



# UI VandalWeb Final Grade Entry Instructions

1. Login at [www.vandalweb.uidaho.edu](http://www.vandalweb.uidaho.edu) (must use **Internet Explorer** browser)
  - User ID (Vandal number)
  - PIN (must be changed with very first login)
  - If prompted, complete the FERPA tutorial, log out and login again using new PIN

2. Click Faculty & Advisor Menu

3. Click Grades Menu

4. Click Enter FINAL Grades

## Grades Menu

[Term Selection](#)

[CRN Selection](#)

- [Submit Student Athlete Progress Report](#)
- [Enter EARLY WARNING Grades](#)
- [Enter MIDTERM Grades](#)
- [Enter FINAL Grades](#)
- [Request Grade Correction or Submit Grade for Incomplete](#)
- [View Current Grade Roster](#)

5. Select Term from drop-down menu

- Click Submit button (once) after selection

## Select Term

Select the Term for processing then press the Submit Term button.

Select a Term: Spring 2004

Submit

6. Select Course from drop-down menu

- Click Submit button (once) after selection

## Select CRN

Please select the CRN you wish to access, then click the Submit CRN button to view information.

CRN: Core Ethics ExperiAns Soc - CORE 102 01 Exst 29 CRN: 51297

Submit

7. Grade Roster

- Select Grade (**sixth column from left**) for each student from drop-down menu
- Click Submit button (once); screen will refresh and display message near top "Changes successfully saved"

Record Number	Student Name	ID	Credits	Registration Status	Grade	Retired*	Reversion Grade	Comments (Optional)	* Required Completion Date MM/DD/YYYY	* Deficient Coursework	Registration Number
1	<a href="#">Abasheidi, Yuseff Ibrahim</a>	051-12345	3.000	"Web Registered" Jul 31, 2006	None	N	None				113



**Reminders...Each student must have a grade. For every incomplete submitted, you must also list the reversion grade and a comment in the field indicated. If there are discrepancies in the roster, please contact the Student Services Office (282-7900)**