



## *How Do I?*

# **Enter Grades into LEONet**

PeopleSoft Version 9

1. **Sign In to PeopleSoft version 9.**  
*Remember to use CAPS when entering your User ID.*
2. **To Enter Final Grades:**  
Self Service > Faculty Center
3. Click on the **Grade Roster** icon.
4. Enter your instructor id number and select the appropriate term number for the semester.
5. Select the appropriate class number for the grades you would like to enter.
6. Then change mid-term to final grade roster.  
  
(Make sure you are on the **Final** grade roster and not the **mid-term** grade roster.)
7. **Select the correct Grade** in the Roster Grade input field, next to the student's name.
8. **Save your work.**  
  
You may enter part of your grades, save your work, and re-enter at a later time to continue entering your grades.
9. **Review your work.**  
  
If you notice an incorrect grade, click the grade and change to correct grade from drop down box. Don't forget to **save** your work.

10. Remember to Sign Out of PeopleSoft when you have finished your session.

## **Things to Remember**

when entering grades into LEONet:

- **Grades are posted each day at 11:00AM, 5:30PM and 11:30PM.** You may not change any grade in LEO after they have been posted.
- Complete a **Change of Grade form** and submit to the Office of the Registrar to change any grade that has been posted.
- **Valid grade choices are:**
  - A = Excellent
  - B = Good
  - C = Average
  - D = Below Average
  - FY = Failing, Yes student attended classes on or past the 60% point of the semester
  - FN = Failing, No student did not attend classes on or past the 60% point of the semester
  - P = Passed
  - UY = Unsatisfactory, Yes student attended classes on or past the 60% point of the semester
  - UN = Unsatisfactory, No student did not attend classes on or past the 60% point of the semester
  - I = Incomplete

**Do not enter W (Withdraw) as a grade.** Contact the Office of the Registrar at [records@southeastern.edu](mailto:records@southeastern.edu) if you feel a student should be withdrawn from your class.

