Faculty Instructions:
Entering Mid-Term and Final Grades
Online in RAMLINK

1. Access this Faculty RamLink option by clicking Grading on the menu.

2. Select the appropriate Term and "submit." This will take you to final or mid-term grading.

3. Select desired grading and submit.

4. Select the course you want to grade and begin entering your grades.

5. Students whose names appear on your class rosters and who have not attended class and who have not dropped or withdrawn from the class should be given a grade of F. Do not enter a W for their grade.

6. The Expiration Date next to the Grade is to be used only for Incomplete grades. If you are satisfied with the catalog policy that states when an Incomplete grade must be completed, do not enter anything here. If you want to make this an earlier date, enter that date in this column. Remember to submit an Incomplete grade form if you give a student an Incomplete.

7. Please enter grades carefully and keep in mind RamLink could "time you out" if you take too long to enter them. This has been extended to a reasonable time period. Once Student Records verifies the grades, any changes must come through the usual process of submitting a Change of Grade Form to our office.

8. Be sure to "submit" your grades in order to save them and exit RamLink.

9. Do not enter a date in the Last Date Attended or Never Attended columns.