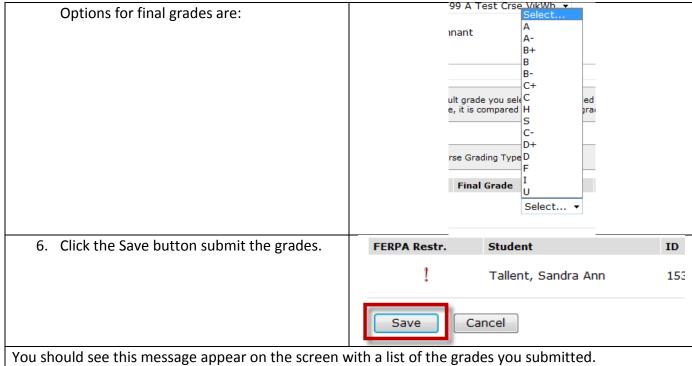**<u>Please remember that these options are only available on certain dates</u>.**
<u>The Registrar's Office will notify you via Berry e-mail to alert you to these dates.</u>

1. Log in to VikingWeb

   Your username is your Berry ID number. If you have forgotten your password, enter your ID, and then click I forgot my password and follow the prompts to be sent a new password.

2. Click on the Employee Tab if you aren't there already.

3. Click on My Courses.

4. In the Faculty Course Control Portlet, select Grade Entry from the Go Directly To drop down menu.

5. Use the drop down boxes under the Midterm Grade or Final Grade column to enter the grade for the student.

Options for final grades are:	99 A Test Crse_VikWb Select... A A- B+ B B- C+ C H S C- D+ D F I U **Final Grade** Select... ▾
6. Click the Save button submit the grades.	**FERPA Restr.** **Student** **ID** ! Tallent, Sandra Ann 153 [Save] [Cancel]

You should see this message appear on the screen with a list of the grades you submitted.

Grades successfully updated.

7. Click the Update Student Grades link on the breadcrumb trail within the Faculty Course Control Portlet to enter grades for a different course.

8. Use the drop down box to navigate to another course

Details about the student list:

FERPA Restr.	Student	ID	Grad?	Final Grade	Grading Type	Absences	Clock Hrs	Cross-listed Course	Class	Division
!	Tallent, Sandra Ann	153282	N	Select ▾		0	0.00		4	UG

- FERPA Restr - If there is a red exclamation mark in the FERPA Restr column, it means that the student has requested that no directory information be released and filed a directory rescission form with the Registrar's Office.

- Grad? - You will now see whether a student is planning to graduate in the term selected under the "Grad?" column.

- Class & Division - Class indicates the year (freshman, sophomore, etc) based on the number of hours completed. Division indicates graduate or undergraduate

Contact Jerry Trammell – jtrammell@berry.edu – x2680 – 706-290-2680
with questions or comments