

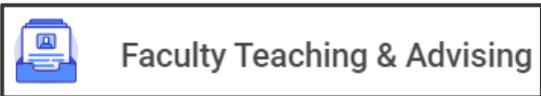
This quick reference guide (QRG) provides instructions on how to assign a student a final grade as a faculty member in Workday.

To assign a student a final grade for a course section, complete the following steps.

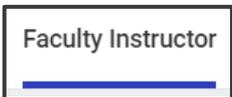
## ASSIGN FINAL GRADE

From the Workday Home page:

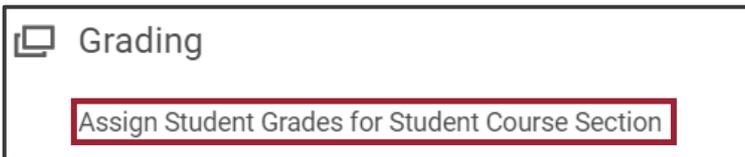
1. Click the **Global Navigation Menu** in the top left-hand corner of the page.
2. Select **Faculty Teaching & Advising**.



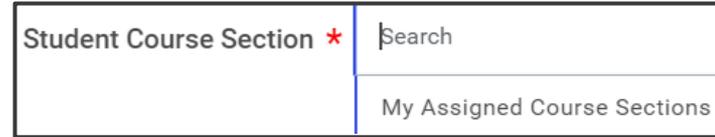
3. Select the **Faculty Instructor** tab.



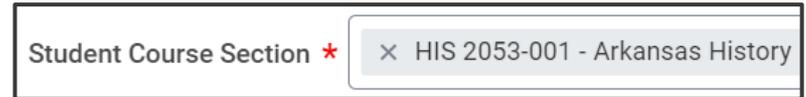
4. Under **Grading** select **Assign Student Grades for Student Course Section**.



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



6. Select the appropriate **Academic Period** from the dropdown list.
7. Select the appropriate **Course** from the dropdown list.



8. Click **OK**.
9. Select the appropriate **Final Grade** for each student from the dropdown list.

Student	Student ID	Final Grade
Aleece, Aaron	100046	x A

10. Click **Submit**.
11. Check **Confirm**.



12. Click **OK**.
13. Click **Done**.