How to Enter Grades in FINS

1. Log into your JASON account.
2. In the “Academic” section Select Faculty Information System (FINS).
3. Select “Enter Grades” for the class you wish to grade.

4. Use the radio buttons to select a grade for each student.

5. When entering an Incomplete grade, please also enter a contingency grade (determined by considering all work not completed as a zero or an F.)
6. Click Submit at the bottom of the page when you are done.