How to Input Final Grades

These are the steps for Faculty to follow to input student grades.

Step 1: Go to the MyPace Portal homepage and log into the MyPace Portal.

NOTE: You must use a supported browser.

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The MyPace Portal main page displays. Click the Faculty tab.



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Revised 09/2011

<u>Step 2</u>: Click Faculty Resources located in the Office of Student Assistance (OSA)



<u>Step 3</u>: The **Faculty Services** page displays. Click **Final Grades**.

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Home > Faculty Services			-	
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<u>Step 4</u>: Select the term for which you would like to access a particular course using the drop-down menu and then click the **Submit** button.

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<u>Step 5</u>: Select the course for which you would like to enter grades using the drop-down menu and then click the **Submit** button.

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<u>Step 6</u>: The Final Grades page displays. In this area you are able to enter the students' grades for the course you selected.

NOTE: You can confirm your Faculty ID, Name, and Term selection.

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<u>Step 7</u>: To select a grade for a given student, click the drop-down arrow under the **Grade** column for this student. Then, click the **Submit** button.

WARNING: Click the Submit button often during your input of grades. If your computer idles for too long, you could experience a session timeout.

Final Grades										
Record Number	Stadent Name	ID	Credita	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0.999.99	Registration Number	ï
1	Akmucaye	U00	6 4.000	""Registered"" Sep 15, 2011	None 💌	N			64	1
2	Arrand, th	000	3 4.000	""Web Registered"" Jul 18, 2011	A	N.			36	
3	Callan, Fr	000	1 4.000	""Web Registered"" Apr 13, 2011	8+	N			9	
4	Contey, A	000	1 4.000	""Registered"" Aug 18, 2011	8-	N			47	
5	Denisor.	000	1 4.000	**Web Registered** Apr 13, 2011	C*	N			10	
0	Desulmis	1000	6 4.000	**Registered** Apr 27, 2011	D*	N			21	
7	Dolan, Ar	100	7 4.000	""Web Registered"" Jun 26, 2011	F	N			33	
8	Clougias.	000	4 4.000	**Web Registered** Aug 30, 2011	I I-F	N			53	
0	Gao, Vigi	000	3 4.000	""Registered"" Sep 15, 2011	None M	N]}	63	
10	Hage-Bo	(A. U00	6 4.000	""Web Registered"" Sep 12, 2011	None 🜱	N			59	
11	Hallberg.	U00	1 4.000	""Web Registered"" Apr 12, 2011	None 👻	N			2	
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<u>Step 8</u>: To confirm that your grades have been submitted, look for the following **confirmation checkbox** to appear.

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of The changes yo	u made were saved su	ccessfully.				
🗥 The student has	not withdrawn from the	class.				
Final Grades						
Record Number	Student Name	ID	Credits	Registration Status	Grade	R
1	Ahmed	UOC	4,000	**Web Registered**	Δ	N
1	Ahmed	UOC	4.000	**Web Registered** Apr 13, 2011	A- 💌	Ν
1 2	Ahmed Almoza		4,000	**Web Registered** Apr 13, 2011 **Web Registered** Apr 14, 2011	A- 💌 B+ 💌	Z Z
1 2 3	Ahmed Almoza Austin,		4,000 4,000 4,000	**Web Registered** Apr 13, 2011 **Web Registered** Apr 14, 2011 **Web Registered** Apr 13, 2011	A- • B+ • C+ •	Z Z Z
1 2 3 4	Ahmed Almoza Austin, Bernal-	UOC UOC UOC a S. UOC	4.000 4.000 4.000 4.000	**Web Registered** Apr 13, 2011 **Web Registered** Apr 14, 2011 **Web Registered** Apr 13, 2011 **Web Registered** Apr 13, 2011	A- • B+ • C+ • I-F •	Z Z Z Z
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<u>Step 9</u>: Students who attended a few classes and *stopped attending class* will appear on your roster. In this case the student should be assigned an I-F in the **Grade** column and the **Last Attended Date** of the student should be entered in MM/DD/YYYY format (e.g. 09/12/2011).

You will receive a message *warning* you that the student has not withdrawn. Please disregard that warning message.

Note: This column (Last Attended Date) should also be used for withdrawn students. For these students the grade column already has a W and cannot be changed. Enter the Last Attended Date in MM/DD/YYYY format. You will not receive a warning for these students.

Record Number	Student N	ame	ID	Credits	Registration Status	Grad	0	Rolled	Last Attend Date MM/DD/YYYY
1	Ahmed,)	U00	4.000	**Web Registered** Apr 13, 2011	A-	-	J	
2	Almoza		U00	4.000	**Web Registered** Apr 14, 2011	B+	-	J	
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-	Bernal-	≎ristina 8.	U00	4.000	**Web Registered** Apr 13, 2011	I-F	Ŧ	J	09/12/2011
l -	Bonilla,		U00	4.000	**Web Registered** Apr 13, 2011	В	-	1	
ż	Brown,) N.	U00	4.000	**Web Registered** Apr 12, 2011	В	Ŧ	J	

Step 10: During the grade submission period, OSA will be rolling classes daily. This allows students to view the grades you submitted for them, omitting the drop-down menu and changing the value under the Rolled column from **N to Y**.

Record Number	Student Name		ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registra
1	Ahmed,		υς	€ 4.000	**Web Registered** Apr 13, 2011	A-	Y	None	None	18
2	Almozay		UC	5 4.000	**Web Registered** Apr 14, 2011	В+	Y	None	None	49
3	Austin, 1		UC	5 4.000	**Web Registered** Apr 13, 2011	C+	Y	None	None	27
4	Bernal-(tina S.	UC	9 4.000	**Web Registered** Apr 13, 2011	I-F	Y	09/12/2011	None	16
5	Bonilla,		UC	5 4.000	**Web Registered** Apr 13, 2011	В	Y	None	None	25
6	Brown, (UC	2 4.000	**Web Registered** Apr 12: 2011	В	Y	None	None	11

NOTE: In order to change a student's grade after it has been rolled, access the **Change of Major Form** link located towards the top of the **Final Grades** page.

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<u>Step 11</u>: After submitting the grades for the course, you can navigate through the other options available using the menu at the bottom of the screen. Click **CRN selection** to input grades for another course.

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