

GriffinNet Faculty Portal-Grade Entry

1. Start at www.fontbonne.edu
2. At the top right is a menu labeled “Resources For”. Hover over this menu choice.



3. From the Drop-down menu click on “Faculty and Staff” This will take you to myFontbonne: A resource for faculty & staff
4. At the top-right click on the link to Griffinnet.



5. Enter your Username and Password for Griffinnet. The term listed will be the current term.
6. Click Login

Faculty Portal Login

Note: Required fields are marked with an asterisk ()*

*Username:

*Password:

Term:

[Forgot Password?](#)
Contact your portal admin if you forgot your Username

7. The FERPA statement will appear. Click accept to enter the portal.

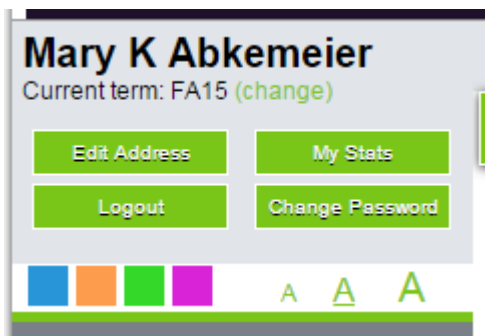
Family Educational Rights and Privacy Act

You are attempting to access information that is protected by federal privacy law. Disclosure to unauthorized parties violates the Family Educational Rights and Privacy Act (FERPA).
You should not attempt to proceed unless you are specifically authorized to do so and are informed about FERPA. When accessing the system, you must access only that information needed to complete your assigned or authorized task.
You may communicate the information only to other parties authorized to have access in accordance with the provisions of FERPA.

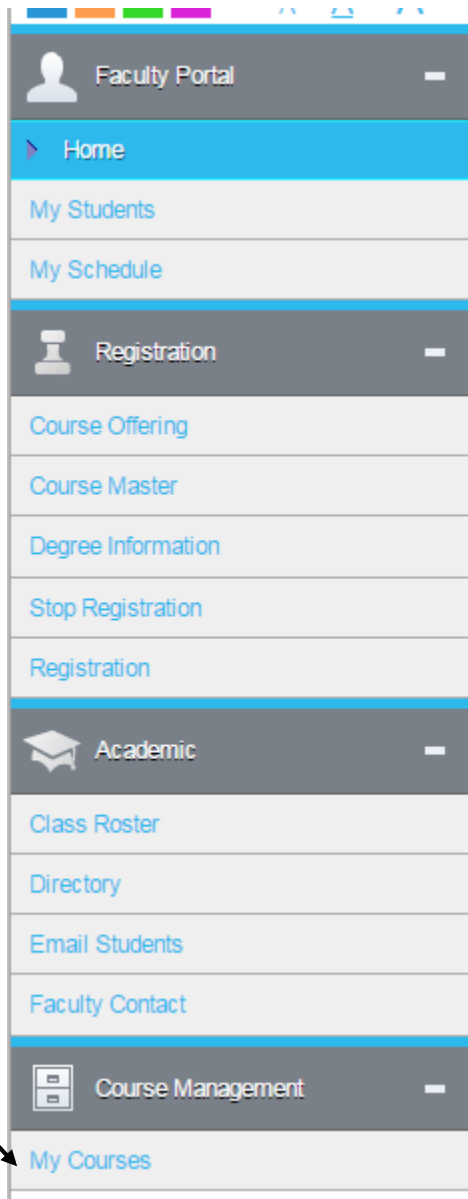
Accept

Cancel

8. Notice that the top left corner lists your name and the current term. There are also boxes for changing the look of your screen color and font size. This area also has a place to change your password.



9. The left side of your screen is the main menu. The bottom area of this menu is Course Management. Click on My Courses.



10. A list of course you are assigned to for the term chosen will appear. This menu shows the number of students enrolled and the dates for the courses. Click on the Course ID to find Course Options

Course ID
CIS293LC01D
CIS484IN01
CIS494IO01
MTH110LC01
MTH120LC01

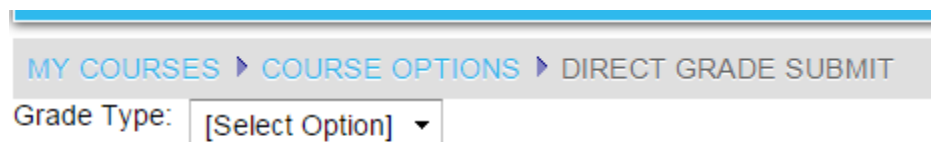
11. On the right-hand column of your screen will be a box with Course Gradebook as the title. In this section click on Direct Grade Submit to enter grades for this course.



Course Gradebook

- ▶ Setup Gradebook
- ▶ Record Grades
- ▶ Submit Grades
- ▶ **Direct Grade Submit**
- ▶ Reports
 - ▶ Final Course Grades

12. Next you must choose the correct Grade Type. Please choose Final as the Grade Type.



[MY COURSES](#) ▶ [COURSE OPTIONS](#) ▶ [DIRECT GRADE SUBMIT](#)

Grade Type:

13. This selection will automatically take you to the screen to enter the appropriate grades. You must select from the list in the drop-down menu under Final Grade and enter the Last Day of Attendance when appropriate.

*****Please do NOT enter a Final Number Grade*****

* Must Enter Letter or Number Grade		
Final Grade	Final Number Grade	Last Day of Attendance
<input type="text"/>	<input type="text"/>	<input type="text"/>

14. When a grade is entered, the Submit box to the left of the students' names will automatically populate.

Submit	Student ID	Student Name
<input checked="" type="checkbox"/>	281199	Alanazi, Waleed O.

15. Once all grades are entered click on Submit at the bottom of the screen.

Things to remember:

- Change of Grade requests must be obtained from the Registrar's Office. Please do not use the Request Change link in the Faculty Portal.
- If you do not submit all grades at one time you may go back and submit the rest later. In order to do this, the grade must be left blank. If a grade is entered and submitted you will need to request a change from the Registrar's Office.

16. Once grades are submitted for one course simply click on My Courses to return to the list of courses assigned to you for grade entry.

