Online Grade Recording

Step-by-Step Instructions

1. Go to TopNet.
2. Select *TopNet Login*.
3. Enter your WKU ID.
4. Enter your PIN. Click *Login*. **First-time *TopNet* users:** If you don't know your WKU ID, click *wku ID lookup*. Enter the required information and click *Lookup My ID*. Now enter your WKU ID and PIN, which is set to the last 6 digits of your social security number. Click *Login*. You will be prompted to re-enter the old PIN (the last 6 digits of your social security number), a new 6-digit PIN that you can remember and the new PIN again. Then click *Login*. Enter a security question and answer and click *Submit*.
5. Click *Continu*e at bottom of bulletin board.
6. Click *Faculty Services*, then click *Final Grades*.
7. Select appropriate term; click *Submit Term*.
8. Your course (s) will be listed in the drop down box — Select CRN.
9. Submit the CRN; Final Grade Roll will appear.
10. Go to *Grade* Column — Click drop down box for each student. Click appropriate grade.

    Note: If you enter the FN grade, you will also be required to enter the last date of attendance for the student.

    After entering a grade for all students on this roll, click *Submit Grades*.
11. You should review the grades entered. If a change needs to be made, you may make the change by the due date published in the Academic Calendar in the Registration Guide. Enter the correct grade and click *Submit Grades*.
12. If you are teaching an On Demand course, do not use the above method for submission of grades. You should submit final grades for On Demand courses to Tanya Vincent in the On Demand Office.

Do not Screen Print. Screen Print does not assure submission of grades.

Submit the grades and use the print display button at the bottom of your roll to print a copy of the grades you entered. This will also assure your grades are officially recorded.

For questions or more information, please e-mail marleen.murphy@wku.edu or megan.meador@wku.edu or call 745-5401.