

How to Submit Grades on my.pratt.edu

1. Under “home” on the Pratt main page (<http://www.pratt.edu/>), select “my.pratt.edu” and then click “my.pratt.edu” in the column to the right.
2. Select “Online Advisement and Registration Tools”
3. Click the “Log In” tab and log into Online Advisement and Registration Tools

4. Select the Faculty Menu

5. Click the **Grading** link

6. Select the term from the drop-down menu and click “SUBMIT” only once after you select the term.

Note: Term choices are limited to terms that are currently accepting final grades. Grade changes for older terms need to be processed with the Registrar’s office directly.

- Select **Final or Midterm/Intermediate Grading** from the drop-down menu

Note: Only one grading type and section can be selected at a time. In addition, Pratt does not require mid-term grades. Entering mid-term grades will allow students to view their grade through the online advisement and registration tool.

- Select a course section, by checking the associated blank check box, for which to enter grades

FACULTY

Grading

Final or Midterm/Intermediate Grading ▼

Choose One	Class Name and Section	Start Date	End Date	Bldg	Room	Meeting Times	Days of Week	Loc	Term
<input type="checkbox"/>	SCJ-501-01 Metal Sculpture I	01/13/07	05/07/07	CHEM	306	12:30PM - 03:20PM	W	BKN	07/SPR
<input type="checkbox"/>	SCJ-501-02 Metal Sculpture I	01/13/07	05/07/07	CHEM	306	12:30PM - 03:20PM	W	BKN	07/SPR
<input type="checkbox"/>	TECH-531-01 Metal Fabr'n, Welding, & Forge	01/13/07	05/07/07	CHEM	306	08:00AM - 10:50AM	M	BKN	07/SPR
<input type="checkbox"/>	TECH-531-02 Metal Fabr'n, Welding, & Forge	01/13/07	05/07/07	CHEM	306	08:00AM - 10:50AM	M	BKN	07/SPR
<input type="checkbox"/>	TECH-531-03 Metal Fabr'n, Welding, & Forge	01/13/07	05/07/07	CHEM	306	12:30PM - 03:20PM	M	BKN	07/SPR
<input type="checkbox"/>	TECH-531-05 Metal Fabr'n, Welding, & Forge	01/13/07	05/07/07	CHEM	306	03:30PM - 06:20PM	M	BKN	07/SPR

SUBMIT

- Enter in the student grade into the **Grade** field to the right of the student's name and ID number. Do not enter an expire date.

Note: Please reference the grading chart for accepted grading and terms. The online grading system will only accept valid grading and terms as designated by the degree and institution.

Final Grading

Class Name TECH-531-03
 Title Metal Fabr'n, Welding, & Forge
 Location Brooklyn Campus
 Term Spring 2007

Instructors

Professor Jenny J. Lee

Student	ID	Grade	Expire Date	Midterm Grade	Class Level	Status	Credits	CEUs
Azzara, Courtney A.	12				JU	New	2.00	
Dobrick, Christian E.	19				SO	New	2.00	
Hennekes, Michael	14				SE	Add	2.00	
Isacescu, Christiana M.	11				SE	New	2.00	
Johnson, Stephanie P.	18				JU	New	2.00	
Kim, Shin	14				SE	New	2.00	
Knowles, Kelley T.	15				JU	New	2.00	

10. Click Submit.

Note: You do not have to grade your entire class at one time. You may press "SUBMIT" leaving some students blank so you can return later and finish the grading.

11. Once you press "SUBMIT," the computer will check the grades you entered and return any error messages so that you can make corrections.