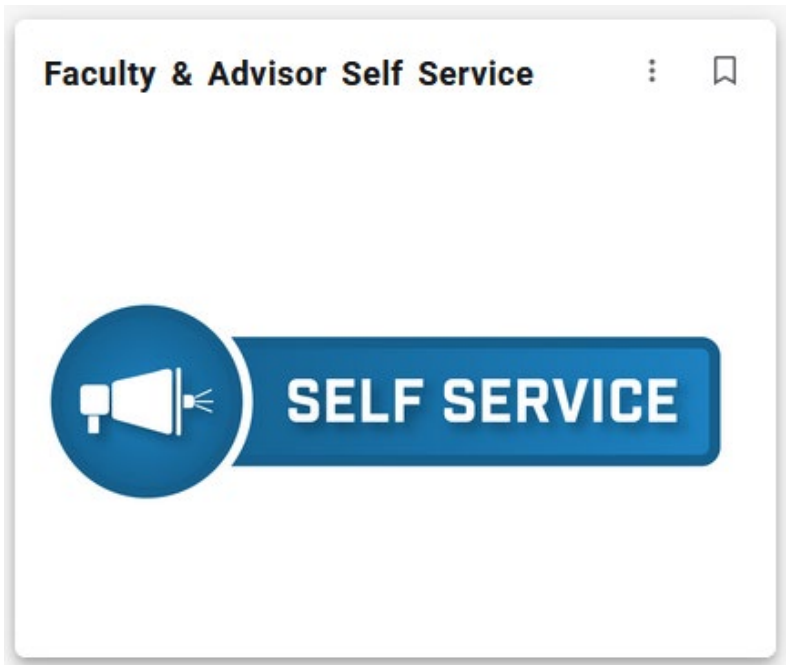


Instructions for Entering Final Grades

Step 1 -

After you log into VUX (formerly known as MyVU), please select "Faculty & Advisor Self Service" card



Step 2 -

Select "Faculty Grade Entry"

From here, you can navigate to the following pages using the Banner menu on the header(Alt+M)depending on your role at the institution:

