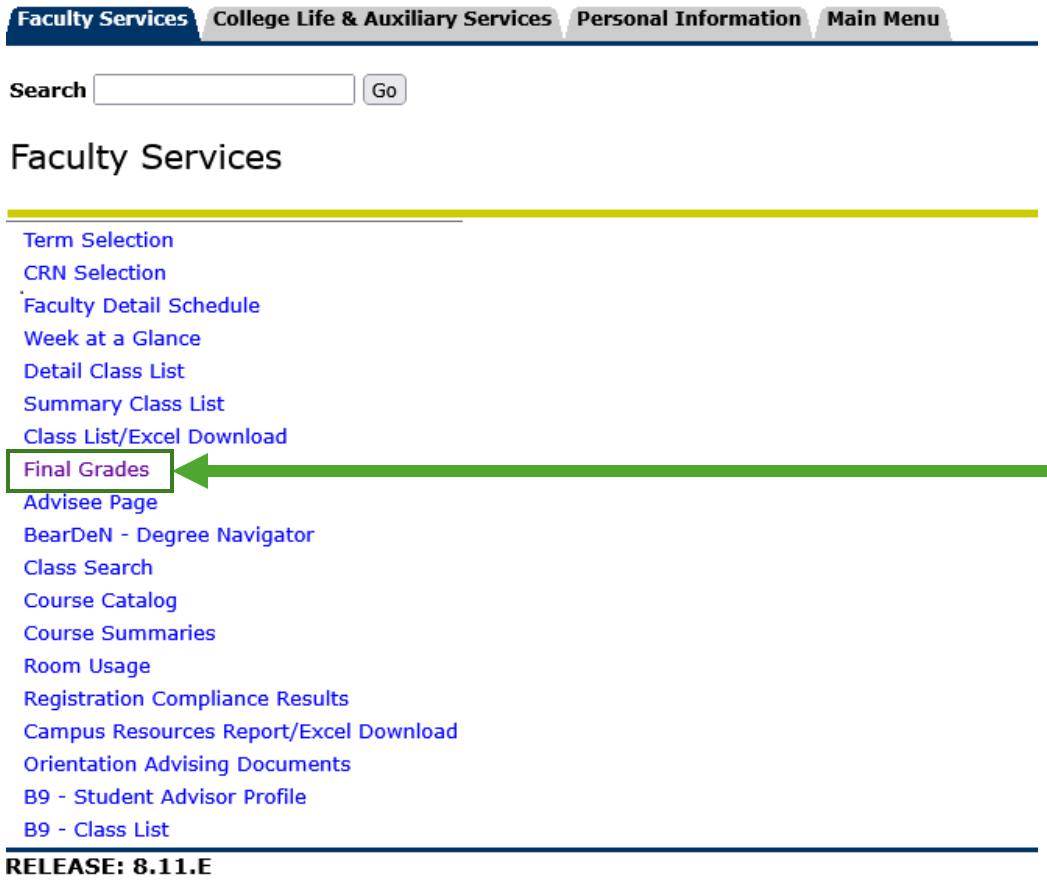
How to Submit your Final Grades

Step 1: Log into BearPAWS.

