

# Online Grade Recording

## Step-by-Step Instructions

1. Go to **TopNet**.
2. Select *TopNet Login*.
3. Enter your WKU ID.
4. Enter your PIN.
5. Click *Login*.
  - a. **First-time TopNet users:** If you don't know your WKU ID, click *wku ID lookup*.
  - b. Enter the required information and click *Lookup My ID*.
  - c. Now enter your WKU ID and PIN, which is set to the last 6 digits of your social security number.
  - d. Click *Login*.
  - e. You will be prompted to re-enter the old PIN (the last 6 digits of your social security number), a new 6-digit PIN that you can remember and the new PIN again.
  - f. Then click *Login*.
  - g. Enter a security question and answer and click *Submit*.
6. Click *Continue* at bottom of bulletin board.
7. Click *Faculty Services*, then click *Final Grades*.
8. Select appropriate term; click *Submit Term*.
9. Your course(s) will be listed in the drop-down box — Select CRN.
10. Submit the CRN; Final Grade Roll will appear.
11. Go to *Grade Column* — Click drop-down box for each student. Click appropriate grade.

**Note: If you enter the FN grade, you will also be required to enter the last date of attendance for the student.**

12. After entering a grade for all students on this roll, click *Submit Grades*.
13. You should review the grades entered. If a change needs to be made, you may make the change by the due date published in the Academic Calendar in the [Registration Guide](#). Enter the correct grade and click *Submit Grades*.

**Do not Screen Print. Screen Print does not assure submission of grades.**

**Submit the grades and use the print display button at the bottom of your roll to print a copy of the grades you entered. This will also assure your grades are officially recorded.**

For questions or more information, please contact the Office of the Registrar via email or phone at registrar@wku.edu or 745-3351.