

## **Assigning Administrative Grades**

These instructions will guide in recording administrative grades, such as I or WU.

1.	Navigate to Records and Enrollment > Enroll Stude	ents > Quick Enroll a Student
2.	On the Quick Enroll a Student page,	Eind an Existing Value Add a New Value
	• Click the Add a New Value tab	
	<ul> <li>In ID, enter the student's CSUB ID or click the Q icon</li> </ul>	ID: Q Academic Career: UGRD Q
	• In Academic Career, enter the academic career, such as <i>UGRD</i>	Academic Institution: BKCMP Q
	• In Academic Institution, enter BKCMP	
	<ul> <li>In <b>Term</b>, enter the desired term or click the Q icon</li> </ul>	Add
	Click Add	
3.	On the Quick Enrollment page,	Quick Enrollment
	<ul> <li>In Action, select Add Grd</li> <li>In Class Nbr, enter the desired class number or use the  icon</li> <li>Click the Class Overrides tab.</li> </ul>	Request ID:       000000000       Warren Harding       ID:       90         Career:       Undergrad       Institution:       CSUB       Term:         Class Enrollment       Units and Grade       Other Class Info       General Overrides       Class Of         Action       Class       Section       Section       Period         Image: the section       Mathematical State       Mathematical State       Mathematical State         Image: the section       Mathematical State       Mathematical State       Mathematical State       Mathematical State         Image: the section       Mathematical State       Mathematical State       Mathematical State       Mathematical State       Mathematical State         Image: the section       Mathematical State       Mathematical State       Mathematical State       Mathematical State       Mathematical State         Image: the section       Mathematical State         Mathematical State       Mathematical State       Mathematical State       Mathematical State       Mathematical State       Mathematical State       Mathematical State       Mathematical State       Mathematical State       Mathematical State       Mathmatical State </th
4.	On the <b>Class Overrides</b> tab,	Class Enrollment Units and Grade Other Class Info General Overrides Class Overrides
	<ul> <li>Check Grading Basis</li> <li>Click the Units and Grade tab</li> </ul>	Closed Class Class Links Grading Basis Class Permission     CMPS 371
5.	On the <b>Units and Grade</b> tab,	Class Enrollment Units and Grade Other Class Info General Overrides Class Overrides
	<ul> <li>In Grade Base, select Adm_Grade</li> <li>In Grade Input, enter the grade you wish to assign, such as <i>I</i> or <i>WU</i>.</li> </ul>	Unit Taken         Course Count         Grade Base         Input         Designation           +         -         CMPS 371         5.00         1.00         ADM         Q         WU         Q
	(Please note the grades of AU, IC, RD & W are used only by the Records Office)	
	<ul> <li>Click Submit</li> <li>Click Save</li> </ul>	