Adding Grades for a course is easy. The following instructions explain this process. **Log into HawkNet**, and then follow the steps below.

1. From the HawkNet main menu, click on the ‘**Faculty**’ button.

2. On the following screen, under Faculty Information, click on ‘**Grading**’.
3. From the drop down list, select the term of the section for which you would like to add grades and click the ‘Submit’ button.

![Image showing term selection]

4. Click the radio button to the left of the class that to which you would like to enter grades and click the ‘Submit’ button.

![Image showing class selection]

5. The roster for the selected class will open. Notice that there are two entry boxes for each student – Grade and Last Date Attended.

6. Click inside of the box under Grade to assign a grade to the corresponding student.
   a. Grades entered can be any of the following:
      A, B, C, D, or F
      I (incomplete)
      N (prep courses only)

7. The system will enter the Expiration Date of the “I” grade automatically based on the end date of the class term.

8. **Do not assign a “W” grade.** These are entered by the system after a student has dropped a class online or by an admissions office clerk. This student should not appear on the grade assignment list.

9. Once you have entered a grade for every student in your class, click the ‘Submit’ button. Clicking Submit saves the grades.
10. If everything is done correctly, you will get a confirmation page showing your entered grades. After you have finished reviewing the final grade confirmation page, click 'OK' to return to the term course listing.