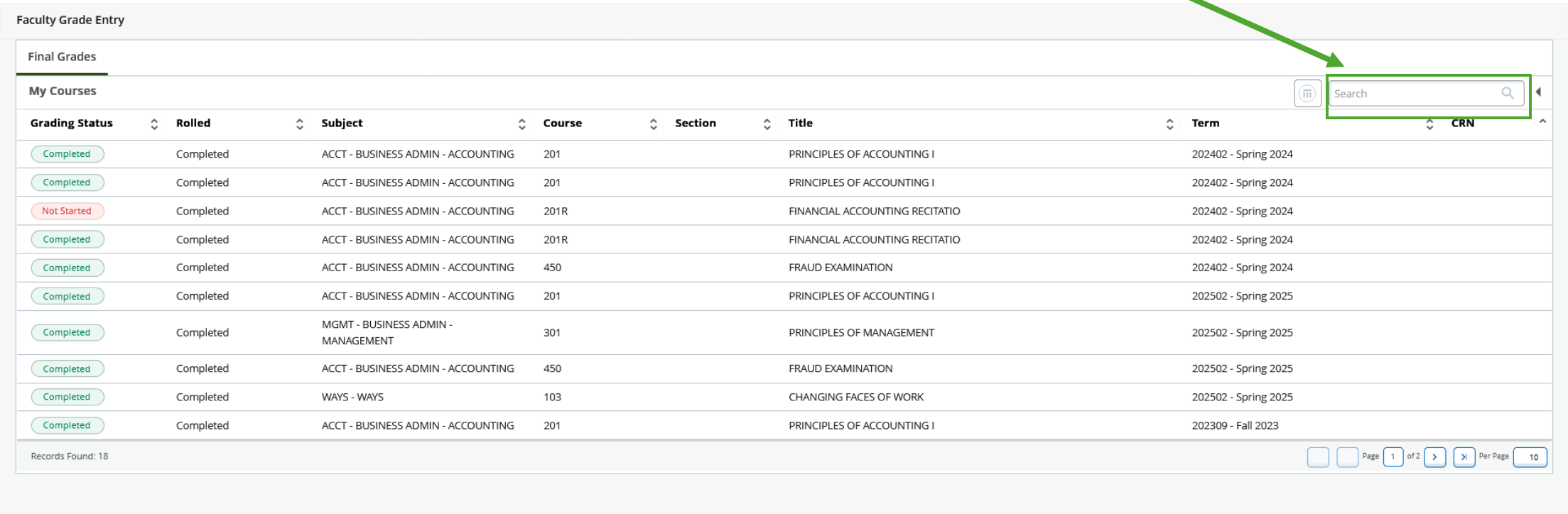


Step 2:

On the Faculty Services tab, select “Final Grades”

Step 3: On the “Faculty Grade Entry- Final Grades" page, all past and current classes will be listed.

Use the search bar on the right side of the screen to find your current classes by either:
CRN, or
Semester and Year (e.g., Fall 2025 or 202509).



Faculty Grade Entry

Final Grades

My Courses

Search

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

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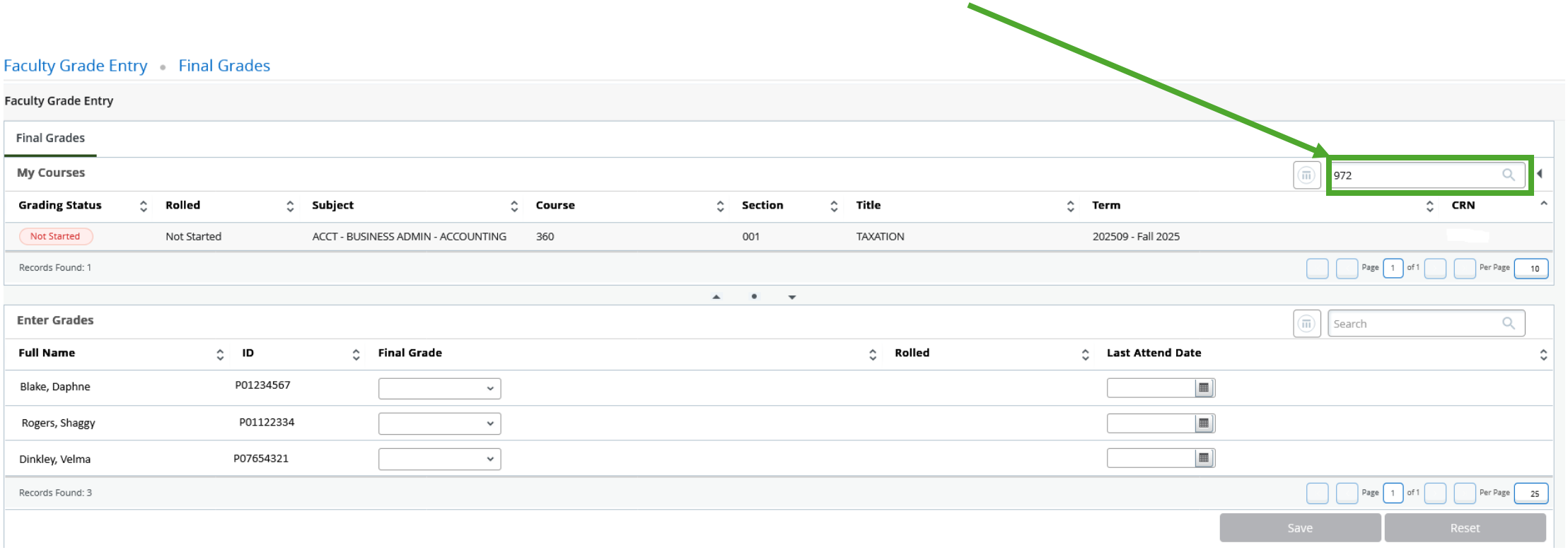
When searching by CRN:

