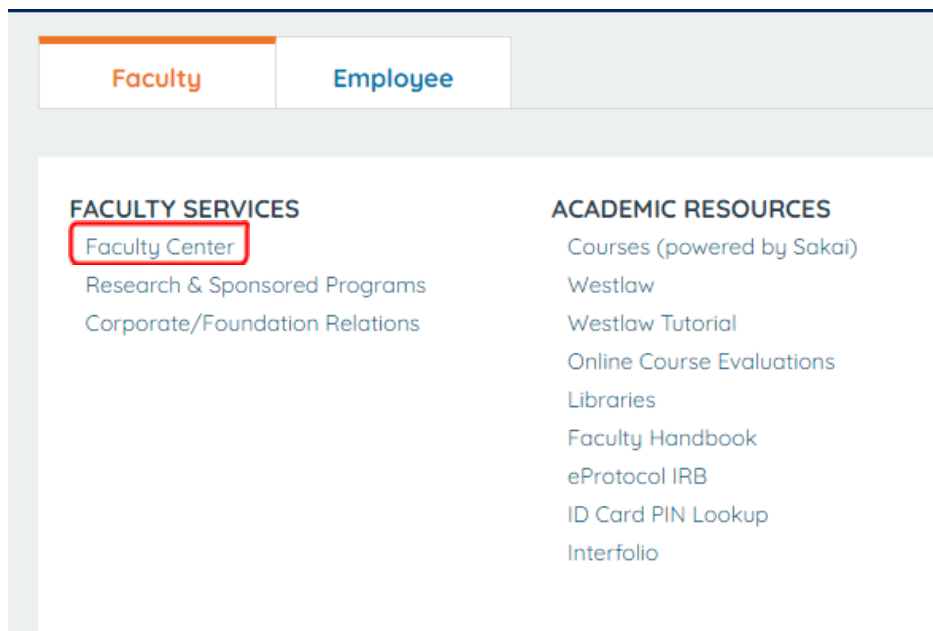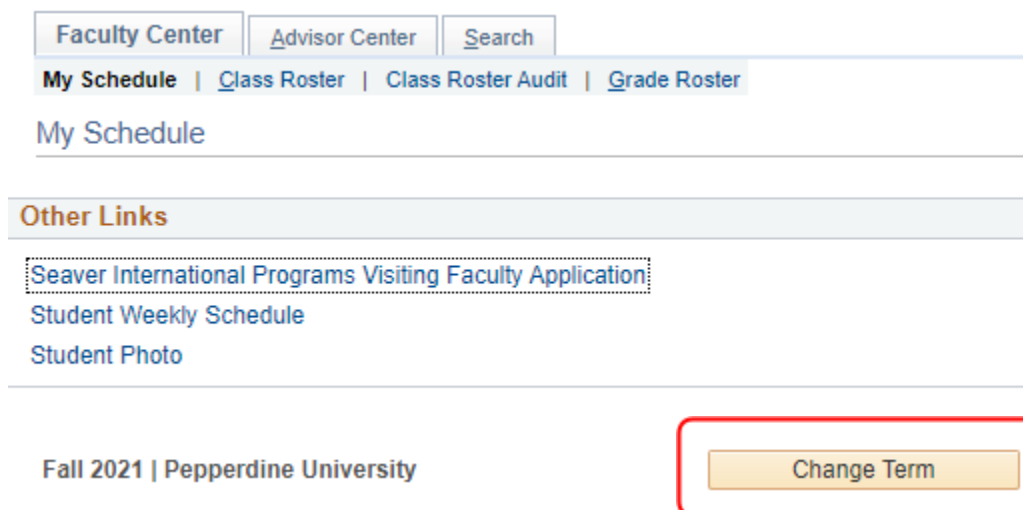# Submitting Final Grades in WaveNet

This guide is to assist you on how to submit the finals grades into your Faculty Center in WaveNet.

1. Login to WaveNet. Select Faculty Center on the left under Faculty Services

2. If you have taught for multiple semesters, select the correct term you are grading for. Click the Change Term button:

3. Select the correct term you are grading for and click the Continue button.

| Faculty Center | Advisor Center | Search |

My Schedule | Class Roster | Class Roster Audit | Grade Roster

My Schedule

View FERPA Statement

Continue

Select a term then select Continue.

