

RULES FOR ENTERING GRADES

- Use your mouse
- DO NOT ENTER "AU", "WD" or "I" Grades
- Enter only grades authorized by UMSSW
- Click "Submit" often as system will log off after 30 minutes of no activity
- System will only save grades that are submitted



Rules for Grade Entry

Faculty Enter:

- A+, A, A-
- B+, B, B-
- C+, C, C-
- F

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• P or F (if applicable to course)

Faculty DO NOT Enter:

- AU
- WD
- I (Incompletes can only be entered by the office of records and registration once the appropriate paperwork is received)

System will allow you to enter any grade. Change of grade form required for all unauthorized grade entries.

Choose Final Grades

In roombind chill of	SURFS	Student User Friendly System
Personal Information Student Faculty	Financial Aid	
Search Go	RETURN TO ME	NU SITE MAP HELP EXIT
Faculty and Advisors		
Term Selection		
CRN Selection		
CRN Selection Detail Class List		
CRN Selection Detail Class List Summary Class List		
CRN Selection Detail Class List Summary Class List Midterm Grades		
CRN Selection Detail Class List Summary Class List Midterm Grades Final Grades Click "F	Final Grades"	
CRN Selection Detail Class List Summary Class List Midterm Grades Final Grades Click "F Class Schedule	⁷ inal Grades"	
CRN Selection Detail Class List Summary Class List Midterm Grades Final Grades Class Schedule Course Catalog	Final Grades"	
CRN Selection Detail Class List Summary Class List Midterm Grades Final Grades Class Schedule Course Catalog Faculty Grade Summary	Final Grades"	
CRN Selection Detail Class List Summary Class List Midterm Grades Final Grades Click "F Class Schedule Course Catalog Faculty Grade Summary RELEASE: 8.5.3	⁷ inal Grades"	
CRN Selection Detail Class List Summary Class List Midterm Grades Final Grades Class Schedule Course Catalog Faculty Grade Summary RELEASE: 8.5.3	Final Grades"	





Procedure for Entering Grades

Final Grades

Record Numb	er Student Name		ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number	
1				3.000	**Web Registered** Nov 08, 2018	None ▼ None	N		Grades may	be manually entered of	or via
2				3.000	**Web Registered** Nov 08, 2018	А А+	N		checkbox: 1. Must use	e mouse to select stud	lent
3				3.000	**Web Registered** Nov 08, 2018	A- B	N		2. Do NO' "WD" o	T Enter any grades wi or "I"	th "AU"
4				3.000	**Web Registered** Nov 15, 2018	В+ В- С	N		3. Use only C-, F or	A+, A, A-, B+, B, B if P/F (if applicable)	-, C+, C,
5				3.000	**Web Registered** Nov 08, 2018	C+ C-	Ν			18	WE WE WE WE
6				3.000	**Web Registered** Nov 15, 2018	F P	Ν			26	to the decision
7				3.000	**Web Registered** Nov 08, 2018	None <] N			16	
8				3.000	**Web Registered** Nov 08, 2018	None •] N]4	W. N. N. N.
9				3.000	**Web Registered** Nov 08, 2018	None •] N			9	SCALAR ST
10				3.000	**Web Registered** Nov 15, 2018	None •	N			27	
11				3.000	**Web Registered** Nov 15, 2018	None •	N			25	declaration
12		fidential		3.000	**Web Registered** Nov 08, 2018	None •	N]7	
13				3.000	**Web Registered** Nov 15, 2018	None •] N			30	S. WILLIAM
14				3.000	**Registered** Jan 18, 2019	None ▼] N			35	(
15				3.000	**Web Registered** Nov 08, 2018	None •] N			17	0

Continue Entering Grades & Saving Grades



Confirmation of Saved Grades

△ Please submit the grades often. There is a 30 minute time limit starting at 10:29 am on Nov 19, 2015 for this page.

Click here to roll grades: \Box

✓ The changes you made were saved successfully.



