

How to Submit your Final Grades

Step 1: Log into [BearPAWS](#).

Faculty Services College Life & Auxiliary Services Personal Information Main Menu

Search Go

Faculty Services

- Term Selection
- CRN Selection
- Faculty Detail Schedule
- Week at a Glance
- Detail Class List
- Summary Class List
- Class List/Excel Download
- Final Grades**
- Advisee Page
- BearDeN - Degree Navigator
- Class Search
- Course Catalog
- Course Summaries
- Room Usage
- Registration Compliance Results
- Campus Resources Report/Excel Download
- Orientation Advising Documents
- B9 - Student Advisor Profile
- B9 - Class List

RELEASE: 8.11.E

Step 2:

On the Faculty Services tab, select “Final Grades”

When searching by CRN:

Enter the CRN in the search bar; the class roster will appear automatically.
2..

[Faculty Grade Entry](#) • [Final Grades](#)

Faculty Grade Entry

Final Grades

My Courses

Grading Status: Not Started Rolled: Not Started Subject: ACCT - BUSINESS ADMIN - ACCOUNTING Course: 360 Section: 001 Title: TAXATION Term: 202509 - Fall 2025 CRN: [972]

Records Found: 1

Enter Grades

Full Name	ID	Final Grade	Rolled	Last Attend Date
Blake, Daphne	P01234567			
Rogers, Shaggy	P01122334			
Dinkley, Velma	P07654321			

Records Found: 3

Save Reset

After you have entered the grades for the current course, enter another CRN in the search bar to enter grades for the next class.

When searching by Semester and Year:

Enter the Semester and Year (e.g., Fall 2025 or 202509) in the search bar, a list of your courses will appear under “My Courses.”

[Faculty Grade Entry](#) • [Final Grades](#)

Faculty Grade Entry

Final Grades

My Courses

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
Not Started	Not Started	WAYS - WAYS	103		CHANGING FACES OF WORK	202509 - Fall 2025	
Not Started	Not Started	ACCT - BUSINESS ADMIN - ACCOUNTING	201		PRINCIPLES OF ACCOUNTING I	202509 - Fall 2025	
Not Started	Not Started	ACCT - BUSINESS ADMIN - ACCOUNTING	201		PRINCIPLES OF ACCOUNTING I	202509 - Fall 2025	
Not Started	Not Started	ACCT - BUSINESS ADMIN - ACCOUNTING	360		TAXATION	202509 - Fall 2025	

Records Found: 4

Page 1 of 1 Per Page 10

When searching by Semester and Year: (Continued)

Click on a course to display the “Enter Grades” roster below the course list.

[Faculty Grade Entry](#) • [Final Grades](#)

Faculty Grade Entry

Final Grades

My Courses

fall 2025

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
Not Started	Not Started	WAYS - WAYS	103		CHANGING FACES OF WORK	202509 - Fall 2025	
Not Started	Not Started	ACCT - BUSINESS ADMIN - ACCOUNTING	201		PRINCIPLES OF ACCOUNTING I	202509 - Fall 2025	
Not Started	Not Started	ACCT - BUSINESS ADMIN - ACCOUNTING	201		PRINCIPLES OF ACCOUNTING I	202509 - Fall 2025	
Not Started	Not Started	ACCT - BUSINESS ADMIN - ACCOUNTING	360		TAXATION	202509 - Fall 2025	

Records Found: 4

Page 1 of 1 Per Page 10

Enter Grades

Search

Full Name	ID	Final Grade	Rolled	Last Attend Date
Blake, Daphne	P01234567			
Rogers, Shaggy	P01122334			
Dinkley, Velma	P07654321			

Records Found: 3

Page 1 of 1 Per Page 25

Save

Reset

When searching by Semester and Year: (Continued)

To hide the “My Courses” panel, click the upward-facing triangle between the two sections.

