



CHICAGO STATE UNIVERSITY

How to Submit Final Grades in CSU X-Press

These instructions are designed to walk faculty through final grade submission in CSU X-Press. If you have any questions, we recommend you first follow-up with your Chair and/or Dean for training.

For anything technical, please email the Registrar's Office at: csu-registrar@csu.edu.

NAVIGATE TO CSU X-PRESS:

1. [Click here to login to CSU X-Press.](#)
 - a. **URL:** https://ssb.csu.edu/PROD/twbkwbis.P_WWWLogin
 - b. To login, you need to enter your CSU ID (aka "900#) and the PIN/password you set for yourself after your first login.
2. Upon logging in, you will see a "**Faculty Services**" link where it notes you can enter grades:
 - a. Click on the link or select the "**Financial Services**" tab.

Personal Information **Faculty Services** **Finance**

Search

Welcome to the CSU X-Press Last web access on May 04, 2022 at 11:23 am

Employee Menu
View benefits/deductions, job data, paystubs, W2 and W4 data.

Faculty Services [Faculty & Advisors](#)
Enter Grades and Registration Overrides, View Class Lists and Student Information

Personal Information
View address information; review name or social security number change information; Change your PIN; Participate in surveys on-line when available

Finance
Create or review financial documents, budget information, approvals.

Surveys
By providing survey information, you will help us to serve you better. The following surveys are currently available for your response. Click on the title

Student Comments

[Return to Homepage](#)

RELEASE: 8.9.1.3

3. Under “Faculty Services” you will see a range of links; select “final grades.”

Personal Information Faculty Services Finance

Search Go

Faculty Services

- Term Selection
- CRN Selection
- Faculty Detail Schedule
- Faculty Schedule by Day and Time
- Detail Class List
- Summary Class List
- Detail Wait List
- Summary Wait List
- Mid Term Grades
- Final Grades
- Registration Overrides
- Registration Add/Drop
- Electronic Gradebook by Component
- Faculty and Advisor Security Information
- Student Menu
Display student information; View a student's schedule; Process registration overrides; Process a student's registration; Change a student's class options.
- Academic Warning
- Advisor Menu
View a student's transcript; View a student's grades; Display your security setup.
- Connect/Edit Web Course Section
- Learning Suite Reports
- Administer Discussion
- Create/Edit Web Course

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ENTERING GRADES IN THE FINAL GRADE WORKSHEET:

1. Once you select final grades, you will see a drop-down menu where you can select the coursework you're teaching.
 - a. Select your course(s) and you will enter into the “final grade worksheet” where your class roster will appear.
2. Select a student; in the grade column, click on the drop-down arrow to select the grade the student has earned.
 - a. If the student has withdrawn from your class, the grade of “W” will appear. **Please do not change “W” grade.**
3. Select the applicable grade code from the available list and go down to the next student until all final grades have been entered.
 - a. *Note:* be sure to scroll down to the bottom and click the “submit” button often so that your session does not time-out. The system is set to time-out after ~40 minutes for security purposes.
4. If you have more than one course, go to the menu at the bottom of the page and click on the “Faculty Detail Schedule” tab to display additional courses assigned to you.
5. Once you have entered all grades for every course, verify and confirm all were submitted correctly.

SCREENSHOT FOR SAMPLE FINAL GRADE WORKSHEET:

Personal Information Faculty Services Finance

Search

Final Grade Worksheet

- Enter changes to final grades, then click Submit Grades.
 - If the word "Confidential" appears next to a student's name, information is to be kept confidential.
 - Click on a student's name to view the student's address(es) and phone(s).

If you have difficulty submitting your grades using this page, please email the grades to the Registrar using this email account: CSU-Registrar@csu.edu.

Course Information

CRN: [REDACTED]

Students Registered: 34

⚠ Please submit the grades often. There is a 40 minute time limit starting at 10:55 am on May 05, 2022 for this page.

Final Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
1	[REDACTED]	[REDACTED]	.000	Web Registered Jan 07, 2022	None ▾	N	<input type="text"/>	<input type="text"/>	41
2	[REDACTED]	[REDACTED]	3.000	Web Registered Nov 23, 2021	None ▾	N	<input type="text"/>	<input type="text"/>	19

ADDITIONAL NOTES:

- The Incomplete grade of "I" cannot be added to students' accounts by faculty. The Office of the Registrar will enter all "I" grades by the end of term.
 - In order for us to award an "I" grade, the [Incomplete Contract](#) must be completed, signed by student, faculty and Chair. It must also meet the following requirements:
 - The student has completed 50% of the graded work
 - Is earning at least a D grade for the work completed
 - Has attended or participated in class within 3 weeks of the last day of classes.
- All completed [Incomplete Contracts](#) must be received no later than the due date for final grade submission.
- When entering final grades at the end of the semester, the WA and WD code may **not** be entered, as final grading period is past all withdrawal periods.
- Please do **not** remove previously recorded grades.
 - Rather, contact the Office of the Registrar (csu-registrar@csu.edu or x2522) if you notice a discrepancy.
- Grades will not be rolled to students' transcripts until *after* the end of term.
 - Therefore, students will not have access to updated grades or GPA until the week *after* grades are due.

As it relates to final grade submission, here is info on the grade codes that may be entered for this term:

A, B, C, D, F = standard graded courses; calculated in the GPA.

P = Pass; only applicable to non-punitive courses, does not calculate in the GPA

Please do not issue for courses requiring normal grades (A,B,C,D, and F).