Old Dominion University

Office of the University Registrar

Faculty Grade Entry Quick Guide

LOG INTO LEO ONLINE

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CLICK FACULTY & ADVISORS TAB

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CLICK NEW FACULTY GRADE ENTRY SYSTEM

THIS WILL OPEN IN A NEW TAB, SO TURN OFF YOUR POP-UP BLOCKER!

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ENTER THE CURRENT TERM IN THE SEARCH BOX

THIS WILL FILTER OUT COURSES IN OTHER TERMS!

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CLICK THE COURSE

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SCROLL DOWN TO SEE THE ROSTER

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SELECT THE GRADE FOR A STUDENT FROM THE DROPDOWN

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IF THE GRADE IS F OR WF, ENTER THE DATE OF LAST ATTENDANCE

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SCROLL DOWN AND CLICK SAVE WHEN DONE

YOU CAN ENTER ONE, SOME, OR ALL GRADES, THEN COME BACK LATER TO PICK UP WHERE YOU LEFT OFF!

Video: https://youtu.be/89Gj58kDha4

Email: register@odu.edu