# 2017 Summer All, Summer Two and Mini-6 Final Grade Submission and Deadlines

*(All times are Pittsburgh E.S.T.)*

<table>
<thead>
<tr>
<th>Teaching Location &amp; College</th>
<th>S3 Turned ON Date</th>
<th>Grade DEADLINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qatar Students</td>
<td>Fri. 11 Aug. 8:00 am</td>
<td>Tues. 15 Aug. 4:00 pm</td>
</tr>
<tr>
<td>Pittsburgh Students</td>
<td>Fri. 11 Aug. 8:00 am</td>
<td>Tues. 15 Aug. 4:00 pm</td>
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<tr>
<td>Silicon Valley</td>
<td>Fri. 11 Aug. 8:00 am</td>
<td>Tues. 15 Aug. 4:00 pm</td>
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<tr>
<td>Portugal</td>
<td>Fri. 11 Aug. 8:00 am</td>
<td>Tues. 15 Aug. 4:00 pm</td>
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<tr>
<td>Rwanda</td>
<td>Fri. 11 Aug. 8:00 am</td>
<td>Tues. 15 Aug. 4:00 pm</td>
</tr>
<tr>
<td>Heinz College PGH</td>
<td>Sat. 12 Aug. 8:00 am</td>
<td>Mon. 14 Aug. 11:59 pm</td>
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<tr>
<td>HC Washington Graduate</td>
<td>Sat. 12 Aug. 8:00 am</td>
<td>Mon. 14 Aug. 11:59 pm</td>
</tr>
<tr>
<td>Heinz College Adelaide</td>
<td>Sat. 12 Aug. 8:00 am</td>
<td>Mon. 14 Aug. 11:59 pm</td>
</tr>
<tr>
<td>TSB MBA Graduate Students</td>
<td>Fri. 18 Aug. 8:00 am</td>
<td>Wed. 23 Aug. 4:00 pm</td>
</tr>
<tr>
<td>TSB MSCF Graduate Students</td>
<td>Sat. 19 Aug. 8:00 am</td>
<td>Fri. 25 Aug. 4:00 pm</td>
</tr>
<tr>
<td>GRI PHD Program</td>
<td>Sat. 26 Aug. 8:00 am</td>
<td>Wed. 30 Aug. 4:00 pm</td>
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</tbody>
</table>

As a reminder, **S3 Faculty Course and Grade Information** has replaced the old FIO site for grade entry.

If you have not already done so, you will need to set a NEW bookmark for the S3 Faculty Course and Grade Information website: [https://s3.andrew.cmu.edu/s3/](https://s3.andrew.cmu.edu/s3/). This will bring you to your landing page. (If you receive an ERP password error when you log in, send email to egrades@andrew.cmu.edu.) Please make sure that you use ‘https’ for the secure page to ensure that your access will work.

Once you are logged in and viewing the S3 Faculty Course and Grade Information landing page, you will see your course-sections displayed. On this page, you can:

- access your course-section roster(s)
- add, delete and view a grade proxy
- download photo rosters
- download a comma separated CSV file of your course-section rosters
- enter your grades (hold for later or process) during mid-semester and final grading periods
- obtain the Missing/Change of Grade form
- view final exam schedule
When you select the course-section, you will be directed to the course roster page on which you can also perform the same functions by selecting them under the gear tool toward the top right of the roster, and in addition, you can:

- email all or a portion of your registered students (from the course roster page)
- select and view your course waitlist
- select and view your course drops

**S3 USERS - PLEASE NOTE:** If you are already an S3 user, you will log in as usual into S3. You can navigate directly to a course OR, to go to the S3 Faculty Information landing page, you can select the ‘Registrar’ tab, then select ‘Faculty Information,’ to access your course landing page with your proxy access.

A short help document to help you with the selections on S3 Faculty Course and Grade Information can be found at [www.cmu.edu/es/forms/roster-guide.pdf](http://www.cmu.edu/es/forms/roster-guide.pdf).

**PROXY INFORMATION**

If someone other than yourself must submit your grades, you will need to add a proxy through S3 Faculty Course and Grade Information. To assign a proxy, select the “Add Proxy” option under the gear tool (top right of page) of the roster page. A pop-up box will appear where you will enter the proxy information. Only course-section instructors may add a proxy, and all proxies must have an active Andrew account in order to be added. Undergraduate students may not be a proxy. **Proxies will not roll over and must be entered each semester.**

Adding a proxy takes immediate effect, unless the added proxy has never been a proxy or is not a current S3 user. Then, it may take 1-2 days for the new proxy to have access to your course-section. You will receive a message stating this and also a confirmation message once it is complete. You can also go to the "Roster" page, and next to "INSTRUCTORS" there will be a blue (i) if you click on this, you will see your proxy.

**ENTERING YOUR GRADES**

When you are ready to enter your grades, go to S3 Faculty Course and Grade Information and select the Enter Grades option under the course-section gear tool (top right of page). Once you have entered your grade information for your student(s), you can choose to either “Process Grades Now” or “Hold for Later”.

“Process Grades Now” will submit your grades into the student system, calculate student QPAs, and make the grades available to your students in SIO within 15 minutes.

“Hold for Later” will store your grades until the grade due date for your course-section. After that date and time, the grades will be automatically processed into the student system, student QPAs will be calculated, and grades will then be made available to your students in Student Information Online (SIO).

**Note: You can go back into S3 Faculty Information and submit your “Hold for Later” grades at any time during the grading period, up to the deadline.**

**CONFIRMATION INFORMATION**

All course-section instructors and proxies will receive email confirmations of all grades entered/submitted/changed (during the grading period).

**AUDIT GRADES**
Instructors assigning an audit grade for a student who successfully completes the course would give an 'O' grade. If the student did not successfully complete the audit requirements, please leave the assigned grade blank.

"W" GRADE INFORMATION

While entering your grades, you may come across a student who has already been assigned a "W" grade. "W" grades are assigned when a student has had prior permission to withdrawal from a course. This grade is only entered by the University Registrar’s Office. If a "W" grade has been assigned to a student, it cannot be changed.

INCOMPLETE GRADES

When assigning an incomplete “I” grade, you will need to provide a default grade in order for the incomplete grade to be saved. A default grade is the grade a student will receive if he/she does NO additional work for this course. If the “I” grade has not been changed by the end of the next semester, the default grade will be automatically recorded on the student’s transcript. (Summer semesters are not counted toward the next semester.)

MISSING GRADES

All final grades not submitted by the due dates are considered missing grades. After the designated grade processing period, the online S3 Faculty Information can no longer be used. Please submit a paper Missing/Change of Grade Form for each student registered for your class missing a final grade. Once complete, this form should be sent to the University Registrar’s Office, Warner Hall A19 for processing.

CHANGE OF GRADES

You have the ability to change a grade via the S3 Faculty Information during the current grading period. After the grading deadline has passed, you will NOT be able to change a grade through the website. You will need to complete a Missing/Change of Grade Form for any final late grade changes. Once complete, this form should be sent to the University Registrar’s Office, Warner Hall A19 for processing.

CONTACT INFORMATION

If you have any issues or questions regarding grading, feel free to call MaryAnn Moyer at 412-268-1941 or Kathy Sloan at 412-268-1949. You may also send email to egrades@andrew.cmu.edu.

Thank you,

MaryAnn Moyer and Kathy Sloan
Student Systems Operations Managers
University Registrar’s Office