1: Check to make sure you are using the correct year and semester. If not, select the "Faculty Course Control" link and change the "Term" then hit the "Search" button.

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2: For each course you are teaching, under the "Go Directly To" column, select "Grade Entry".



3: The "Update Student Grades" screen will open. For each student, select a Mid-Term or Final Grade and key in the number of total absences. Remember to hit the "Save" button to send the grades to the Registrar.

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If you have a large class, you may enter some grades, then Save & return later to enter more grades. As long as you see the "Select..." box you may enter grades. The example above shows 2 grades entered and saved and one needing to be entered.

Once you enter a grade and save it, if you do not see the grade in a "Select..." box you may not change it. Call the Registrar and request assistant in changing a saved grade.

Once you enter all your grades for a class, you can use the "Printer Friendly" link (upper left corner of the screen) to print a copy of your grades.

Remember, you must adhere to the Registrar's schedule for entering grades.