Grade Comment |
|------------|------------|---------------|-------------|---------|------------------|----------------|--|
| [Redacted] | [Redacted] | | A | | | | |
| [Redacted] | [Redacted] | | C | | | | |
| [Redacted] | [Redacted] | | D | | 03/29/2024 | | ← All F grades must have a 'Last Attend Date' entered. |
| [Redacted] | [Redacted] | | I | | 04/01/2024 | | ← All I grades must have a 'Last Attend Date' entered. *IP grades for LS courses must also list the 'Last Attend Date'. |
| [Redacted] | [Redacted] | | B | | | 88 | ← Enter Dual Enrolled/Georgia Academy numerical grade in the hours attended. |

3. Click *SAVE* at the bottom of the page.

Save Reset

