Please note that the grading window for each course varies according to the specific part-of-term.

Steps to post grades:
1. Log in to GoldMine
2. Select 'Faculty Services'
3. Select 'Grades:Final'
4. Select the appropriate term from the drop-down menu and click 'submit'
5. Select the course for which you wish to post grades from the menu and click 'submit'
6. Enter grades from the drop-menu for each student, then click 'submit'.
7. Click 'CRN' Selection at the bottom of the page to choose the next class for which you wish
     to post grades, and repeat step 6.

Please be aware that the electronic incomplete form is now available in Goldmine. Instructions on entering grades of Incomplete can be found through visiting www.utep.edu/records, clicking on "Faculty & Staff", selecting "Faculty Resources", and clicking on "Grade of Incomplete Instructions".

Financial Aid regulations require that a last date of attendance date be entered on any student who was issued a grade of "F" due to non-attendance or because they stopped attending. Instructions on entering grades of "F" can be found through visiting www.utep.edu/records, clicking on "Faculty & Staff ", selecting "Faculty Resources", and clicking on "Grade of F Instructions".

Important considerations:
- Goldmine will time out after 20 minutes; if you have a large class, we urge you to click submit often to save the data you have entered
- You may have more than one page of grades to enter. After you have entered grades for the page, click submit, then select the next 'record set' at the bottom of the page to continue entering grades for your class.
- If you are entering grades at the minute the grading window closes, you may lose unsaved/unsubmitted data.
- If your class is not listed in your drop-down menu
        -- Verify that you have selected the appropriate term
        -- If you are not listed as the instructor of record in the Goldmine schedule, contact your
           departmental Administrative Assistant, who can work with the Registrar's Office to correct
           the entry.

Grades not submitted by the deadline will be reported with a grade of 'N', and a formal grade change form and process will be required.

Please be aware that formula funding for credit classes is calculated based on semester contact hours generated per student reported to the Texas Higher Education Coordinating Board after grades are posted. Because of this important reason, all students registered in classes must be assigned grades by the deadline in order for their credits to be reported accurately. Failure to turn in grades for any student will result in a corresponding loss of formula funding.

Please note that the 800 number is FERPA protected information and is also protected by The University of Texas System policy (UTS) 165. Due to this, you cannot post grades listing 800 numbers in a public location. Should you wish, to post grades in a public location, you must establish a random number or

other identifier that only the student and you know. Under no circumstance should the students' names appear next to grades in a public location.

If you have questions, please contact the Registration and Records Office at (915) 747-5544. Office hours are Monday - Friday, 8:00 a.m. - 5:00 p.m.