ENTERING FINAL GRADES

Step 1: Log into DuckTrax

Step 2: Enter User ID and Pin Number
Step 3: Click on Faculty Services

Step 4: Click on Term Selection
Step 5: At the select term menu click on term for which you are entering grades
Click Submit

Step 6: Click on CRN selection (all courses you teach will be listed- See below)
Step 7: Choose the course from the drop down menu that you want to enter final grades
Click Submit

Step 8: Click on Final Grades
You will see a list of the first 25 students enrolled in the course
To view the remaining students click next
Enter a grade for each student using the drop down box in the Grade column
You do not need to fill in the attendance or hours fields

**REMEMBER- there is a 30 minute time limit in DuckTrax***
SUBMIT often
After you have entered grades for every student- click Submit

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**Course Information**
Small Bus Cons - G B 467 010
CRN: 60531
Students Registered: 8

Please submit the grades often. There is a 30 minute time limit starting at 06:36 pm on Aug 19, 2008 for this page.

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**Final Grades**

<table>
<thead>
<tr>
<th>Record Number</th>
<th>Student Name ID</th>
<th>Credits</th>
<th>Registration Status</th>
<th>Grade</th>
<th>Rolled Date</th>
<th>Last Attend Date</th>
<th>Attend Hours</th>
<th>Registration Number</th>
</tr>
</thead>
<tbody>
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<td>1</td>
<td>00</td>
<td>76.00</td>
<td>Web Registered Apr 07, 2008</td>
<td>B</td>
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<td>N</td>
<td></td>
<td></td>
</tr>
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<td>N</td>
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<td></td>
</tr>
<tr>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

Please submit the grades often. There is a 30 minute time limit starting at 06:36 pm on Aug 19, 2008 for this page.

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DuckTrax will indicate that changes were saved successfully.

✓ The changes you made were saved successfully.