Entering Final Grades
1. Log into iROAR. Click on the Faculty Services Menu.

2. Click on Faculty Services.
Term Selection

3. Select the term you wish to view. Click *Submit*.

CRN Selection

4. Either select the course you wish to view, or directly enter the course CRN. Click *Submit*. 
Final Grades

The *Final Grades* screen will appear, along with course information.

A list of all students registered in the course will also appear.

If a student has *Candidate* entered in the Candidate field, that student is a candidate for graduation. You *must* enter their grades *first*. 
Entering Grades

5. To enter grades for a student, click the drop down arrow next to the student’s name. Select the appropriate grade.

Before clicking Submit, make sure that you have entered the grades correctly. You will not be able to change the grades once they have been rolled to academic history.

When all grades are entered and correct, click Submit.

![Grades Entry Screen](image)

Entering I or F Grades

6. If you are entering a grade of I or F, you must also enter a last date of attendance before you click Submit.

![I Grade Entry Screen](image)

![F Grade Entry Screen](image)

Note that if you are entering an I grade, a warning will appear for an Extention Date Default. Click Submit once more.

Please note the Attend Hours field should be left blank.
Checking Grades

7. Please check that you have entered the grades correctly. Go back to the Faculty Services menu.

8. Click on Summary Class List.

This will bring up a summary of all students in that class and their assigned grades. Make sure you have entered the grades correctly and that they are visible.
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