

## FACULTY ENTER FINAL GRADES INSTRUCTIONS

### New CatPAWS

#### 1. Access New CatPAWS

- a. Go to <https://nwmissouri.edu/login>.
- a. Click once on the **CatPAWS** button
  - i. This will redirect you to various CatPAWS links.
- b. Click once on the **CatPAWS Login** button.
  - i. **Sign-In to CatPAWS:**
    1. **Sign in:**
      - a. Enter your **email address** (*username@nwmissouri.edu*)
      - b. Click once on **Next** button.
      - c. You'll be redirected to Northwest's login.
      - d. Enter your password.
      - e. Click once on the **Sign in** button or press Enter on your keyboard.
    2. **Authenticate Sign in:**
      - a. Open the Authenticator app on your phone.
      - b. Enter the number on your screen.
      - c. Select **Yes** on your phone
      - d. Select **Unlock**.
      - e. Once approved, the new CatPAWS will appear on your computer.

#### 2. Access Faculty Grade Entry

- a. Find the **Faculty Services** card.
  - i. If you do not see it, click **VIEW ALL CARDS** in the upper-right corner of your screen.
  - ii. Each card displayed is based on your role, so you might see different cards than other faculty and/or your students.
- b. Click once on the **Grade Entry** link in the Faculty Services card.
  - i. The page default opens the **Final Grades** tab.
  - ii. You can view Midterm Grades from the Midterm Grades tab.

#### 3. Access Course

- a. In the **My Courses** section, click **twice** on the column header for the **Term** to put the most recent courses on top.
- b. Click once on the row that corresponds to the course you want to enter grades for each student.
  - i. The **Enter Grades** section will appear at the bottom of the screen.
  - ii. The students listed correspond to the course highlighted in Green above.
  - iii. These should be all the students Registrar has enrolled in your selected course.

#### 4. Enter Grades for Each Student

a. **Option 1:** In the **Final Grade** column, enter a grade for each student in the selected course and click the Save button.

i. **Final Grade:** required

1. *Incomplete Grade:* If you enter an “I” for incomplete, you must enter something in the **Narrative Grade Comment** field that corresponds to that student.

ii. **Last Attend Date:** not required

iii. **Hours Attended:** not required

1. *Note:* Due to a defect, this field must be kept to show the Narrative Grade Comment field, which is required for Incomplete grades.

iv. **Narrative Grade Comment:**

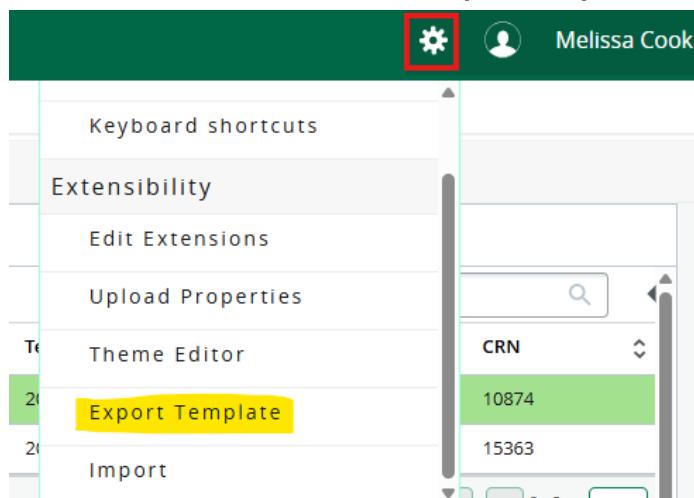
1. Only required when Final Grade = “I” for incomplete.

2. Must state the **specific work needed to be completed by the student**.

b. **Option 2:** Load grades via spreadsheet.

i. Click on system wheel (upper-right corner).

ii. Scroll to and click once on select **Export Template**.



1. Select either Excel spreadsheet (.xls or .xlsx.).

2. Click once on the **Export** button.

3. **Save the spreadsheet** on your computer.

4. **Open** the saved spreadsheet.

5. **Format Date Columns Spreadsheet (even if not entering):**

a. Select the following columns:

i. Last Attended Date (*column I*)

ii. Extension Date (*column L*)

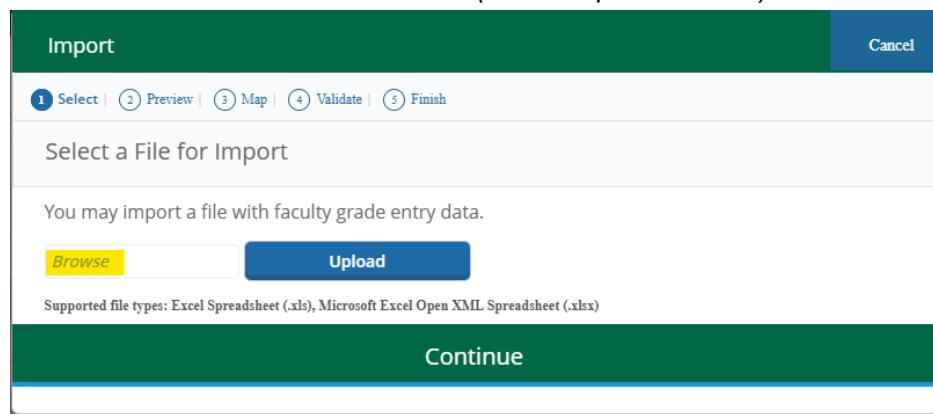
b. While both are selected, right-click on one of the columns and select **Format Cells**.

i. Click **Number** tab.

