Entering Grades

1. Click Grade Entry from the Faculty Services page.
2. The Grade Entry page will display options for both Midterm & Final Grade entry along with all sections you are teaching or taught.

3. Status indicators will be displayed by each course indicating the grading status.
    a. Grading Status – Indicates whether grades have been entered partially or fully.
    b. Rolled – Indicates whether grades are unofficial or have been made official.
4. Click a specific course to begin entering grades.
    a. Once in the grading menu, select the grade for from the drop down menu for each student.

5. Once all grades have been entered, click save at the bottom of the screen. The grading status will then change to Completed.