[Faculty Grade Entry](#) • [Final Grades](#)

Faculty Grade Entry

Final Grades

My Courses

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
Not Started	Not Started	WAYS - WAYS	103		CHANGING FACES OF WORK	202509 - Fall 2025	
Not Started	Not Started	ACCT - BUSINESS ADMIN - ACCOUNTING	201		PRINCIPLES OF ACCOUNTING I	202509 - Fall 2025	
Not Started	Not Started	ACCT - BUSINESS ADMIN - ACCOUNTING	201		PRINCIPLES OF ACCOUNTING I	202509 - Fall 2025	
Not Started	Not Started	ACCT - BUSINESS ADMIN - ACCOUNTING	360		TAXATION	202509 - Fall 2025	

Records Found: 4

Enter Grades

Full Name	ID	Final Grade	Rolled	Last Attend Date
Blake, Daphne	P01234567			
Rogers, Shaggy	P01122334			
Dinkley, Velma	P07654321			

Records Found: 3

Save Reset

To reopen it, click the circle icon to reset the screen.

After submitting grades for one course, simply select the next course from the “My Courses” list.

Faculty Grade Entry

Final Grades

My Courses

fall 2025

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
Not Started	Not Started	WAYS - WAYS	103		CHANGING FACES OF WORK	202509 - Fall 2025	
Not Started	Not Started	ACCT - BUSINESS ADMIN - ACCOUNTING	201		PRINCIPLES OF ACCOUNTING I	202509 - Fall 2025	
Not Started	Not Started	ACCT - BUSINESS ADMIN - ACCOUNTING	201		PRINCIPLES OF ACCOUNTING I	202509 - Fall 2025	
Not Started	Not Started	ACCT - BUSINESS ADMIN - ACCOUNTING	360		TAXATION	202509 - Fall 2025	

Records Found: 4

Page 1 of 1Per Page 10

Enter Grades

Search

Full Name	ID	Final Grade	Rolled	Last Attend Date
Blake, Daphne	P01234567			
Rogers, Shaggy	P01122334			
Dinkley, Velma	P07654321			

Records Found: 3

Page 1 of 1Per Page 25

Save

Reset

Step 4: On your “Enter Grades” roster, use the drop-down menu to the right of each student's name to assign a grade.

Faculty Grade Entry • Final Grades

Faculty Grade Entry

Final Grades

My Courses

Grading Status: Not Started | Rolled: Not Started | Subject: ACCT - BUSINESS ADMIN - ACCOUNTING | Course: 360 | Section: | Title: TAXATION | Term: 202509 - Fall 2025 | CRN: |

Records Found: 1

Enter Grades

Full Name	ID	Final Grade	Rolled	Last Attend Date
Blake, Daphne	P01234567	3.0		
Rogers, Shaggy	P01122334			
Dinkley, Velma	P07654321			

Records Found: 3

Save Reset

Step 5: Submit a grade for each student - check to make sure no student is left with "Blank" as their grade.

If a student has earned a grade of 0.0, a last date of attendance will need to be entered.

Faculty Grade Entry • Final Grades

Faculty Grade Entry

Final Grades

My Courses

Grading Status: Not Started, Rolled: Not Started, Subject: ACCT - BUSINESS ADMIN - ACCOUNTING, Course: 360, Section: , Title: TAXATION, Term: 202509 - Fall 2025, CRN:

Records Found: 1

Enter Grades

Full Name	ID	Final Grade	Rolled	Last Attend Date
Blake, Daphne	P01234567	3.0		
Rogers, Shaggy	P01122334	0.0		09/09/2025
Dinkley, Velma	P07654321			

Records Found: 3

Save Reset

If a student has earned a 0.0 grade and you do not enter the Last Date of Attendance, NONE of your grades will save for the course.

Step 6: Click on the "Save" button at the bottom of the roster to save your grade(s).