- ii. Select **Date** in the Category section.
- iii. Select the **\*3/14/2012** option.
- iv. Click once on the **OK** button.
- v. **Enter something in the required fields for every student in the course:**
  - 1. **Final Grade:** required
    - a. *Incomplete Grade:* If you enter an “I” for incomplete, you must enter something in the **Narrative Grade Comment** field that corresponds to that student.
  - 2. **Last Attend Date:** not required
  - 3. **Hours Attended:** not required
    - a. *Note:* Due to a defect, this field must be kept to show the Narrative Grade Comment field, which is required for Incomplete grades.
  - 4. **Narrative Grade Comment:**
    - a. Only required when Final Grade = “I” for incomplete.
    - b. Must state the **specific work needed to be completed by the student.**
- vi. **Save the changes made to the spreadsheet** on your computer.

6. Click on system wheel (upper-right corner) and select **Import**.

- a. **Select:** Load the spreadsheet with the grades.
  - i. Click on **Browse** (next to *Upload* button).



- ii. Search for and double-click on **saved spreadsheet with the grades you just entered.**
  - iii. Click once on the **Upload** button.
  - iv. Click once on the **Continue** button.
- b. **Preview:** Verify you entered data correctly.

- i. Make sure box next to "My Spreadsheet has headers" is checked.

Import

Cancel

① Select | ② Preview | ③ Map | ④ Validate | ⑤ Finish

Preview File

Check the box if your spreadsheet includes headers. Use the grid to preview the data prior to importing.

My Spreadsheet has headers.

Row	Term Code	CRN	Full Name	Student ID	Rolled	Confidential	Course	Final Grade	Last Attended Date	Hours Attended
			Brown,							

- a. Click once on the **Continue** button.

c. **Map:**

- i. If

Import

Cancel

① Select | ② Preview | ③ **Map** | ④ Validate | ⑤ Finish

Map Columns

Use the drop down lists to map the data from your spreadsheet to the appropriate columns on the Faculty Grade Page.

Fields marked with \* are required fields. They must be mapped in order to continue the import process.

<input checked="" type="checkbox"/> Term Code*	<input checked="" type="checkbox"/> CRN*	<input checked="" type="checkbox"/> Student ID*	<input checked="" type="checkbox"/> Final Grade
<input checked="" type="checkbox"/> Last Attended Date	<input checked="" type="checkbox"/> Hours Attended	<input checked="" type="checkbox"/> Incomplete Final Grade	<input checked="" type="checkbox"/> Extension Date
<input checked="" type="checkbox"/> Narrative Grade Comment			

Map

Row	Term Code*	CRN*	Other	Student ID*	Other	Other	Other
1	202610	10874			No	No	Ag
2	202610	10874			No	No	Ag

Continue

you a green check mark is next to all fields, you can click once on the **Continue** button.

- ii. If any do not have a green check mark, you need to resolve the issue before continuing.

d. **Validate:** Number of records that will import.

Import

Cancel

① Select | ② Preview | ③ Map | **④ Validate** | ⑤ Finish

Validate

Validate the data in the worksheet. Unchanged data will be ignored; valid changes will overwrite existing data after this step.

The following 2 records will be imported:  
 0 records containing errors will not be imported.  
 0 unchanged records will not be imported.

[Download the validation report](#)

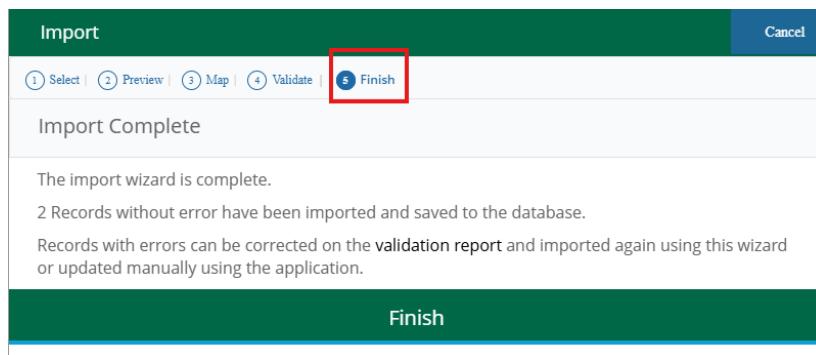
Row	Term Code	CRN	Full Name	Student ID	Rolled	Confidential	Course	Final Grade	Last Attended Date	Ho Atte
1	202610	10874	[REDACTED]	[REDACTED]	No	No	Agriculture	A		
2	202610	10874	[REDACTED]	[REDACTED]	No	No	Agriculture	I		

Continue

- The following \_\_\_ records will be imported.** If the number of records match the number of students in your class (as noted in CatPAWS) and 0 records contain errors, click once on the **Continue** button.
- If not, click on **Download the validation report** to troubleshoot the errors.
  - Note 1:* Student records not changed will not load and will not error.
  - Note 2:* You may need to cancel this screen, resolve the errors on your saved spreadsheet, and follow instructions from Step 6 to this point.
- Select **Continue** button.

7. **Finish:**

- a. Click once on the **Finish** button.



- b. All grades should now be loaded on this screen.
- c. To verify this, you will need to select the course again from the **My Courses** section.

5. **Enter Grades for Next Course**

- a. **Return to Step 3** in these instructions.
- b. Complete all steps until you finish entering grades.
- c. Continue doing this until you enter grades for every student in every course.

6. **Issues:**

- a. If you have any issues with these instructions, please try watching the video.
- b. If that does not help, please create a HelpDesk ticket or reach out to the Registrar.