

Post Midterm and Final Grades in FlashLine

At the end of each term, faculty must report students' final course grades in FlashLine. Midterm grades are only entered for freshmen. This guide will walk you through manually reporting grades in FlashLine. If you use the Blackboard Grade Center for your courses, you also have the option to use the [Grade Push tool](#) to push final grades from Blackboard into FlashLine.

1. Log into FlashLine

Log into FlashLine at <https://login.kent.edu>.

2. Access the Faculty Dashboard

In the sidebar on the left, click to expand the **Faculty & Advisors** menu, then click on the **Faculty Dashboard** link.

3. Access Midterm or Final Grades workflow

In the Grading Resources box, click the link for **Midterm Grades** or **Final Grades**.

The screenshot shows the Faculty Dashboard interface. On the left is a dark blue sidebar with the Kent State University logo and 'FLASHline' branding. The sidebar menu includes 'Welcome', 'Student', 'Employee', 'Faculty & Advisors', 'Faculty Dashboard', 'Resources', 'University Resources', and 'My Dashboard'. A yellow 'FEEDBACK' button is at the bottom. The main content area is titled 'Faculty Dashboard' and contains several tool icons: Blackboard Learn, Class Rosters: Summary View, Schedule of Courses (view only), Official Academic Calendar, KentLINK Library Catalog, and FlashFolio. Below these is a 'Grading Resources' section with a list of links: 'NF/SF Grading', 'Midterm Grades', 'Final Grades', 'Grade Push', 'Late Registration Approval', 'Grade Push User Information', 'Student Cheating & Plagiarism Policy', 'Cheating & Plagiarism Sanction Form', and 'Grade Processing Deadlines'. Three numbered callouts are present: '1' points to the 'Faculty & Advisors' menu item, '2' points to the 'Faculty Dashboard' menu item, and '3' points to both the 'Midterm Grades' and 'Final Grades' links in the Grading Resources section.

4. Select term

From the drop-down menu, **select the term** for which you are entering grades. Then click the **Submit** button.

The screenshot shows a web interface with a navigation bar at the top containing 'Personal Information', 'Faculty Services', and 'Employee'. The 'Faculty Services' tab is active. In the top right corner, there are links for 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT'. Below these links is the text 'KENT STATE UNIVERSITY' and 'Aug 15, 2016 11:01 AM'. The main heading is 'Select Term'. A yellow horizontal line is present. Below the line, the text 'Select a Term:' is followed by a drop-down menu showing 'Fall 2016'. A blue arrow with a circled '1' points to the drop-down arrow. Below the menu is a 'Submit' button with a blue arrow and a circled '2' pointing to it. At the bottom left, it says 'RELEASE: 8.5.4.3'. At the bottom right is the 'KENT STATE UNIVERSITY' logo.

5. Select course

From the drop-down menu, **select the course** for which you are entering grades. Then click the **Submit** button.

The screenshot shows a web interface similar to the previous one. The navigation bar and top right links are the same. The main heading is 'Select a CRN'. A yellow horizontal line is present. Below the line, the text 'CRN:' is followed by a drop-down menu showing 'ECON 22061 660: PRINCIPLES OF MACROECONOMICS, 12061 (7)'. A blue arrow with a circled '1' points to the drop-down arrow. Below the menu is a 'Submit' button with a blue arrow and a circled '2' pointing to it. At the bottom left, it says 'RELEASE: 8.3'. At the bottom right is the 'KENT STATE UNIVERSITY' logo.

6. Input grades

For each student on your roster, **input the grade** using the drop-down menu in the Grade column.

7. Submit grades

Once you have input all grades, click the **Submit** button to save. You can input, change, and submit grades up until the grading window closes.

Note: Make sure you input grades for all students on your roster. You may have to navigate through multiple pages (25 students per page).

Students Registered: [blurred]
Section Type: [blurred]
Section Dates: [blurred]
Midterm Grading : [blurred]
Final Grading Window: [blurred]

⚠ Please submit the grades often. There is a 60 minute time limit starting at 02:52 pm on Aug 15, 2016 for this page.

Final Grades

Record Number	Student Name	ID	Pending Graduation	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number	
1	[blurred]	[blurred]	[blurred]	[blurred]	[blurred]	None	N	<input type="text"/>	<input type="text"/>	23	
2	[blurred]	[blurred]	[blurred]	[blurred]	[blurred]	A	N	<input type="text"/>	<input type="text"/>	20	
3	[blurred]	[blurred]	[blurred]	[blurred]	[blurred]	B+	N	<input type="text"/>	<input type="text"/>	19	
4	[blurred]	[blurred]	[blurred]	[blurred]	[blurred]	B-	N	<input type="text"/>	<input type="text"/>	9	
5	[blurred]	[blurred]	[blurred]	[blurred]	[blurred]	C+	N	<input type="text"/>	<input type="text"/>	10	
6	[blurred]	[blurred]	[blurred]	[blurred]	[blurred]	C-	N	<input type="text"/>	<input type="text"/>	22	
7	[blurred]	[blurred]	[blurred]	[blurred]	[blurred]	D	N	<input type="text"/>	<input type="text"/>	21	

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Submit Reset

⚠ Please submit the grades often. There is a 60 minute time limit starting at 02:52 pm on Aug 15, 2016 for this page.

7. Repeat for each course

Repeat Steps 5-7 until all course grades are posted.