


Posting Grades in Hawk's Edge FAWeb



Using  link at <http://www.hnu.edu/facultyStaff/index.html>, login with your username and password

Choose the **Gradebook** tab at the top of the homepage.

Use the **Class** dropdown menu to choose the class you want to grade.

Enter letter grades in the column with heading: Grade
Grade

If a Petition for Incomplete Grade has been received, the grade of I will be pre-populated in the column with heading: Grade

Posted
Grade

If it's not there, you must assign a grade.

If a student is Auditing a class, the grade of AU will be pre-populated in the column with heading: Grade

Posted
Grade


If it's not there, you must assign a grade.

If the class has specified grading, e.g. Pass/Fail or Credit/No Credit, you will get an error message if you try to enter a letter grade. The same is true if an individual student has chosen Credit/No Credit grading and you try to enter a letter grade.

You may wish to hit periodically as you go, as FAWeb is set to time you out after 20 minutes of inactivity.

Once all grades are entered for the class, hit the link for Posting Status, which will open up a small window entitled Posting Status.

Use the radio button for Ready, then click to post.

If posting for the class was successful, you will see a  beside the course name on your homepage.

To logout, click **Exit** tab at the top of the homepage.