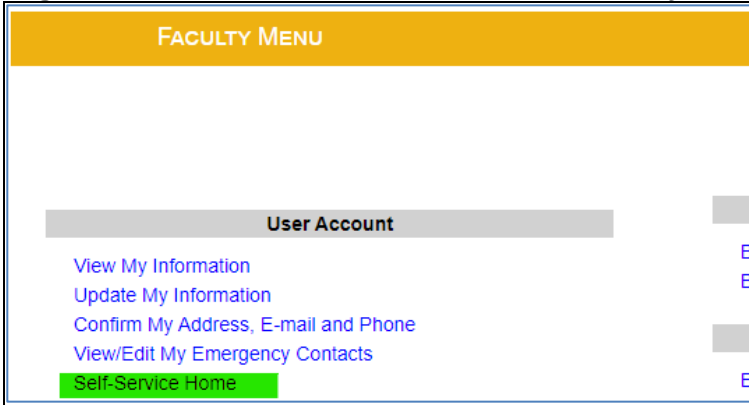
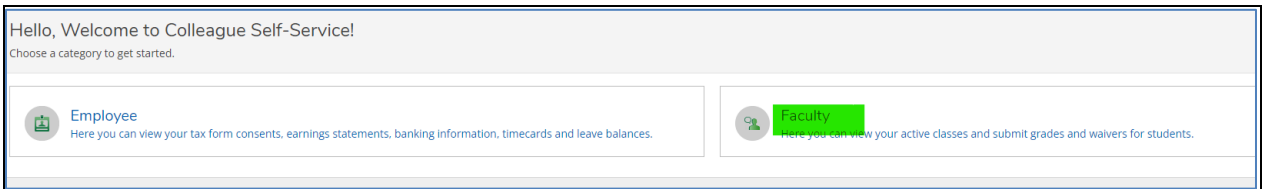


Progress & GPE Codes Entry

1. Log into IOL and under User Account, click on **Self-Service Home**.



2. Click on **Faculty** to see the course(s) assigned to you.



3. Click the individual course to see the class roster for that course.

The screenshot shows a page titled 'Manage your courses by selecting a section below'. Below the title, there is a table with the following data:

Section	Times	Locations
AC-151-E01: Initial Soc Interaction Assm	T 3:10 PM - 5:00 PM 10/25/2022 - 10/25/2022	TBD Assessment

NOTE: Cross-listed courses will be listed multiple times under each department. However, you only need to choose one of these classes for your entry. All students will be listed under each class list.

4. Click on **Grading** to enter progress/GPE codes.

The screenshot shows the 'Grading' tab selected in the course management interface. The page title is 'Section Details' for 'AC-151-E01: Initial Soc Interaction Assmn' in 'Fall 2022'. The time is 'T 3:10 PM - 5:00 PM' and the dates are '10/25/2022 - 10/25/2022'. There are '0 / 19 / 0' seats available. The 'Grading' tab is highlighted in green. Other tabs include Roster, Attendance, Census, Books, and Permissions.

*****Graduates** will be highlighted in **Red** since these are a priority*******

5. Click on the **Final Grade** tab. This will make the roster, grade, and GPE visible.

The screenshot shows the 'Final Grade' tab selected. It displays a table with columns for Student Name, Student ID, Never Attended, Last Date of Attendance, Final Grade, Expiration Date, and Class Level. Two student rows are visible, both with red highlights in the 'Final Grade' column. The 'Final Grade' column header and the dropdown menu for the first student are highlighted in green.

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level
[Redacted]	[Redacted]	<input type="checkbox"/>	M/d/yyyy	Select Grade	M/d/yyyy	Freshman
[Redacted]	[Redacted]	<input type="checkbox"/>	M/d/yyyy	Select Grade	M/d/yyyy	Freshman

6. **Enter progress codes for each student, then submit.** Then go back in to enter GPE codes.

*Please remember to submit often during entry to save your work. **You will be timed out after 1 hour of accessing this screen.** Every time you hit submit, you will have an additional 1 hour of entry time.*

Course Progress Codes Allowed

- “S” for satisfactory
- “I” for incomplete
- “U” for unsatisfactory (student attempted but was not successful)
- “UW” for unofficial withdrawal (student initially attended and participated, but stopped attending course)
 - You will be required to enter a Last Date of Attendance box after the student’s name in the bottom section of the assign progress codes entry screen

Validation Progress Codes Allowed

- “S” for satisfactory
- “I” for incomplete
- “U” for unsatisfactory (student attempted but was not successful)
- “W” for validation not offered in course or student did not attempt validation
 - Use for students who unofficially withdrew unless they attempted validation before they stopped attending

GPE Codes Allowed

4.0 || 3.5 || 3.0 || 2.5 || 2.0 || 0.0

**If your student requested an Incomplete – please see the updated incomplete policy*

GPE Codes:

- are only for courses, not validations
- are not required for 0 credit courses/assessments
- need to be at least 2.0 for Undergraduate-level courses with an “S” progress code
- need to be at least 3.0 for Graduate-level courses with an “S” progress code

Note: you will have approximately 24 hours after the due date of your progress & GPE codes to make changes. If you attempt to change a progress code or GPE code after this date, you will get an error message stating that the progress code cannot be changed. You must submit a Progress Code/GPE Code Change (available on your IOL menu) in order to change this code.