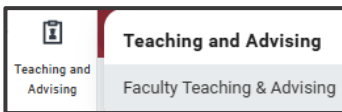


This quick reference guide (QRG) provides instructions on how to enter final grades for a course section as a faculty member in Workday. Grade entry access is based on Academic Period Date Controls, so if you do not see the option to enter grades, it is likely too early, or the deadline has passed. Check the academic calendar or contact your registrar with questions. Additionally, some institutions import final grades from Blackboard into Workday. Check with your academic leadership to confirm whether this option is available to you.

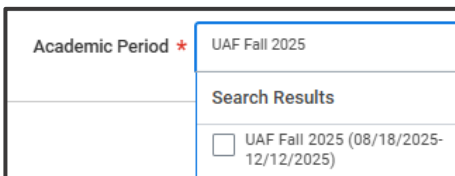
ASSIGN FINAL GRADE

From the Workday Home page:

1. On the Global Navigation Sidebar hover over **Teaching and Advising**.
2. Select **Faculty Teaching & Advising** from the dropdown list.



3. In the Academic Period textbox type your institution's acronym, the academic period, and academic year. For example, UAF Fall 2025. Then press enter.

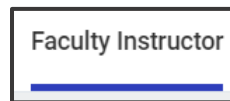


4. Select the desired Academic Period or Periods.

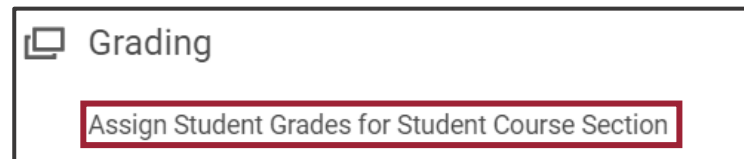


Note: To select all options, on your keyboard, hold down the "ctrl" and "a" buttons. While holding these buttons click the top option.

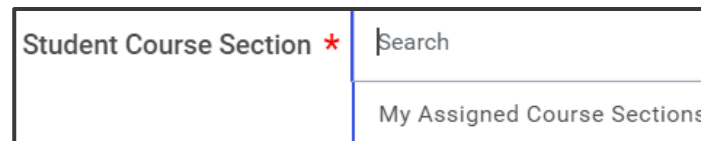
5. After selecting the needed Academic Period(s), click anywhere on the screen and then click the **OK** button.
6. Select the **Faculty Instructor** tab.



7. Under **Grading** select **Assign Student Grades for Student Course Section**.



8. Click into the **Student Course Section** field and select **My Assigned Course Sections** from the dropdown list.




9. Select the appropriate **Academic Period** from the dropdown list.

10. Select the appropriate **Course Section** from the dropdown list.


Student Course Section * × HIS 2053-001 - Arkansas History

11. Click **OK**.

12. Select the appropriate **Final Grade** for each student from the dropdown list.

 **Note:** Large course sections might have multiple pages of students. Please make sure to enter a grade for each student.

Student	Student ID	Final Grade
Aleece, Aaron	100046	× A

 **Note:** If an incomplete grade is assigned, a date must be entered as a deadline for the incomplete grade. The selected date should be when the student is required to complete the course.


13. Click **Submit**.

14. Check **Confirm**.

Confirm *

15. Click **OK**.

16. Click **Done**.

 **Note:** Your institution may import final grades directly from Blackboard into Workday. If you are unsure whether you need to complete this process or allow grades to be imported, please check with your academic leadership for guidance.