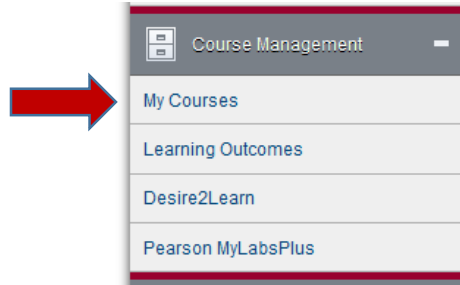



1. Log in to the Faculty Portal and click the “My Courses” link under Course Management.



2. Select a course.

My Courses		
Course ID	Course Name	Enrolled
EDU291z-01	New Faculty Orientation	0



3. On the Course Options page, select “Direct Grade Submit” under the Course Gradebook.



4. Select “Final” from the drop down menu and you will see a list of students. Select the final grade for each student.

For grades of F, U, and WI, a “Last Day of Attendance” is required. Use the format MM/DD/YYYY. Note: You will need to click outside of the Last Day of Attendance box before the “Submit Grades” button will be enabled.

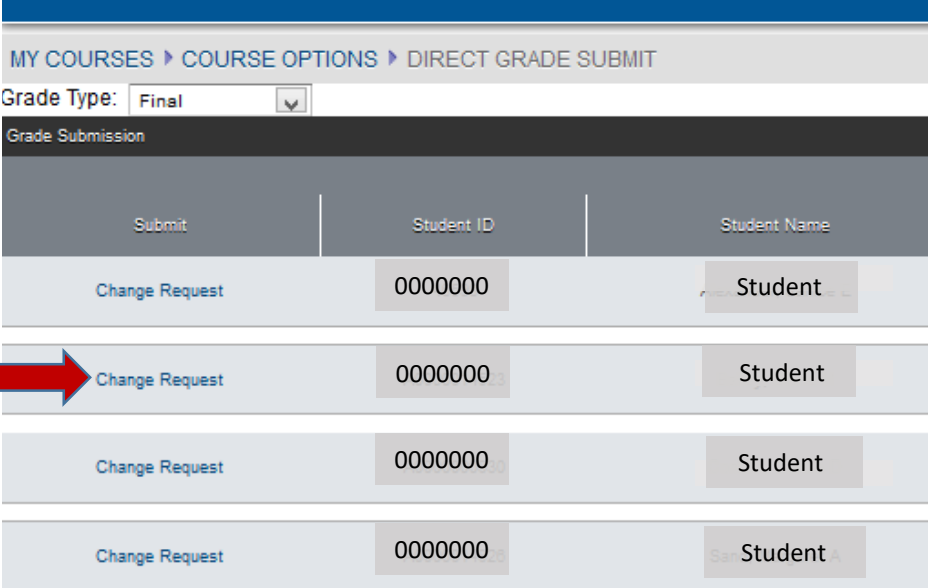
For a grade of “Incomplete,” an Incomplete Grade Authorization form must be submitted to the Registration Office. For an Incomplete grade, leave the grade blank and enter the Last Day of Attendance on the paper form.

5. Click “Submit Grades” and repeat for each course. Note: If your course has more than 10 students, you will need to advance the page, which will submit your previous entries.

How to Change a Submitted Grade

Note: This option is only available prior to the grade submission deadline. After this date, grade changes must be submitted to the Registrar's Office on a Grade Change form.

1. Return to the Direct Grade Submit screen.
2. Click the "Change Request" link, which will be displayed for grades that have already been submitted.



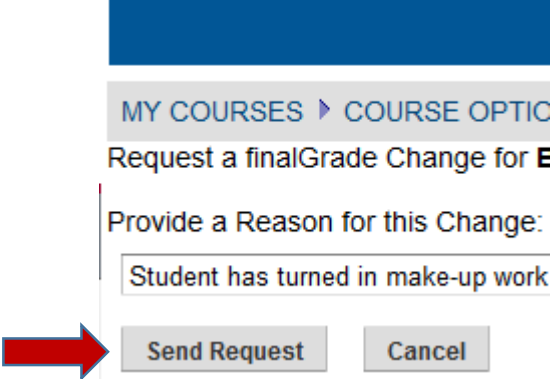
MY COURSES ▸ COURSE OPTIONS ▸ DIRECT GRADE SUBMIT

Grade Type: Final

Grade Submission

Submit	Student ID	Student Name
Change Request	0000000	Student
Change Request	0000000	Student
Change Request	0000000	Student
Change Request	0000000	Student

3. Enter a reason for the change and click "Send Request."



MY COURSES ▸ COURSE OPTIC

Request a finalGrade Change for E

Provide a Reason for this Change:

Student has turned in make-up work

Send Request Cancel

4. An email requesting a grade change will be sent to the Registration Office.
5. After the Registrar clears the requested grade, you may re-enter that grade. **After the grade submission deadline has passed, any grade changes must be submitted to the Registrar on a Grade Change form.**