Assigning Administrative Grades

These instructions will guide in recording administrative grades, such as I or WU.

1.	Navigate to **Records and Enrollment > Enroll Students > Quick Enroll a Student**
2.	On the **Quick Enroll a Student** page, • Click the **Add a New Value** tab • In **ID**, enter the student's CSUB ID or click the 🔍 icon • In **Academic Career**, enter the academic career, such as *UGRD* • In **Academic Institution**, enter *BKCMP* • In **Term**, enter the desired term or click the 🔍 icon • Click <kbd>Add</kbd>
3.	On the **Quick Enrollment** page, • In **Action**, select *Add Grd* • In **Class Nbr**, enter the desired class number or use the 🔍 icon • Click the **Class Overrides** tab.
4.	On the **Class Overrides** tab, • Check **Grading Basis** • Click the **Units and Grade** tab
5.	On the **Units and Grade** tab, • In Grade Base, select Adm_Grade • In Grade Input, enter the grade you wish to assign, such as *I* or *WU*. *(Please note the grades of AU, IC, RD & W are used only by the Records Office)* • Click <kbd>Submit</kbd> • Click <kbd>Save</kbd>