How to Enter Your Grades in HawkWeb

- 1. Log in to MyUmes.edu
- Click the first HawkWeb icon. You will be taken to your Faculty Center.
- 3. Click the Rosters tab (circled).

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- Click the Grade Roster icon (circled). The next screen will show you a roster of students.
- 5. Enter the letter grade in the Roster Grade window (circled in blue). If a student has earned an F, enter the date the student last attended class (circled in red). If a student has never attended class, enter the first day of the semester (8/27/18). If you have more than 20 students, you will have to click the arrow in the top right corner to go to page 2 (circled in green).

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After you have entered all grades, double-check them to make sure there are no errors. Once you submit the grades, they can not be changed.

- 6. Change the Approval Status (circled in purple) to Approved.
- 7. Click Save.
- 8. Scroll to the bottom of the page and click Printer Friendly Version.
- 9. Print and sign the grade roster and submit it to your department chair.