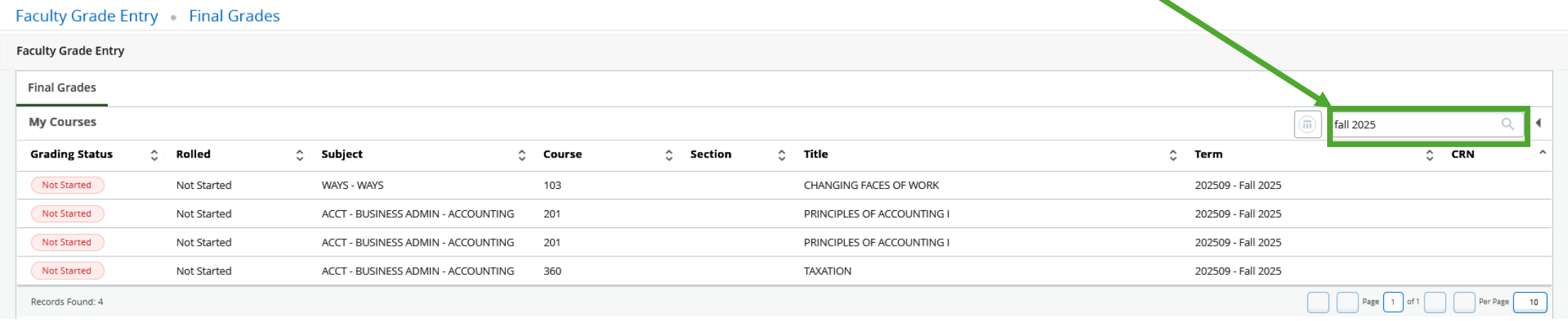
Enter the CRN in the search bar; the class roster will appear automatically.
2..



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

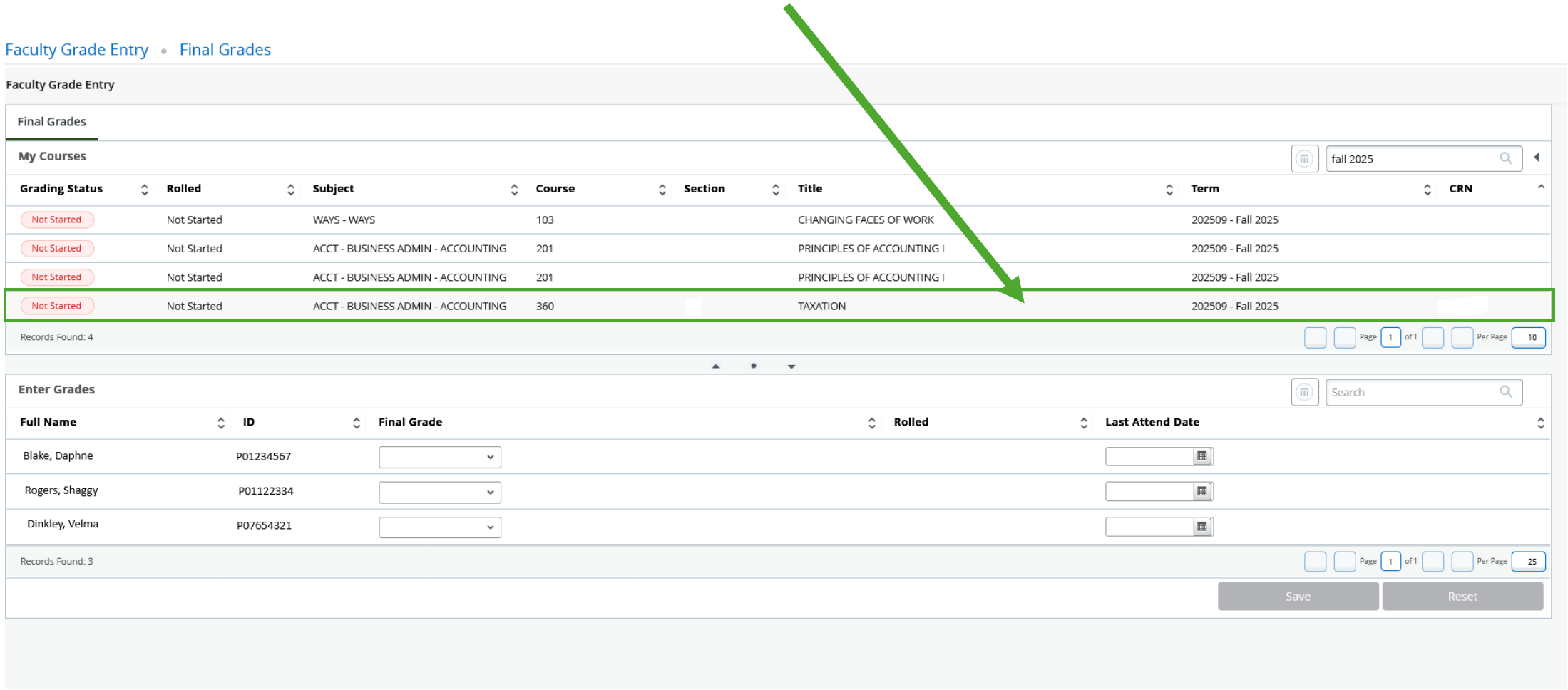
When searching by Semester and Year:

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.”



