Florida Tech Online Grading Instructions

ACCESS Florida Tech [https://access.fit.edu](https://access.fit.edu) is Florida Tech’s Online Portal permitting access to your Panther Access Web System (PAWS) account. Please note you will need your TRACKS username and password to login. If you need assistance logging into ACCESS Florida Tech or do not know your TRACKS account information, please contact Tech Support at techsupport@fit.edu or (321) 674-7284 option 4.

To Access PAWS:

- **Login:** Access Florida Tech
- **Select:** Work Tools Tab
- **Select:** PAWS

If you are experiencing issues with ACCESS Florida Tech, then you can try the alternative link to PAWS at [https://nssb-p.adm.fit.edu/prod/twbkwbis.P_WWWLogin](https://nssb-p.adm.fit.edu/prod/twbkwbis.P_WWWLogin).
Please note that Internet Explorer has numerous compatibility issues. If you experience problems while entering grades, please try Google Chrome or another browser.

**CHOOSING THE CORRECT TERM:**
Make sure you have chosen the correct term to enter grades in PAWS. The term will default to the current term and not to the prior term you will be grading.

- **Select:** Final Grades
- **Choose:** Appropriate course CRN/Title
- **Click:** Submit

**CHOOSING THE CORRECT COURSE TO GRADE:**
If you teach more than one section, you will have a drop-down box that lists all courses you are teaching for that term. Look for your course by the COURSE NAME, which is followed by a 5-digit CRN (course registration number). Click on that to choose the course.
TO ENTER FINAL GRADES:

- **Click:** The arrow in the drop down box of the Grade Column
- **Select:** Appropriate grade
- **Click:** Submit

MAKING SURE YOU ENTER ALL GRADES:
Each grading screen in PAWS lists 25 students. If you have more than one section or if you have more than 25 students in your section, you will need to click on the “26-50” link to view the second screen and continue entering grades. **You do NOT need to enter anything in the “Last Attend Date” or “Attend Hours” columns.**

Other Important Grading Notes

ENTERING YOUR GRADES:
The FINAL GRADE column is where you enter grades by using the drop-down box for each student. Only those grades eligible for that course will be displayed for most courses, you may choose from A, B, C, D, F, and I (Incomplete). The exception is MTH 0003, MTH 0111, and COM 0105. These courses allow only ~P (Pass), ~F (Fail), and “I” grades.
SUBMITTING YOUR GRADES:
“Submit” grades often to avoid going over the 30-minute time limit. Once you’ve completed entering your grades, be sure to log back into PAWS to confirm they are there. If you see the grades when you log back in, then the system has accepted them.

WITHDRAWALS AND AUTOMATED CHANGE OF GRADE PROCESS:
We have a process automating the submission and approvals for change of grade requests. These changes are rare and most commonly done after a student submits all work for an incomplete. The instructor of the course can submit a grade change request online from the Faculty Services menu of their PAWS account (via Access Florida Tech). You may refer to change of grade documentation for detailed information on the new process. Grades of W, AU, and CEU will be automatically pre-filled on the grade roster. Since withdrawals are already indicated, if a student’s name appears on the list without a “W” grade, you must assign a letter grade or an “I” grade. You may NOT assign a grade of “W” in this column.

DO NOT LEAVE ANY BLANKS:
For each student you must assign a grade of A, B, C, D, F, or I. Please be aware that, according to the Drop/Withdrawal Policy in the University Catalog, “students who drop without filing the proper form will receive a failing grade of F.” That includes dropping the course properly in PAWS. It is not appropriate to leave a grade blank. If you encounter a listed student in the PAWS grade sheet who is NOT on your LMS course site or vice versa please contact ol-help@fit.edu.

Any grades not entered by the deadline on the day grades are due will be defaulted to a grade of NR (no record). The NR grade will automatically become an “F” grade at the end of the subsequent (next) 8 week term if you have not submitted a faxed signed letter to your academic department authorizing the change of grade for each student by that time.

ASSIGNING AN INCOMPLETE GRADE:
An “I” is given when a course cannot be completed because of circumstances beyond the student’s control. The “I” indicates that course work is qualitatively satisfactory and there is reasonable expectancy that completion of the remaining work would result in a passing grade. The general rule of thumb is that 80% of the work should be completed. The instructor must have approval from the Program Chair to grant an incomplete and provide a statement of work to be completed to the program chair. The student must complete the work at the earliest possible time but prior to the end of the 4th week of the next term, unless an earlier deadline is established at the time the “I” is recorded and the student is notified of this fact. A waiver of the four week limitation requires special written permission of the dean of the college. The “I” will automatically become an “F” after the deadline unless an approved waiver has been filed with the Office of the Registrar.

NEED HELP?
Please contact Timothy Worzick at tworzick@fit.edu or (321) 674-8245.