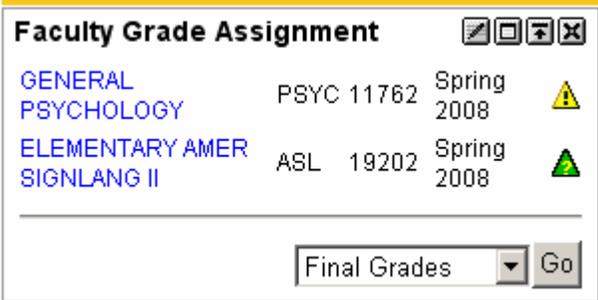
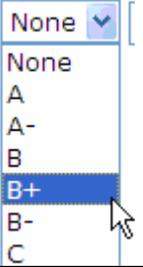
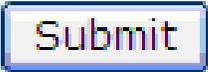
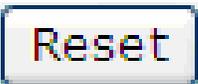


## Enter Grades in FlashFast (3/2008)

Step	Action							
1	<p>Open a web browser and browse to your campus homepage, or to <a href="http://www.kent.edu">http://www.kent.edu</a>.</p> <p>Log in to FlashLine.</p>							
2	<p>Look in the yellow tab bar, find and click the tab for <b>Faculty &amp; Advisor Tools</b>.</p>							
3	<p>Look on the screen for <b>Faculty Grade Assignment</b></p> <p>Select a term from the menu, click <b>Go</b>.</p> <p>Then click the <b>triangle icon</b> next to the course for which you want to enter grades.</p>							
4	<p>What the triangle icons mean:</p>	<p> All grades have been submitted.</p> <p> No grades have been submitted.</p> <p> Partial grades have been submitted.</p>						
5	<p>Scroll down to the list of student names.</p>	<table border="1" data-bbox="971 1171 1487 1304"> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">Tone , Catherine C.</td> <td style="text-align: center;">810007311 4.000</td> </tr> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;">Chico , Terri T.</td> <td style="text-align: center;">810002325 4.000</td> </tr> </table>	1	Tone , Catherine C.	810007311 4.000	2	Chico , Terri T.	810002325 4.000
1	Tone , Catherine C.	810007311 4.000						
2	Chico , Terri T.	810002325 4.000						
6	<p>For each student, click the arrow for their corresponding <b>Grade</b> menu, and select the awarded grade from the list.</p>							
7	<p><b>Students receiving the SF grade</b> need to have Last Attend Date filled in , using the hours format modeled in the header: <b>MM/DD/YYYY</b>.</p> <p>Students who receive a grade other than SF do not need a Last Attend Date.</p>	<p><b>Last Attend Date</b> <b>MM/DD/YYYY</b></p> <input data-bbox="1211 1728 1471 1770" type="text"/>						

Step	Action	
8	The <b>Attend Hours</b> field should be left blank for all students.	
9	Every time you click the <b>Submit</b> button, grades are saved, and a new 20-minute timeout begins for the page. Click Submit as many times as you wish. <b>Especially click Submit</b> every 10 or so records, or when you are distracted by an interruption; and before paging to another group of students.	
10	If there are <b>more than 25 students</b> in the section, <b>paging controls</b> appear above the roster at left. Page through the roster, entering grades in groups of 25. Always click <b>Submit</b> before paging.	(no image)
11	The <b>Reset</b> button will ‘roll back’ entered grades to the last saved grades for the page in view. This is helpful when entering a long list of grades, one is missed, throwing off the rest of the list. Reset only works on the page in view, rolling back to the grades that were saved at the previous Submit.	
12	You may click <b>CRN Selection</b> in the navbar at the bottom of the screen, to shortcut to the section list and select another section to grade.	
13	Clicking <b>Submit</b> saves the grades, then you may exit FlashFast. You may view and change grades through the end of the scheduled grading period.	
14	Click Go in the Grades channel to update the triangle status icon.	
Note	If you have any students in your section who are not freshmen, your Status Icon for that section will always display a  .	