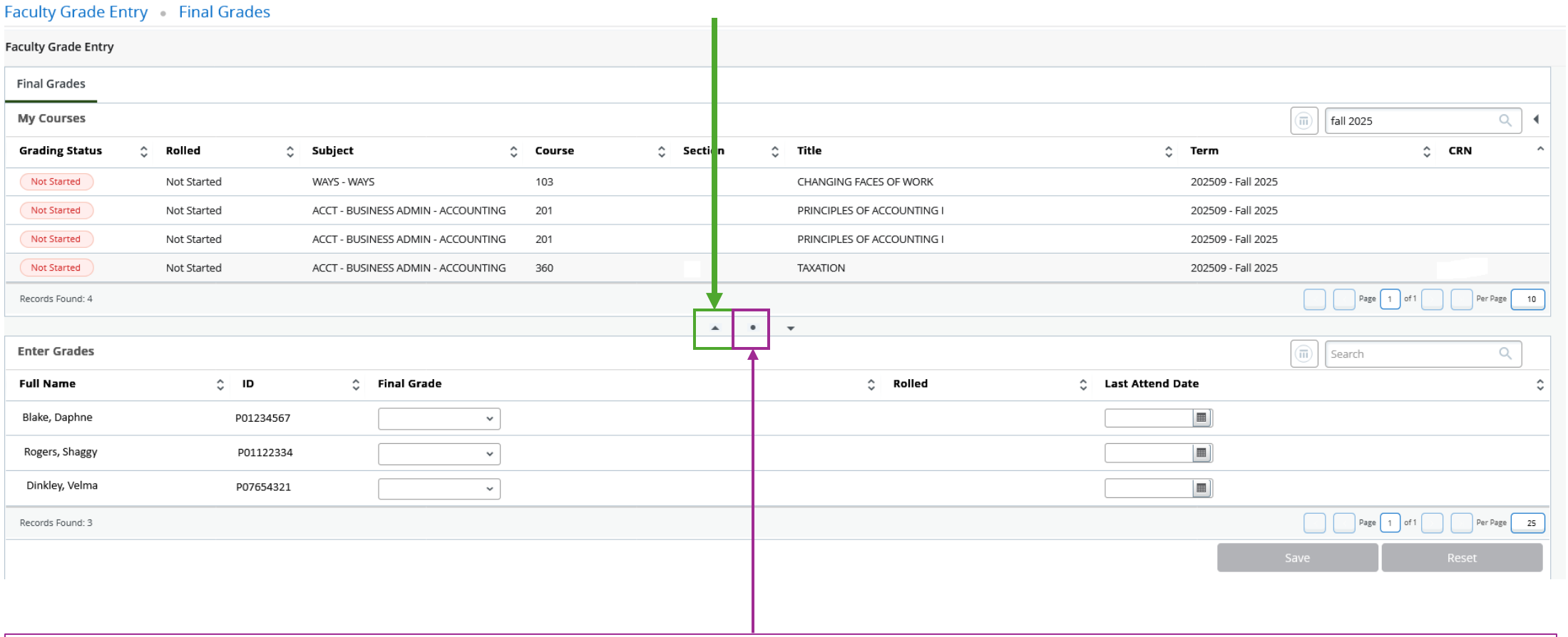
When searching by Semester and Year: (Continued)

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



When searching by Semester and Year: (Continued)

