

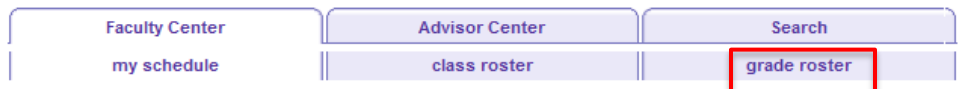


Grading Instructions

The instructor of record is responsible for inputting and submitting all grades for his or her respective courses.

1. Log in to WaveNet at: wavenet.pepperdine.edu. Select the "Faculty Center" link to enter your Faculty Center. Check to make sure you are on the correct term for grading. If not, click the green "Change Term" button; select the correct term, and click "Continue." See screen shot included below.
2. Select either the "Grade Roster" tab, or the grade roster icon to the immediate left of the class for which you would like to enter grades. Once the grade roster page for the selected class appears, select the grade you wish to assign from the pull down menu located to the immediate right of the student's name. To avoid error in the assignment of grades, **do not** import grades from your grade book in Sakai, enter grades directly into the grade roster. Be sure to double check all grading calculations.

NOTE: GSEP does not use the grades of 'NG', 'WP', or 'WF'; do not assign these grades for any reason. If a student is listed on your roster, but did not attend class, and a 'W' has not been assigned, do not enter a grade. Instead, email the [GSEP Registration Office](#) with the student's name, CWID, and course number.

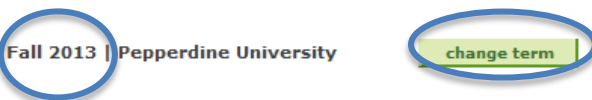


Faculty Center

My Schedule

Other Links

- [Seaver International Programs Visiting Faculty Application](#)
- [Student Weekly Schedule](#)



Select display option: Show All Classes Show Enrolled Classes Only



My Teaching Schedule > Fall 2013 > Pepperdine University

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	ED 791-27 (3690)	Dissertation Research (Dissertation)	1	TBA	TBA	Sep 3, 2013- Dec 13, 2013
	EDEL 791-27 (3815)	Dissertation Research (Dissertation)	1	TBA	TBA	Sep 3, 2013- Dec 13, 2013

3. Once all grades have been entered, be sure to click the "SAVE" button at the bottom of the page. After



clicking the “save” button the “Status” column will read “Pending”, entered grades will appear in the “Roster Grade” column, and the following confirmation verbiage will be displayed in blue: “Your grades have been saved. You may make additional changes until the grades are posted by the Registrar’s Office.” After the University Registrar’s office posts your saved grades to student records, the “Status” column will read “Posted” and all grades from the “Roster Grade” column will appear in the “Official Grade” column. NOTE: You may change a grade as long as the status is “Pending;” however, at the end of the grading period when the status has changed to “Posted,” you must submit the grade change through the [GSEP Registration Office](#).

Please be sure to click 'save' at the bottom of the page after entering your grades.

ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level	Status
1	[REDACTED]	[dropdown]		GRD	Education - Social Entrepren and Change	Graduate	Pending
2	[REDACTED]	A		GRD	Education - Social Entrepren and Change	Graduate	Pending
3	[REDACTED]	A-		GRD	Education - Social Entrepren and Change	Graduate	Pending
4	[REDACTED]	B+		GRD	Education - Social Entrepren and Change	Graduate	Pending
5	[REDACTED]	B		GRD	Education - Social Entrepren and Change	Graduate	Pending
6	[REDACTED]	B+		GRD	Education - Social Entrepren and Change	Graduate	Pending

ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level	Status
1	[REDACTED]	I	B	GRD	Education - Social Entrepren and Change	Graduate	Posted
2	[REDACTED]	A	A	GRD	Education - Social Entrepren and Change	Graduate	Posted
3	[REDACTED]	A	A	GRD	Education - Social Entrepren and Change	Graduate	Posted