Final Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/Y\	Attend Hours	Registration Number
1			8.000	**Web Registered** Apr 09, 2015	A 🗸	N		Grades saved but	not rolled
2			8.000	**Web Registered** Apr 14, 2015	B V	Ν			14
3			8.000	**Web Registered** Apr 08, 2015	None 🗸	Ν			10
4			8.000	**Web Registered** Apr 06, 2015	None 🗸	N			5
5			8.000	**Web Registered** Apr 10, 2015	None 🗸	N			12
6			8.000	**Web Registered** Apr 06, 2015	None 🗸	N			3



Roll Grades

- After entering grades you must "Roll Grades" for the grades to be saved to the transcript. Submitting grades does *not* roll grades
- Once grades are "rolled" they are permanent and appear on students' transcripts
- Rolled grades can only be changed with a <u>Change of</u> <u>Grade Form</u> for EACH student
- Only roll grades after you have confirmed each grade is correct!!



Roll Grades

△ Please submit the grades often. There is a 30 minute time limit starting at 10:29 am on Nov 19, 2015 for this page.

Click here to roll grades: The changes you made were saved successfully.

Click here to roll grades

The changes you made were saved successi

Final Grades

2. Click Submit <u>b</u>utton

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
1			8.000	**Web Registered** Apr 09, 2015	A V	N			11
2			8.000	**Web Registered** Apr 14, 2015	В ∨	Ν			14
3			8.000	**Web Registered** Apr 08, 2015	None 🗸	Ν			10
4			8.000	**Web Registered** Apr 06, 2015	None 🗸	Ν			5
5			8.000	**Web Registered** Apr 10, 2015	None 🗸	Ν			12
6 Submit			8.000	**Web Registered** Apr 06, 2015	None 🗸	Ν			3



Confirmation Roll Grades

UNIVE: THE FO	RSITY of MARYLAND UNDING CAMPUS	SURFS	Student Us	ser Friendly Syst	em		
Personal Infor Search	Go Go	cial Aid	RETURN TO ME	NU SITE MAP H	ELP EXIT		
Final Grad	les						
👎 Enter final gr	ades and last attendance date and	hours. If Confidential appea	rs next to a student's na	ame, the personal	information is to be k	ept confidential.	
Course Infori	nation						
CRN: Students Reg	jistered:		25				
🛆 Please subn	nit the grades often. There is a 3	80 minute time limit start	ing at 09:47 am on Se	ep 10, 2015 for 1	this page.		
Click here to	roll grades:		Confirmation message				
Final Grades Record	Student Name	ID Cred	its Registration	Grade Roll	ed Last Attend	Attend	Registration
Number			Status		Date MM/DD/YYYY	Hours 0-999.99	Number
1		3.000	0 **Web Registered** Apr 30, 2015	A Y	None Colum	None n shows	21
2		3.00	0 **Web Registered** Apr 08 2015	в ү	"Y" fo	or rolled ade	13
3		3.000	0 **Web Registered**	A Y	None	None	4
4		3.00	Apr 06, 2015 0 **Web Registered** Apr 20, 2015	None 🗸 N			17
5		3.00	0 **Web Registered** May 08 2015	None 🗸 N			24
6		8.00	0 **Web	None 🗸 N			18

Roll Grades

Course Information

CRN: Students Registered:

△ Please submit the grades often. There is a 30 minute time limit starting at 10:32 am on Nov 19, 2015 for this page.

Click here to roll grades: The changes you made were saved successfully. Message only confirm grades

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Final Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Date MM/	Attend Column sh	Attend	Registration Number
1	Student Name (d	200000		**Web Registered** Apr 09, 2015	Α	Y		"Y" for ro grade	lled	11
2	Student Name @	00000		**Web Registered** Apr 14, 2015	В	Y	None	Column sh	None ows	14
3	Student Name @	00000		**Web Registered** Apr 08, 2015	A 🗸] № 🧲		"N" if gra not rolle	des d	10
4	Student Name @	00000	000	**Web Registered** Apr 06, 2015	C V] N				5
5	Student Name @0	00000	000	**Web Registered** Apr 10, 2015	None 🗸] N				12
6	Student Name	@ 00000	00	**Web Registered** Apr 06, 2015	None 🗸] N				3
7	Student Name @	200000	000	**Web	None 🗸	N				7