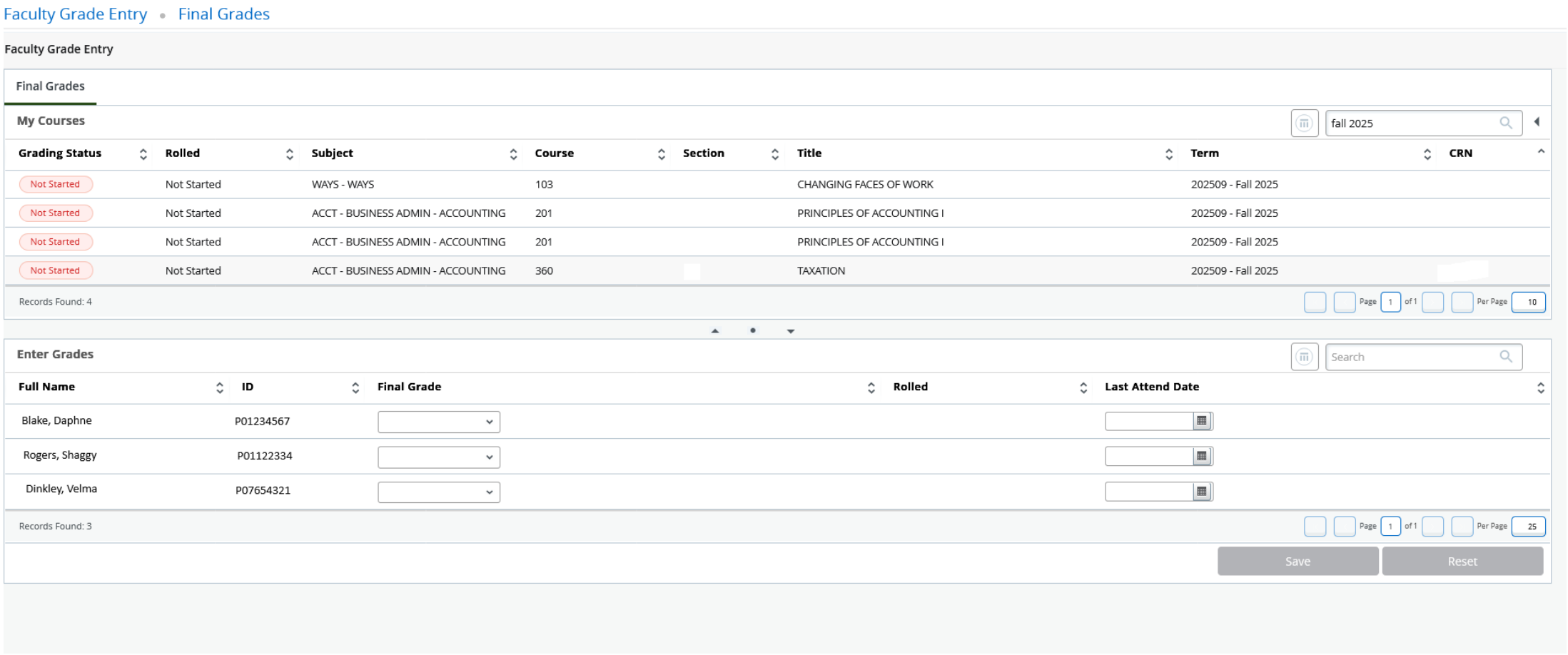
To hide the “My Courses” panel, click the upward-facing triangle between the two sections.



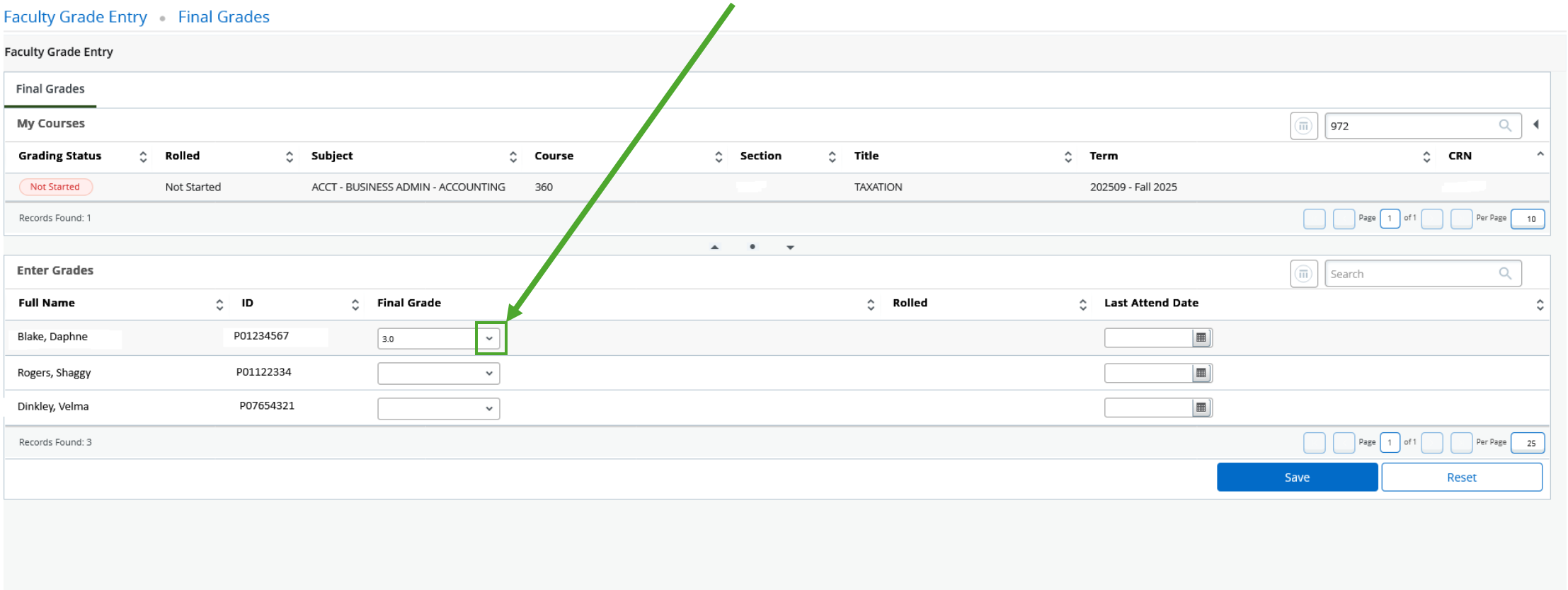
To reopen it, click the circle icon to reset the screen.