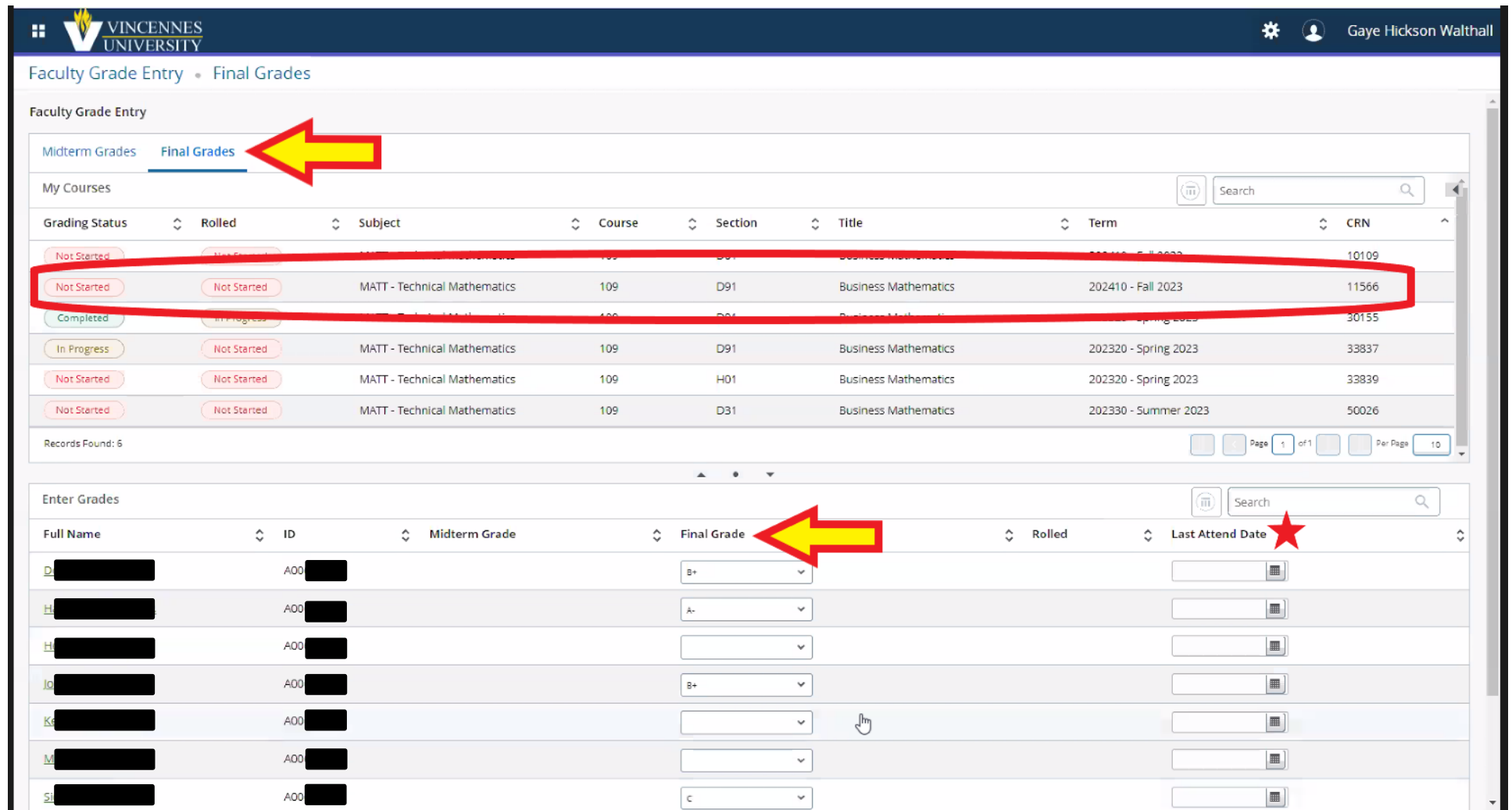
- [Select Persona](#)
- [Advisor Resources](#)
- [Browse Classes](#)
- [Class List](#)
- [Class List \(Argos\) All Terms/Years](#)
- [Faculty Detail Schedule](#)
- [Faculty Grade Entry \(Dates for Assigning 'F/WF' grades\)](#)
- [Faculty Grade Summary\(SSB8\)](#)
- [Faculty Week at a Glance](#)
- [Office Hours](#)
- [Registration History](#)
- [Student Info and Registration/Advisee Listing](#)
- [Student Profile \(Argos\)](#)
- [Student Week At A Glance](#)
- [Student Schedule \(SSB8\)](#)
- [Concise Student Schedule \(SSB8\)](#)
- [TAPS - Track Attendance and Performance of Students](#)
- [View High School, Previous College, Vincennes University Transcripts, and Course Substitutions](#)

Step 3 –

After the new screen opens, please make sure “Final Grades” is selected. Under “My Courses” you will select the course(s) you are entering final grades for. Once you select the course you are ready to enter final grades for, your grade roster will open in the bottom half of your screen. Select the final grade from the drop down. (*Helpful tip – The only time you enter date into the “Last Attend Date” column is if you are assigning a student a grade of “F”. If you are doing so, check your grading window email from our office for the exact date to enter.)

(Not pictured) After all your grades have been entered, please select the “Save” button in the bottom corner.

Under the “Grading Status” column, if you see the words “Completed” your grades have saved successfully.



VINCENNES UNIVERSITY

Gayle Hickson Walthall

Faculty Grade Entry • Final Grades

Faculty Grade Entry

Midterm Grades Final Grades

My Courses

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
Not Started	Not Started	MATT - Technical Mathematics	109	D91	Business Mathematics	202410 - Fall 2023	10109
Not Started	Not Started	MATT - Technical Mathematics	109	D91	Business Mathematics	202410 - Fall 2023	11566
Completed	In Progress	MATT - Technical Mathematics	109	D91	Business Mathematics	202320 - Spring 2023	30155
In Progress	Not Started	MATT - Technical Mathematics	109	D91	Business Mathematics	202320 - Spring 2023	33837
Not Started	Not Started	MATT - Technical Mathematics	109	H01	Business Mathematics	202320 - Spring 2023	33839
Not Started	Not Started	MATT - Technical Mathematics	109	D31	Business Mathematics	202330 - Summer 2023	50026

Records Found: 6

Page 1 of 1 Per Page 10

Enter Grades

Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date
D [REDACTED]	A00 [REDACTED]		B+		
H [REDACTED]	A00 [REDACTED]		A-		
H [REDACTED]	A00 [REDACTED]				
J [REDACTED]	A00 [REDACTED]		B+		
K [REDACTED]	A00 [REDACTED]				
M [REDACTED]	A00 [REDACTED]				
S [REDACTED]	A00 [REDACTED]		C		