[Faculty Grade Entry](#) • [Final Grades](#)

Faculty Grade Entry

Final Grades

My Courses

Grading Status

⌵

Rolled

⌵

Subject

⌵

Course

⌵

Section

⌵

Title

⌵

Term

⌵

CRN

⌵

In Progress

Not Started

ACCT - BUSINESS ADMIN - ACCOUNTING

360

TAXATION

202509 - Fall 2025

Records Found: 1

Page 1 of 1

Per Page 10

Enter Grades

Full Name

⌵

ID

⌵

Final Grade

⌵

Rolled

⌵

Last Attendance

⌵

Blake, Daphne

P01234567

3.0

Rogers, Shaggy

P01122334

0.0

09/09/2025

Dinkley, Velma

P07654321

3.0

Records Found: 3

Page 1 of 1

Per Page 25

Save

Reset

A message will pop-up in the upper right corner, letting you know that the save was successful, and the grades were submitted.

Faculty Grade Entry • Final Grades

Faculty Grade Entry

Save Successful, grading for CRN 972 is completed

Final Grades

My Courses

Grading Status

Rolled

Subject

Course

Section

Title

Term

CRN

Completed

Not Started

ACCT - BUSINESS ADMIN - ACCOUNTING

360

TAXATION

202509 - Fall 2025

Records Found: 1

Page 1 of 1 Per Page 10

Enter Grades

Full Name

ID

Final Grade

Rolled

Last Attend Date

Blake, Daphne

P01234567

3.0

Rogers, Shaggy

P01122334

0.0

09/09/2025

Dinkley, Velma

P07654321

3.0

Records Found: 3

Page 1 of 1 Per Page 25

Save Reset

Step 7: Be sure to log off of your BearPAWS account by clicking on the “Person” icon and then the “Sign Out” button to prevent unauthorized access to confidential information.

 **Potsdam**
STATE UNIVERSITY OF NEW YORK

Faculty Grade Entry • Final Grades

Faculty Grade Entry

Final Grades

My Courses

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
Completed	Completed	ACCT - BUSINESS ADMIN - ACCOUNTING	201		PRINCIPLES OF ACCOUNTING I	202402 - Spring 2024	
Completed	Completed	ACCT - BUSINESS ADMIN - ACCOUNTING	201		PRINCIPLES OF ACCOUNTING I	202402 - Spring 2024	
Not Started	Completed	ACCT - BUSINESS ADMIN - ACCOUNTING	201R		FINANCIAL ACCOUNTING RECITATIO	202402 - Spring 2024	
Completed	Completed	ACCT - BUSINESS ADMIN - ACCOUNTING	201R		FINANCIAL ACCOUNTING RECITATIO	202402 - Spring 2024	
Completed	Completed	ACCT - BUSINESS ADMIN - ACCOUNTING	450		FRAUD EXAMINATION	202402 - Spring 2024	
Completed	Completed	ACCT - BUSINESS ADMIN - ACCOUNTING	201		PRINCIPLES OF ACCOUNTING I	202502 - Spring 2025	
Completed	Completed	MGMT - BUSINESS ADMIN - MANAGEMENT	301		PRINCIPLES OF MANAGEMENT	202502 - Spring 2025	
Completed	Completed	ACCT - BUSINESS ADMIN - ACCOUNTING	450		FRAUD EXAMINATION	202502 - Spring 2025	
Completed	Completed	WAYS - WAYS	103		CHANGING FACES OF WORK	202502 - Spring 2025	
Completed	Completed	ACCT - BUSINESS ADMIN - ACCOUNTING	201		PRINCIPLES OF ACCOUNTING I	202309 - Fall 2023	

Records Found: 18

Page 1 of 2 Per Page 10

Notes:

- Submit grades for every roster for which you are the primary instructor, including all Tutorials and Internships.
- Please also note, you can continue to input and change your submitted grades up until the Final Grades deadline.
- If there is no option for a grade for a specific student, please contact registrar@potSDam.edu and we will investigate the issue.
- Please do not be late in submitting your grades! The names of any faculty who have not electronically submitted their grades by the deadline will be forwarded to the appropriate Dean's office, for assistance with collection.
- If an emergency occurs that will prevent turning your grades in on time, please contact the Registrar's Office immediately.