When searching by Semester and Year: (Continued)

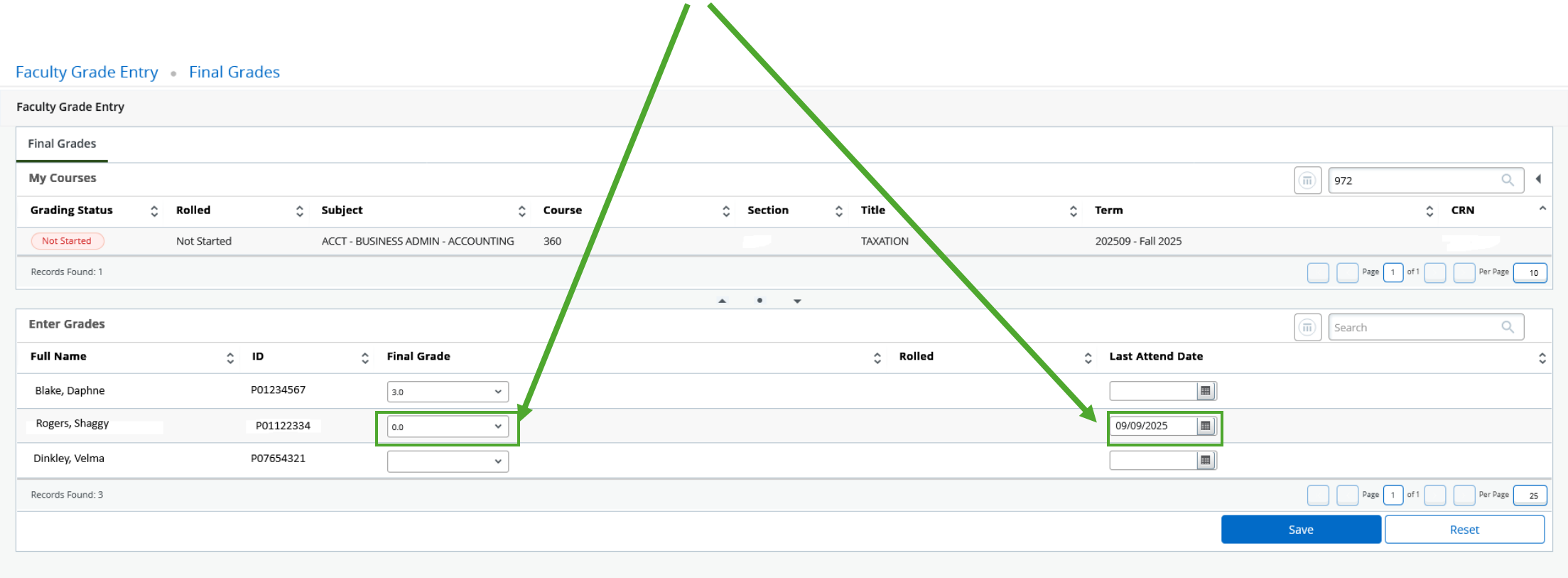
After submitting grades for one course,
simply select the next course from the “My Courses” list.



