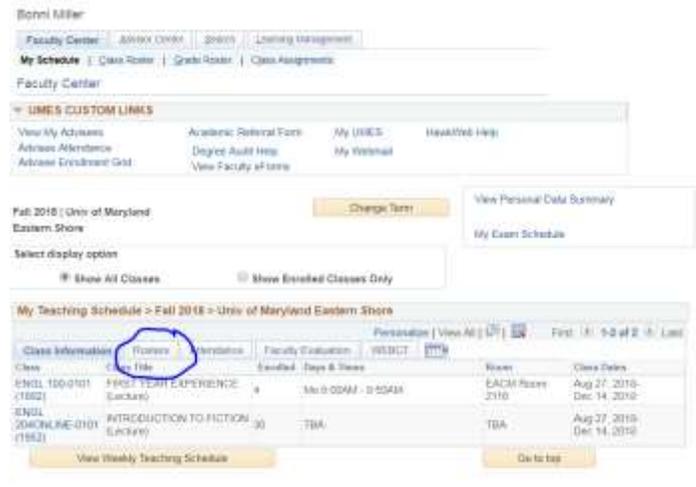


## How to Enter Your Grades in HawkWeb

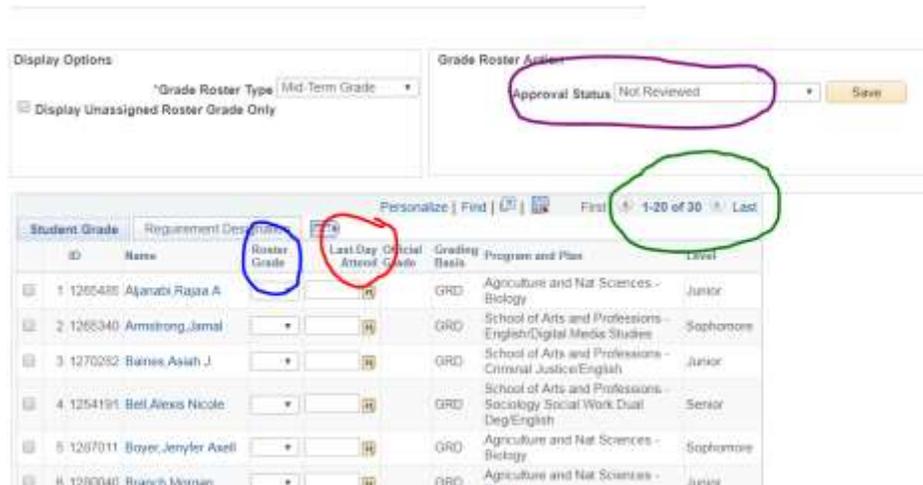
1. Log in to MyUmes.edu
2. Click the first HawkWeb icon.  
You will be taken to your Faculty Center.
3. Click the Rosters tab (circled).



4. 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).



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.