



Final Grades Processing Deadlines for Summer 2015 Courses

Final grades processing for Summer 2015 will be done using FlashFAST. The following provides dates and information for final grades processing for Summer 2015 courses.

Remember: You can check the status of your grade rosters by viewing the information in the Faculty Grade Assignment Channel. Clicking on one of the icons to the right of the course brings you to the Final Grades page. After submitting grades, click the Go button to refresh the status icon. Clicking on the course title brings up the Class Schedule Listing page.

Status Icon Explanation:



All grades have been submitted; no further action is required.



No grades have been submitted. Grades must be submitted by the published end of the grading period.



Partial grades have been submitted. Grade submission must be completed published end of the grading period.

PLEASE SUBMIT SUMMER 2015 GRADES IN FLASHFAST AS NOTED IN THE TABLE BELOW:

PART OF TERM	DESCRIPTION	START DATE	END DATE	# OF WEEKS	FINAL GRADES PROCESSING	FINAL GRADES PROCESSING DEADLINES
1	Full Term (201560)	(M) 18-MAY-2015	(S) 15-AUG-2015	13	13-AUG-2015 Through 18-AUG-2015	Tuesday, 18-AUG-2015, Midnight
IS	Interession (201560)	(M) 18-MAY-2015	(F) 05-JUN-2015	3	04-JUN-2015 Through 09-JUN-2015	Tuesday, 09-JUN-2015, Midnight
S1	Summer 1 (201560)	(M) 08-JUN-2015	(S) 11-JUL-2015	5	09-JUL-2015 Through 14-JUL-2015	Tuesday, 14-JUL-2015, Midnight
S2	Summer 2 (201560)	(M) 08-JUN-2015	(S) 01-AUG-2015	8	30-JUL-2015 Through 04-AUG-2015	Tuesday, 04-AUG-2015, Midnight
S3	Summer 3 (201560)	(M) 13-JUL-2015	(S) 15-AUG-2015	5	13-AUG-2015 Through 18-AUG-2015	Tuesday, 18-AUG-2015, Midnight
W1	First 7 Weeks (201560)	(M) 11-MAY-2015	(S) 27-JUN-2015	7	25-JUN-2015 Through 30-JUN-2015	Tuesday, 30-JUN-2015, Midnight
W2	Second 7 Weeks (201560)	(M) 29-JUN-2015	(S) 15-AUG-2015	7	13-AUG-2015 Through 18-AUG-2015	Tuesday, 18-AUG-2015, Midnight
P1	Podiatric – 1 st Year (201555)	(T) 26-MAY-2015	(R) 02-JUL-2015	6	02-JUL-2015 Through 21-JUL-2015	Tuesday, 21-JUL-2015, Midnight
P2	Podiatric – 2 nd Year (201555)					
P3	Podiatric – 3 rd Year (201555)	(M) 02-MAR-2015	(F) 15-MAY-2015	11	15-MAY-2015 Through 19-MAY-2015	Tuesday, 19, MAY-2015, Midnight
P4	Podiatric – 4 th Year (201555)	(M) 02-MAR-2015	(F) 15-MAY-2015	11	15-MAY-2015 Through 19-MAY-2015	Tuesday, 19, MAY-2015, Midnight
OPEN LEARNING COURSES - Flexibly Scheduled					Grading Begins on last day of class.	Tuesday, 18-AUG-2015, Midnight

FACULTY GRADE ASSIGNMENT TIPS:

- Faculty will use FlashFAST to post grades. **To access FlashFAST, login to FlashLine at www.kent.edu and click on the Faculty & Advisor Tools tab.** The link to your midterm and final grade roster(s) is located in the Faculty Toolbox, under the Submit Grades heading.
- Reminder: Faculty with thesis, dissertation or research courses should issue IP grades for their students who are not graduating.**
- If you have any problems accessing FlashFAST or need technical assistance, please contact the HELP desk at 330-672-HELP (4357) or by using the Support Portal at <http://support.kent.edu>.**
- On your grade rosters, enter grades for enrolled students by published deadlines (including NF (Never Attended-F Grade) and SF (Stopped Attended F-Grade) grades, if appropriate. **Enter the Last Attend Date for students receiving SF grades.** A message will display after you click Submit that the student has not withdrawn from the course. This is only informational and will not prevent the grade you assigned from posting. If "Confidential" appears next to a student's name, the personal information is to be kept confidential.
- To enter an Incomplete and default grade for a Final Grade for a student:** Select a grade from the Grade drop down box that begins with the letter I and contains your default grade. Example: The grade IF is an Incomplete with a default grade of F. The grade ID is an Incomplete with a default grade of D. Instructors are required to complete and submit an Incomplete Mark Form to the department chair at the time grades are assigned.
- No entry is necessary for the Attend Hours field.**
- Calculate your grades before entering them on the grade roster page so that you do not time-out. For security reasons, the time-out will occur after 60 minutes of inactivity. Be sure to click the Submit button on the Midterm or Final Grades page after entering your grades. Once grades are submitted, you will receive the message that the changes you made were saved successfully and a new 60 minute time limit will start for the page.
- Only 25 students are listed on a page. **You must click the corresponding Record Set in order to get to the next page of students to grade.**
- To select another course to grade, click CRN Selection at the bottom of the page to return to the drop down box with your available courses.
- View posted final grades on the Summary Class List page in FlashFAST by selecting the appropriate term and CRN.**
- Final grading for Open Learning courses (courses not offered in a defined part of term) begins on the last day of the course and ends on the final grading deadline for the full term in which the course is offered. *Faculty teaching courses that begin or end after the final grading deadline for the full term in which the course is offered will have to complete individual grade changes using the Grade Change Workflow for each student enrolled in their course(s).*
- If you have any questions about submitting your grades, please call the Registrar's Office at 330-672-3131.