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		R	oll (Tra	de	S			
					U			
UNIV THE F	ERSITY of MARYLAN OUNDING CAMPUS		C Student III	or Friendly	Sustan	6		
		SURF	S Student Us	er Friendly	System			
Personal Inf	formation Student Faculty	Financial Aid	RETURN TO ME			FXIT		
Search	Go		KETOKK TO HE	NO STERN	ar neer	LAIT	a	000000 Faculty Name
Final Gra	ades						D	Pate and time
Enter final Course Info CRN: Students R	grades and last attendance date	e and hours. If Confident	ial appears next to a student's n	ime, the per	rsonal inf	ormation is to be k	ept confidential.	
Enter final Course Info CRN: Students R Please sul Click here t	grades and last attendance date compation cegistered: bmit the grades often. There to roll grades:	e and hours. If Confident is a 30 minute time lin	ial appears next to a student's n 25 mit starting at 09:48 am on Se	ep 10, 2015	5 for thi	ormation is to be k	ept confidential.	
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The grade Final Gradee Final Gradee Record Number	grades and last attendance date compation Registered: bmit the grades often. There to roll grades: tes you made were saved success s have been rolled to academic l s Student Name B Student Name B Student Name Student Name B	e and hours. If Confident is a 30 minute time line ssfully. history. ID @00000 @00000 @00000	25 mit starting at 09:48 am on Se Confirmation message appear at top of page (Credits Registration Status **Web Registered** Apr 30, 2015 **Web Registered** Apr 08, 2015	p 10, 2015 p 10, 2015 Grade A B	For this Rolled Y Y	armation is to be kind by the second	Attend Hours 0-999.99 None None	Registration Number 21 13
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Grade Summary

- <u>You may</u> log-in and log out of SURFS multiple times to enter grades
- Only grades "submitted" are saved
- You are able to change saved grades
- You must click "Roll Grades" and submit to make permanent on transcript.
- Change of Grade form required to alter any rolled grades.



Start New Course

UNIVERSITY of MARYLAND BALTIMORE SURFS Student User Friendly System
Personal Information Faculty Search Go RETURN TO MENU_SITE MAP_HELP_EXIT
Select a CRN Spring 2019 Apr 24, 2019 12:52 pm
CRN: SOWK 705 01: INTERNATIONAL SW/ INDIA, 27837 (18)
[Enter CRN Directly]
RELEASE: 8.3

	T O	CC
	Log C	off
UNIVERSITY of MARYLAND		
THE FOUNDING CAMPUS	SURES	Student User Friendly System
Personal Information Student Faculty Finan	cial Aid	
earch Go	RETURN TO MEN	U SITE MAP HELP EXIT Click "Exit"
earch Go	RETURN TO MEN	U SITE MAP HELP EXIT Click "Exit"
earch Go aculty and Advisors	RETURN TO MEN	U SITE MAP HELP EXIT Click "Exit"
Faculty and Advisors	RETURN TO MEN	U SITE MAP HELP EXIT Click "Exit"
Faculty and Advisors	RETURN TO MEN	U SITE MAP HELP EXIT
Faculty and Advisors	RETURN TO MEN	U SITE MAP HELP EXIT
Go Go Caculty and Advisors Term Selection CRN Selection Detail Class List Summary Class List	RETURN TO MEN	U SITE MAP HELP EXIT
Go Faculty and Advisors Term Selection CRN Selection Detail Class List Summary Class List Midterm Grades	RETURN TO MEN	U SITE MAP HELP EXIT Click "Exit"
Go Faculty and Advisors Term Selection CRN Selection Detail Class List Summary Class List Midterm Grades Final Grades	RETURN TO MEN	U SITE MAP HELP EXIT
Go Go Caculty and Advisors Term Selection CRN Selection Detail Class List Summary Class List Midterm Grades Final Grades Class Schedule	RETURN TO MEN	U SITE MAP HELP EXIT
Go Faculty and Advisors Term Selection CRN Selection Detail Class List Summary Class List Midterm Grades Final Grades Class Schedule Course Catalog	RETURN TO MEN	U SITE MAP HELP EXIT