

## FGRN: Final Grading by Name

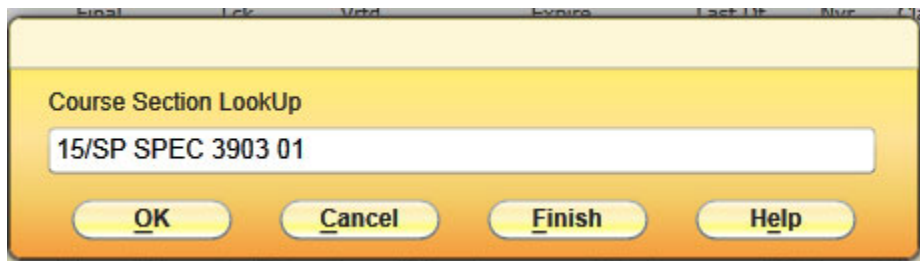
### Introduction

Read Only

Review submitted and verified grades per course. Entered grades will only appear in the final grade column until the Registrar's Office runs the verification process. If a department submits a change of grade for a student, only the verified grade will reflect the new grade. Results can be exported to .csv if desired.

### Instructions

1. Go to mnemonic Final Grade by Name by typing FGRN into the search field
2. Enter course lookup information in format YY/TM DEPT COURSE SEC  
Example: 15/SP SPEC 3903 01  
Beginning 2021 Spring and forward, the term information should be entered YYYYTM  
\*example: 2021SP



Course Section Lookup

15/SP SPEC 3903 01

OK Cancel Finish Help

**FGRN - Final Grading by Name**

Section : SPEC\*3903\*01 Term : Spring 2015  
Title : CROSS REG Loc : OFF-CAMPUS

Instructors 1 R. Lothringer 2

Name	ID	Final Grd	Lck	Vrfd Grd	Expire Date	Last Dt Attend	Nvr Atnd	Class	Crs Stat	Cred/CEUS
1		##		##				SO	N	3.00/
2		##		##				JR	N	3.00/
3		##		##				JR	N	3.00/
4		##		##				JR	N	3.00/
5		##		##				JR	N	3.00/
6		##		##				JR	N	3.00/
7		##		##				SO	N	3.00/
8		##		##				SO	N	3.00/
9		##		##				JR	N	3.00/
10		##		##				SO	N	3.00/
11		##		##				SO	N	3.00/
12		##		##				SO	N	3.00/

Grades Verified Date/Opr: [ ] [ ]  
Verify Now: [ ]

Lock in for Batch Verification: [ ]  
Unlock Grades: [ ]

Controller Instructors Value 1/1

### Export final grades to Excel

1. Click in any field of the 1<sup>st</sup> student line
2. Click the Excel button just under the screen title FGRN
3. Click the Download button

4. Open the Excel file and save where desired.
  - a. Please be aware the Course Prefix / Number / Section will not appear in the final product. You may add this or save the file with that as the file name.

FGRN - Final Grading by Name ☆ Save Save All Cancel Cancel All

1 of 2 Element Students Value 1/13

Section : [redacted] Term : Spring 2015  
 Title : CROSS REG Loc : OFF-CAMPUS

Instructors 1 R. Lothringer 2 [redacted]

2. Select the Excel icon

1. Click in any field of the first line

Name	ID	Final Grd	Lck	Vrfd Grd	Expire Date	Last Dt Attend	Nvr Atnd	Class
1	[redacted]	##	<input type="checkbox"/>	B	<input type="text"/>	<input type="text"/>	<input type="text"/>	JR
2	[redacted]	##	<input type="checkbox"/>	B	<input type="text"/>	<input type="text"/>	<input type="text"/>	SR

Ellucian Colleague - Open / Save File

Download

[redacted]\_19444\_41813\_EXPORT.xlsx

\* Right click the "Download" button and choose "Save As" to save the file.  
 Click "Close" when you are done.

Close

(Exported information format)

	A	B	C	D	E	F	G	H	I	J
1	Name	ID	Final Grade	Locked	Vrfd Grade	Expire Date	Last Dt Attend	Nvr Atnd	Class	Crs Stat
2	[redacted]	[redacted]	##	<input type="checkbox"/>	B				JR	N
3	[redacted]	[redacted]	##	<input type="checkbox"/>	B				SR	N
4	[redacted]	[redacted]	##	<input type="checkbox"/>	B				SR	N
5	[redacted]	[redacted]	##	<input type="checkbox"/>	A				SR	N
6	[redacted]	[redacted]	##	<input type="checkbox"/>	B				SR	N
7	[redacted]	[redacted]	##	<input type="checkbox"/>	A				SR	N
8	[redacted]	[redacted]	##	<input type="checkbox"/>	C				SO	N
9	[redacted]	[redacted]	##	<input type="checkbox"/>	B				SR	N
10	[redacted]	[redacted]	##	<input type="checkbox"/>	A				SR	N
11	[redacted]	[redacted]	##	<input type="checkbox"/>	B				SR	N
12	[redacted]	[redacted]	##	<input type="checkbox"/>	A				SR	N
13	[redacted]	[redacted]	##	<input type="checkbox"/>	B				SR	N
14	[redacted]	[redacted]	##	<input type="checkbox"/>	C				SR	N