

Final Grade Assignment Instructions

Go to www.mga.edu - Click *Menu*, then *Faculty & Staff*. Click *Banner/SWORDS*, then *SWORDS Faculty Login*. Once logged in, click *Faculty Dashboard*, then *Course Grade Entry*.

1. Select *Final Grades* and select the correct course for reporting grades.

Faculty Grade Entry - Final Grades

My Courses

Grading Status	Rolloff	Subject	Course	Section	Title	Term	CRN
Not Started	In Progress	BUSA - Business	3101	01	ONLINE Business Ethics	202401 - Spring 2024	20675
Not Started	Not Started	BUSA - Business	3101	02	ONLINE Business Ethics	202401 - Spring 2024	20764
Not Started	Not Started	BUSA - Business	3101	02	ONLINE Business Ethics	202405 - Summer 2024	50305
Not Started	Not Started	BUSA - Business	3101	01	ONLINE Business Ethics	202408 - Fall 2024	80315
Not Started	Not Started	BUSA - Business	3101	02	ONLINE Business Ethics	202408 - Fall 2024	80639

2. After clicking on a *Not Started* course in the *Grading Status* column, the *Enter Grades* window will display. Select a *Final Grade* for each student. Choose from the following: A, B, C, D, F, I. If you entered a final grade of (I) Incomplete or (F) Fail, you will need to enter a 'Last Attend Date'. All Dual Enrolled/Georgia Academy students require a numerical grade to be entered into the 'Hours Attended' field.

3. Click *SAVE* at the bottom of the page.