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

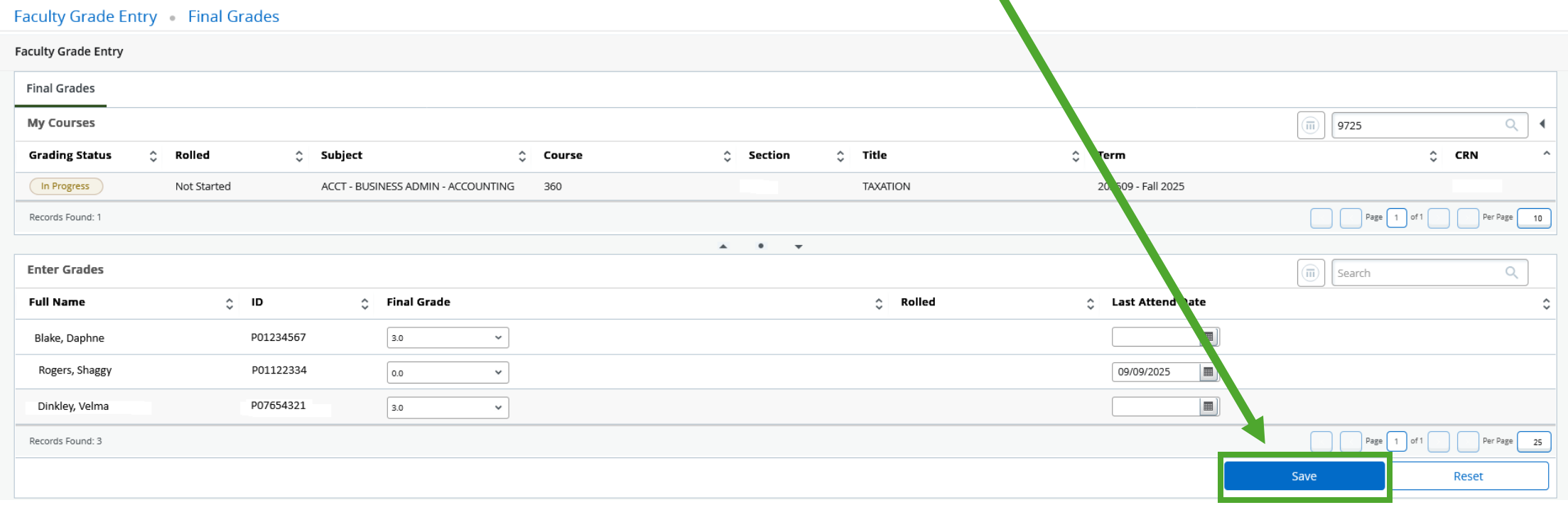


Step 5: Submit a grade for each student - check to make sure no student is left with "Blank" as their grade.
If a student has earned a grade of 0.0, a last date of attendance will need to be entered.

