To log into CheckMarq, go to:
https://checkmarq.mu.edu

Enter your Username and Password:

Click the Instructor/Advisor tab:

Class Management

View My Schedules
Review your class schedule information.
View My Class Schedule
View My Weekly Schedule
View Exam Schedule for Fall 2004
View 2004-05 Academic Calendars

My Class Rosters
See who is enrolled in your classes:
Access Class Roster

Record Grades
Enter midterm and final grades:
Record Grades

Once you have entered your Username and Password, click Login, and then click the Instructor/Advisor tab at the top of the page.

To access your class roster(s), click Access Class Roster.
To enter grades for your class(es), click **Record Grades**.

To view your advisees, click **View Advisees’ Information**.

To view descriptions of each course, click **View Course Catalog**. Enter the Subject area and the Catalog Number. For example, English 001 is entered as ENGL for the Subject and 1 for the Catalog Number. If you do not know the subject code, click **Lookup** for a list.

To view the Schedule of Classes for a given term, click **View Schedule of Classes**. Enter the code for the term. If you do not know the code for the term, click **Lookup** for a list. Then choose either Basic Search or Advanced Search. If you click Advanced Search, you will be directed to a new screen that requires you to enter at least two additional fields of information.

### Six Steps to Successful Grade Entry

To enter grades, click **Record Grades**.

**STEP 1**
Select the term by clicking on it. Grade Rosters listed prior to 2004 Fall Term are not available for review in CheckMarq.

![Grade Rosters](image)

**STEP 2**
Select the class by clicking on it.

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Subject</th>
<th>Catalog Nbr</th>
<th>Section</th>
<th>Class Nbr</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intro To Literature: Fiction</td>
<td>ENGL</td>
<td>62</td>
<td>1003</td>
<td>2018</td>
<td>Marquette University</td>
</tr>
<tr>
<td>Sci of Life: English Language</td>
<td>ENGL</td>
<td>102</td>
<td>1001</td>
<td>4645</td>
<td>Marquette University</td>
</tr>
<tr>
<td>Study 20 C Brit Lit</td>
<td>ENGL</td>
<td>240</td>
<td>1001</td>
<td>2687</td>
<td>Marquette University</td>
</tr>
</tbody>
</table>

**STEP 3**
Click scroll buttons to display the appropriate grading period Mid-Term Grade or Final Grade.

![Scroll Buttons](image)
STEP 4
In order for you to enter grades, the Approval Status must be set to "Not Reviewed". For each student, enter the grade in the Grade Input field or click to select the grade. Note: An Official Grade of W appears for students who withdrew from the class during the term. It is not necessary to re-enter the W grade.

As you enter grades, click frequently at the bottom of the screen. If the system logs you out after several minutes of inactivity, or you log out without saving the data, your entered grades will be lost.

STEP 5
SAVE-APPROVE-SAVE
When you finish entering all grades, click . Then, change the Approval Status in the drop-down menu to "Approved", and click again. All students in your class must have an assigned grade in order for you to change the Approval Status to "Approved".

Approved status alerts your college administrator that you have completed grading, and the grades are to be processed. Grade Rosters must be in Approved status for advisors and students to be able to view grades in CheckMarq.

STEP 6
Click Select a Different Class to enter grades for another class or section. This will return you to Step 2.

- If you do not see the current academic term or your grade roster(s), contact your department office.
- If your grade roster(s) excludes students you expected to see or includes students you did not expect to see, follow the instructions provided by your college office.
- If you click to select a grade, and the grade you wish to assign does not appear, or you receive an error message, contact your college office.
• If you believe a student’s grade should be changed to Audit (AU) or assigned a grade of NG (no grade), W, UW or WA, follow the instructions provided by your college office.

• If you need assistance with your Username/Password, call Information Technology Services Help Desk, 414/288-7799

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