**FACULTY/INSTRUCTOR END-OF-SESSION CHECKOUT**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Instructor’s Name: | |  | Term: |  | |
| Department: |  | | Campus: | | **LW**  **PBG**  **BG**  **BR** |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Reference Numbers: |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**Fall/Spring – 1st 8-week session classes**  **Fall/Spring – 2nd 8-week, 12-week, & 16-week session classes**

**Summer – 1st 6-week session classes**  **Summer – 2nd 6-week, 8-week, & 12-week session classes**

***DUE DATES***

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| * **Final Grades** must be posted **online** by | | | **4:00 PM** | | | **on** |  |
|  |  | | **Time** | | |  | **Date** |
| * **Copies of final exams, attendance records, grade books, final grade printouts, and the** | | | | | | | |
| **keys** all must be turned in by | |  | | **on** |  | | |
|  | | **Time** | |  | **Date** | | |

***INSTRUCTIONS***

1. **ONLINE GRADING INFORMATION**:

* **Online Grading Site**: <http://www.palmbeachstate.edu/employeeweb/>   
  Login to the **“Faculty”** section, using the same login you use when you view your pay stub information. If you having difficulty, please do not hesitate to contact the Help Desk at   
  (561) 868-3100. (Be sure to print out a copy for the Associate Dean’s office.)
* **Web Grading Directions**: <http://www.palmbeachstate.edu/x7679.xml>

1. **For Adjuncts Only: COLLEGE ISSUED KEYS** are to be placed in the labeled envelope provided by your supervisor and return the keys to the supervisor. Please make sure your name and department are printed on the envelope enclosing your keys.

Online final grades must be completed prior to going to the **Associate Dean’s office (** **)**with **items 3 and 4** (below). A copy of **item 5** is also required, except for those courses that are exempt.

1. Copy of **Final Grades**
2. Copy of **Grade Workbooks(s)/Roll Book(s)** showing results of all quizzes and exams which determined the student’s final grade and dates of attendance for each student.
3. Copy of **Final Examination(s)**

**Received by: Date:**