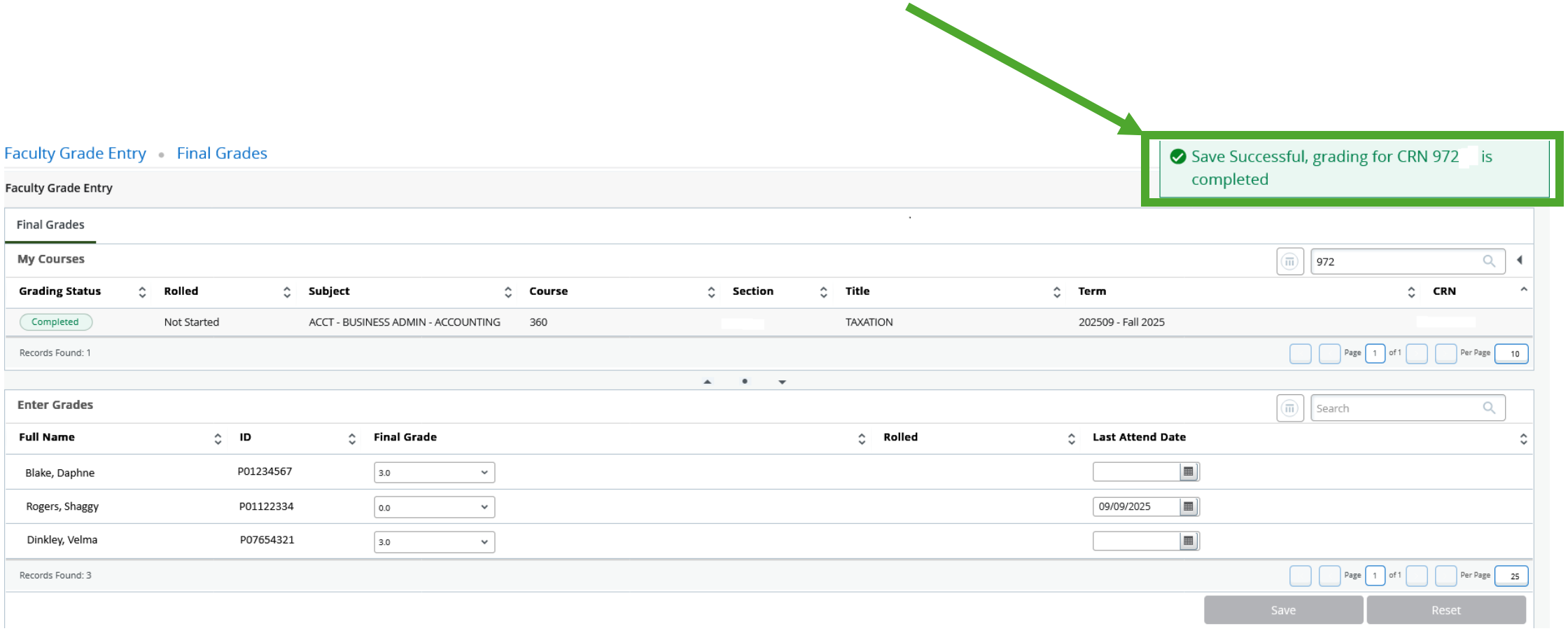


If a student has earned a 0.0 grade and you do not enter the Last Date of Attendance, NONE of your grades will save for the course.

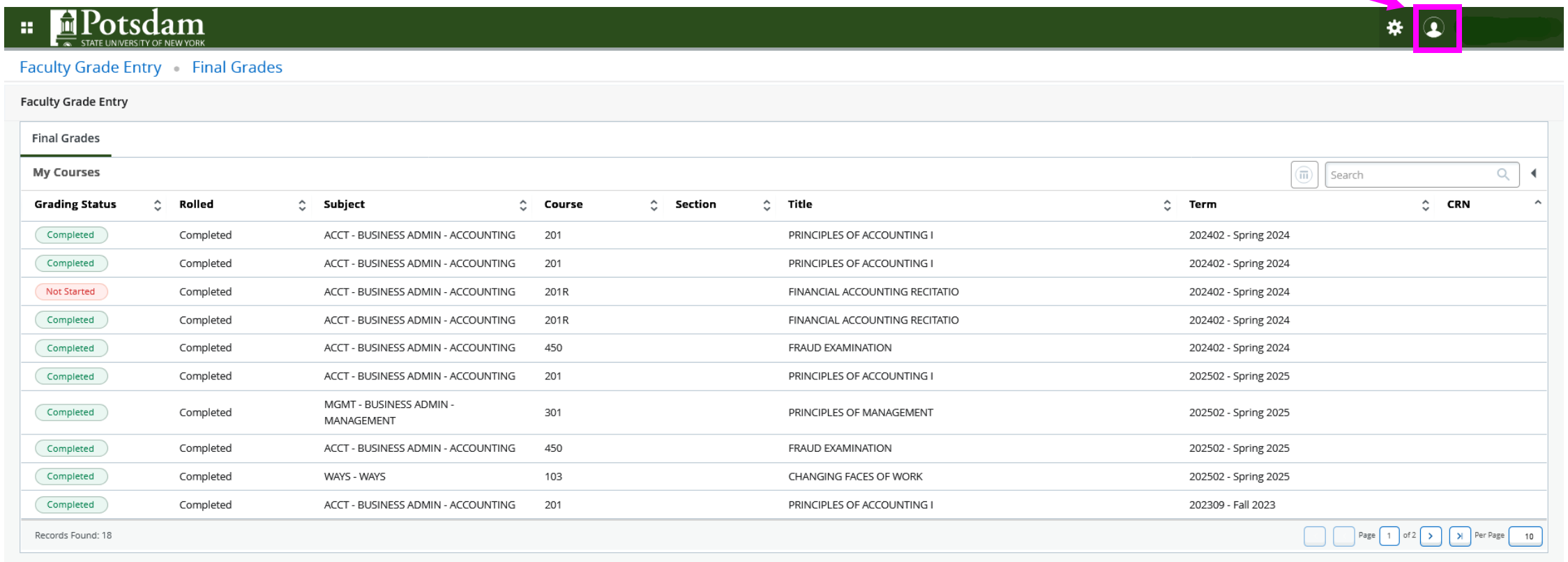
Step 6: Click on the "Save" button at the bottom of the roster to save your grade(s).



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



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.



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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	

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.