



Bearcat Web Grade Entry:

The Registrar's Office has the sole responsibility for setting the dates and times for final grade entry through Bearcat Web. Please refer to the Registrar's Calendar and communications received from the Office of the Registrar when determining the grade entry period.

① Logging in to MyLander

1. Point your browser to <http://mylander.lander.edu> or click on the MyLander link on the Lander home page.
2. Enter your Lander username (e-mail prefix) and password. (Use the same username and password that you log onto your computer with.)

② Faculty Highlights

On both the Home tab and the Teach/Advise tab, there will be a Bearcat Web Highlights content block. In the Faculty Highlights, click on Final Grades



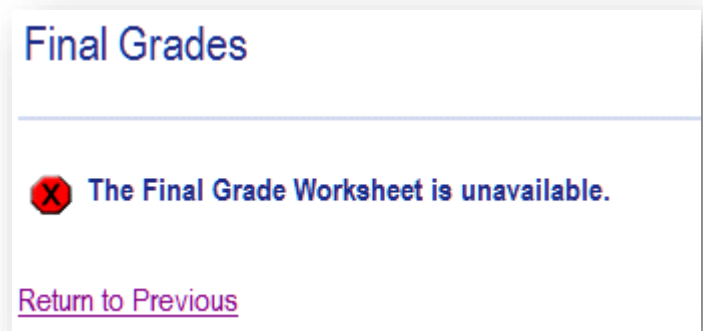
③ Select Term

Select the Term for which you wish to enter grades and click the **Submit** button.

Select a Term: Fall 2005 ▼

Note: If you receive an error message that reads, "The Final Grades Worksheet is unavailable," one of two things has happened:

1. You entered the wrong term on the term selection screen – Click on the **Term Selection** link at the bottom of the page to select the correct term.
2. The Office of the Registrar has not yet opened the grading period – Refer to the dates posted by the Registrar's Office to make sure that the grading period has officially opened.



④ Select CRN (Course Reference Number)

Select the CRN for which you wish to enter grades and click the **Submit** button. *Note that you will have access only to the courses for which you are the Primary Instructor.*

CRN: Writing and Inquiry I - 10128 ▼



Final Grade Worksheet

You will be taken to the **Final Grade Worksheet**. Course information identifying the course you selected in the previous step will be displayed at the top of the worksheet.

Scroll down the page to your class list. You will see a column for each student titled "Grade". Each student row has a drop-down menu that allows you to choose the appropriate grade. Standard graded courses will allow you to choose None, A, B, C, D, F, FA, or I. Pass/Fail courses will allow you to choose P, F, FA, or I. If you feel that the grading options offered are not appropriate for your class, please contact the Office of the Registrar at extension 8948 (864-388-8948).

Final Grades									
Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
1	[REDACTED]	[REDACTED]		**Web Registered** B <small>Jun 10, 2005</small>		Y	None	None	12

If a student has withdrawn from a class, the **Registration Status** column will reflect the withdrawal and will include the date the student was officially withdrawn from the course. The grade will already be rolled to academic history (as indicated by the **Y** in the **Rolled** column), and you will not be able to enter a grade for the student.

Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99
WD Course-W Nov 14, 2005	W	Y	None	None
Web Registered Jul 20, 2005	None <input type="button" value="v"/>	N	<input type="text"/>	<input type="text"/>

Record grades for each student. Students will appear on the list in alphabetical order. The grade entry page has a 30-minute time limit. Bearcat web will display the time your 30-minute period began. If you anticipate that you will need more than 30 minutes to complete grade entry, you can save the grades you have already entered by clicking on the **Submit** button at the bottom of the page.

Note: If you are assigning a student a grade of **FA**, please remember to enter a Last Attend Date on the worksheet. The **Last Attend Date** must be in the format **MM/DD/YYYY** (for example: November 5th, 2005 should be entered as 11/05/2005).



Record Sets: [1 - 25](#) [26 - 49](#)

Large classes may display on two (or more) pages. 25 student records will be displayed on each page. If you are the instructor for a large class, you will be able to choose which group of 25 records you wish to view. Again, students will appear on the list in alphabetical order.

⑤ Submit Final Grades

When you are finished entering grades, click the **Submit** button at the bottom of the page.

NOTE: If a grade of "I" is assigned to any student you will be taken to the Incomplete Grades Summary page. No changing of information is needed or allowed but you must once again hit Submit to save the information and you will be returned to the Final Grades page. The Incomplete Grades Summary page will indicate the grade that will be given if no action is taken before the deadline date and indicates the extension date deadline which is six months from the last day of exams.

Incomplete Grades Summary Fall 2009
Dec 04, 2009 11:01 am

Review and maintain, when allowed, incomplete final grades and extension dates for incomplete grades.

Course Information
Writing and Inquiry I - ENGL 101 02
 CRN: 11252
 Students Registered: 24

Please submit the grades often. There is a 30 minute time limit starting at 11:01 am on Dec 04, 2009 for this page.

The extension date default is Jun 11, 2010. The extension date may have constraints according to level.

Incomplete Final Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Incomplete	Final Grade	Extension Date MM/DD/YYYY	Extension Date Constraints
1	Doe, John A.	L009999999	3.000	**Registered** Jul 16, 2009	I	N	F		06/11/2010	

After submission, the only way to view incomplete grade information is to return to the Final Grades page and choose Incomplete Grades Summary option at the bottom of the page. To leave the page, click on Final Grades option at the bottom of the page.

If your changes were successful, you will be taken to a page that reads "The changes you made were saved successfully."

The changes you made were saved successfully.



If you entered an **FA** grade with a corresponding date of last attendance, you will see a caution notation that reads "The student has not withdrawn from the class." (Which is correct, the student did not withdraw from the course and is receiving a grade of FA for failure to attend.) **You will not see any other confirmation message.** This will not affect the grading process; the grades you entered will be reported to Banner as they are above. (Note: Lander University does not utilize the **Attend Hours** column. Please leave this column blank.)



The student has not withdrawn from the class.

Note: Grades can be changed through Bearcat Web until they are rolled to academic history by the Office of the Registrar. During the grading period, grades will be rolled to academic history daily at 4:00pm. Once a grade has been rolled to academic history, the student will be able to see the grade on Bearcat Web. A suggested strategy is to enter your grades in Bearcat Web only when they are final. Grade changes after the grade has been rolled to academic history must be made in person to the Office of the Registrar.

⑥ Print (optional)

You can print a copy of your grade sheet after the final grades have been submitted by using the print function of your web browser (Go to the **File** menu and choose **Print**).

To Enter Grades for Another Course:

To add grades for another class in the same term,

1. Click the **Faculty Services** Menu link at the top of the page.
2. Click on the link for CRN selection.
3. Select the next course for which you wish to enter grades from the Select CRN drop-down list and click on the **Submit** button.
4. You will be returned to the Faculty Services menu, and can now select the **Final Grades** link to enter grades for the course you just selected. (Course information will appear at the top of the Final Grades worksheet page.)



Final Grades