

Final Grade Processing in Self-Service

1. Login to your KeanWISE account.

Welcome Guest!

Welcome to KeanWISE!

To access full menu options, please login using the button on the top right of the page.

ACCEPTED STUDENTS:

- Accepted Student Checklist
- Tuition Deposit
- Apply for Housing
- Apply for Financial Aid
- Final Checklist

REGISTRATION RESOURCES:

- Registration Information
 - Self-Service
- Academic Calendar
- View Course Sections
- Financial Obligation Agreement
 - Complete Required Financial Obligation Agreement

PROSPECTIVE STUDENTS:

Prospective Students
Students
Faculty
Employees
Other Services

2. From the Faculty Information section select “Final Grading/Never Attended Reporting.”

User Account

- [What's my User ID?](#)
- [What's my password](#)
- [Change Password](#)
- [Address Change](#)

Faculty Information

- [Search for Course Sections - Self Service](#)
- [Class Schedule](#)
- [My Advisees](#)
- [Class Roster](#)
- [Final Grading / Never Attended Reporting](#)
- [Office Hour WKU](#)
- [Academic Planning](#)
- [Academic Early Alerts\(WKU\)](#)

3. A new window will open displaying a list of the courses that are assigned to you. Select the course that that you want to grade.

Daily Work Faculty Faculty Overview

Winter and Spring 2023 registration (Kean USA) begins on October 31, 2022, with priority course registration. Learn more at www.kean.edu/registrar.

Manage your courses by selecting a section below

Winter 2023 Wenzhou

Section	Times	Locations	Availability	Books	Census Dates
ACCT2200-W01- PRINCIPLES OF ACCOUNTING I	MTWThVF 8:30 AM - 11:15 AM 1/1/2023 - 1/15/2023	TBD Lecture	33 / 40 / 0		
ACCT2200-W02- PRINCIPLES OF ACCOUNTING I	MTWThVF 8:30 AM - 10:40 AM 1/1/2023 - 1/15/2023	TBD Lecture	35 / 40 / 0		
ACCT2210-W01- PRINCIPLES OF ACCOUNTING II	MTWThVF 8:30 AM - 11:15 AM 1/1/2023 - 1/15/2023	TBD Lecture	25 / 40 / 0		
ACCT2210-W02- PRINCIPLES OF ACCOUNTING II	MTWThVF 8:30 AM - 11:15 AM 1/1/2023 - 1/15/2023	TBD Lecture	0 / 4 / 0		
ACCT2210-W03- PRINCIPLES OF ACCOUNTING II	MTWThVF 1:00 PM - 3:45 PM 1/1/2023 - 1/15/2023	TBD Lecture	40 / 40 / 0		
ACCT2210-W04- PRINCIPLES OF ACCOUNTING II	MTWThVF 1:00 PM - 3:45 PM 1/1/2023 - 1/15/2023	TBD Lecture	42 / 42 / 0		
ACCT2210-W05- PRINCIPLES OF ACCOUNTING II	MTWThVF 5:30 PM - 8:15 PM 1/1/2023 - 1/15/2023	TBD Lecture	39 / 39 / 0		

4. Select the “Grading” tab.

ACCT*2210-W03: PRINCIPLES OF ACCOUNTING II

Winter 2023 Wenzhou
WENZHOU-KEAN UNIVERSITY

M/T/W/Th/F 1:00 PM - 3:45 PM
1/1/2023 - 1/15/2023
TBD

Seats Available ⓘ 38 / 40 / 0

[Deadline Dates](#)

Roster Census **Grading** Permissions

Overview **Final Grade**

ⓘ Please enter missing final grade(s).

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
[Redacted Name]	[Redacted ID]					FRESHMAN	3
[Redacted Name]	[Redacted ID]					FRESHMAN	3

5. Select the “Final Grade” tab to enter final grades

ACCT*2210-W03: PRINCIPLES OF ACCOUNTING II

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M/T/W/Th/F 1:00 PM - 3:45 PM
1/1/2023 - 1/15/2023
TBD

Seats Available ⓘ 38 / 40 / 0

[Deadline Dates](#)

Roster Census **Grading** Permissions

Overview **Final Grade**

Student Name	Student ID	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
[Redacted Name]	[Redacted ID]	<input type="text" value="M/d/yyyy"/>	Select Grade	<input type="text" value="M/d/yyyy"/>	FRESHMAN	3
[Redacted Name]	[Redacted ID]	<input type="text" value="M/d/yyyy"/>	Select Grade	<input type="text" value="M/d/yyyy"/>	FRESHMAN	3

6. In the “Final Grade” column, click on “Select Grade” this will open a drop-down menu where you can select the appropriate grade for each student.

ACCT*2210-W03: PRINCIPLES OF ACCOUNTING II

Winter 2023 Wenzhou
WENZHOU-KEAN UNIVERSITY
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1/1/2023 - 1/15/2023
TBD

Seats Available 38 / 40 / 0

Deadline Dates

Roster Census Grading Permissions

Student Name	Student ID	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
[Student Name]	[Student ID]	M/d/yyyy	IN	M/d/yyyy	FRESHMAN	3
[Student Name]	[Student ID]	M/d/yyyy	Select Grade	M/d/yyyy	FRESHMAN	3

NOTE:

- Incomplete grades will require an expiration date be entered in the expiration date column.

Student Name	Student ID	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
[Student Name]	[Student ID]	M/d/yyyy	IN	M/d/yyyy	FRESHMAN	3
Expiration date is required						
[Student Name]	[Student ID]	M/d/yyyy	Select Grade	M/d/yyyy	FRESHMAN	3

- A grade of “F” will require a Last Date of Attendance be entered in the “Last Date of Attendance” column.

Student Name	Student ID	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
[Student Name]	[Student ID]	M/d/yyyy	IN	M/d/yyyy	FRESHMAN	3
Expiration date is required						
[Student Name]	[Student ID]	M/d/yyyy	Select Grade	M/d/yyyy	FRESHMAN	3

The system will automatically save the grades that you have entered, there is no submit button.

Once all grades have been entered, a confirmation message will appear on the right side of the screen with the date, time and your name.

ACCT*2210-W02: PRINCIPLES OF ACCOUNTING II

Winter 2023 Wenzhou
WENZHOU-KEAN UNIVERSITY
M/T/WTh/F 8:30 AM - 11:15 AM
1/1/2023 - 1/15/2023
TBO

Seats Available 0 / 4 / 0

Deadline Dates

Roster Census Grading Permissions

Overview Final Grade

Final grading completed on 11/17/2022 at 11:53 AM by Gonzalez, Ruth

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
[REDACTED]	[REDACTED]	<input type="checkbox"/>	Mid/yyyy	A-	Mid/yyyy	FRESHMAN	3
[REDACTED]	[REDACTED]	<input type="checkbox"/>	Mid/yyyy	B+	Mid/yyyy	FRESHMAN	3
[REDACTED]	[REDACTED]	<input type="checkbox"/>	Mid/yyyy	B+	Mid/yyyy	FRESHMAN	3
[REDACTED]	[REDACTED]	<input type="checkbox"/>	Mid/yyyy	B	Mid/yyyy	FRESHMAN	3