	Term	
⦿	Spring 2022	Pepperdine University
○	Fall 2021	Pepperdine University
○	Summer 2021	Pepperdine University
○	Spring 2021	Pepperdine University

4. From your list of classes, click the Grade Roster icon to the left of the name of the class you are grading for.

Fall 2021 | Pepperdine University   Change Term

Select display option

⦿ Show All Classes   ○ Show Enrolled Classes Only

| Icon Legend | 👥 Class Roster | 📋 Grade Roster | 🎓 Student Progress Roster | 📑 Class Roster Audit |

My Teaching Schedule > Fall 2021 > Pepperdine University

Personalize | View All | 🔲 | 🔲   First ◀ 1-11 of 11 ▶ Last

		Class	Class Title	Enrolled	Days & Times	Room	Class Dates
👥	📋	LAW 390-01 (3664)	Dispute Res Extern (Lecture)	13	TBA	No Classroom Needed	Aug 16, 2021- Nov 22, 2021
👥	📋	LAW 390-02 (3665)	Dispute Res Extern (Lecture)	3	TBA	No Classroom Needed	Aug 16, 2021- Nov 22, 2021
👥	📋	LAW 390-03 (3666)	Dispute Res Extern (Lecture)	1	TBA	No Classroom Needed	Aug 16, 2021- Nov 22, 2021
👥	📋	LAW 1422-04 (3345)	Mediation Theory and Practice (Seminar)	23	ThFr 6:00PM - 9:30PM	School of Law Room B	Oct 14, 2021- Oct 22, 2021
					Sa 8:30AM - 4:30PM	School of Law Room B	Oct 16, 2021- Oct 23, 2021
👥	📋	LAW 1522-5OL (3601)	Advanced Mediation Seminar (Lecture)	15	We 5:15PM - 6:45PM	Online	Oct 25, 2021- Dec 19, 2021
👥		LAW 1902-01 (3329)	Cross-Cultural Conflict & D R (Lecture)	18	We 1:40PM - 5:40PM	School of Law Room A	Aug 25, 2021- Oct 6, 2021

Email lawgrades@pepperdine.edu if you do not see the grade roster icon to the left of the class.

5. Enter your grades, scroll to the top of the page, and select from the drop-down menu, "**Ready for Review**." Next, scroll to the bottom of the page and click **Save**. You *must* click save on the bottom of the page so your grades can be accessed and viewed by the Office of Student Information & Services.

6. If you want to assign discretionary points for class participation, check the box to the right at the top of the page, "I wish to assign discretionary grades," after you change the status of your roster to Ready for Review. Please email lawgrades@pepperdine.edu if you check this box, otherwise, we do not receive a notification this has been checked. We will then expose the names to the corresponding exam numbers.

LAW 1422 - 04   Mediation Theory and Practice

Seminar (3345)
Fall 2021 | Law Session 15 | Pepperdine University | Law

▼ **Meeting Information**

Days & Times	Room	Instructor	Meeting Dates
ThFr 6:00PM - 9:30PM	School of Law Room B	Sukhsimranjit Singh	10/14/2021 - 10/22/2021
Sa 8:30AM - 4:30PM	School of Law Room B	Sukhsimranjit Singh	10/16/2021 - 10/23/2021

*Approval Status   [Ready for Review   ▼]

☐ Display Unassigned Roster Grade Only
☑ I wish to assign discretionary grades.

Find | 🖼 | 🖽

	Blind ID	Roster Grade	Discretionary Grade	Original Grade	Grading Basis	Program and Plan	Status	RD Option	Requirement Designation
1	6111	C+			Graded	School of Law - Juris Doctor	Pending	Yes	ABA Experiential Course
2	6118	B+			Graded	School of Law - Juris Doctor	Pending	Yes	ABA Experiential Course
3	6123	A-			Graded	Law Graduate Program - LL.M In Dispute Resolution	Pending	Yes	ABA Experiential Course
4	6127	B+			Graded	School of Law - Juris Doctor	Pending	Yes	ABA Experiential Course
5	6173	B			Graded	Seaver Undergraduate - International Business	Pending	Yes	ABA Experiential Course
6	6179	A			Graded	Seaver Undergraduate - Political Science/Psychology/English	Pending	Yes	ABA Experiential Course
7	6437	B+			Graded	Law Graduate Program - LL.M In Dispute Resolution	Pending	Yes	ABA Experiential Course
8	6490	A-			Graded	Law Graduate Program - LL.M. in Intl Commercial Arbit	Pending	Yes	ABA Experiential Course
9	6514	B+			Graded	School of Law - Juris Doctor	Pending	Yes	ABA Experiential Course
10	6515	B+			Graded	School of Law - Juris Doctor	Pending	Yes	ABA Experiential Course

7. You will receive an email from lawgrades@pepperdine.edu once the students' names have been exposed in the Grade Roster in WaveNet so that you may assign discretionary grades. After entering your discretionary grades, you must once again click **Save** at the bottom of the page to finialize your grades in WaveNet. Please ensure your discretionary grades finalized as the "Official Grade" in the Grade Roster.

8. The grade distribution and required median must still be met, even after awarding discretionary points. Please use the grading formula to ensure the requirements are being met. If your grades are deviating from the recommended grade distribution, please provide an explanation via email to the Academic Dean. Please email lawgrades@pepperdine.edu once you have entered and saved your final grades.

9. Our office will notify the Academic Dean to approve your final grades. Once your grades have received approval, we will post the final grades for the class to view. The final grades only appear in the students' WaveNet Student Center and not on any other platforms used by Caruso Law. You and the students will be notified once final grades are posted.

10. Please contact lawgrades@pepperdine.edu if you run into any issues entering your grades in WaveNet. Thank you!