

FACULTY GRADE ASSIGNMENT TIPS MIDTERM AND FINAL GRADES

Login to FlashLine from www.kent.edu and click on the Faculty & Advisor Tools tab to access FlashFAST.

FACULTY GRADE ASSIGNMENT TIPS:

- Faculty will use FlashFAST to post grades. **To access FlashFAST, login to FlashLine at www.kent.edu and click on the Faculty & Advisor Tools tab.** The link to your midterm and final grade roster(s) is located in the Faculty & Advisor Toolbox, under the Submit Grades heading.
- If you have any problems accessing FlashFAST or need technical assistance, please contact the HELP desk at 330-672-HELP (4357) or via e-mail at helpdesk@kent.edu.
- FlashFAST is not accessible using WebTV or Netscape Version 6.0 (for assistance in downloading another version of Netscape, contact the HELP desk (330-672-HELP). Recommended internet browsers include MS Internet Explorer 5.0 or higher, Netscape 4.51-4.7, 6.1 or higher. If technical assistance is not available in your area, faculty should contact the HELP desk (330-672-HELP).
- On your grade rosters, enter grades for enrolled students (including NF and SF grades, if appropriate, and **enter the Last Attend Date for students receiving SF grades**) by published deadlines. If “Confidential” appears next to a student's name, the personal information is to be kept confidential.
- **To enter an Incomplete and default grade for a Final Grade for a student:** Select a grade from the Grade drop down box that begins with the letter I and contains your default grade. Example: The grade IF is an Incomplete with a default grade of F. The grade ID is an Incomplete with a default grade of D. Please be reminded that the “Incomplete” or “In Progress (IP)” marks are not valid midterm grades.
- **No entry is necessary for the Attend Hours field.**
- Be sure to click the Submit button on the Midterm or Final Grades page after entering your grades. Once grades are submitted, you will receive the message that the changes you made were saved successfully and a new 60 minute time limit will start for the page.
- Only 25 students are listed on a page. You must click the corresponding Record Set in order to get to the next page of students to grade.
- To select another course to grade, click CRN Selection at the bottom of the page to return to the drop down box with your available courses.
- Calculate your grades before entering them on the grade roster page so that you do not time-out. For security reasons, the time-out will occur after 60 minutes of inactivity.
- **Remember: You can check the status of your grade rosters by viewing the information in the Faculty Grade Assignment Channel.** Clicking on one of the icons to the right of the course brings you to the Final or Midterm Grade page. After submitting grades, click the Go button to refresh the status icon. **Please note for midterm grading:** If you have any students in your section who are not freshmen, your Status Icon for that section will always display a <yield sign>.

Status Icon Explanation:



All grades have been submitted; no further action is required.



No grades have been submitted. Grades must be submitted by the published end of the grading period.



Partial grades have been submitted. Grade submission must be completed published end of the grading period.

Clicking on the course title brings up the Class Schedule Listing page.

- View posted midterm and/or final grades on the Summary Class List page in FlashFAST by selecting the appropriate term and CRN.