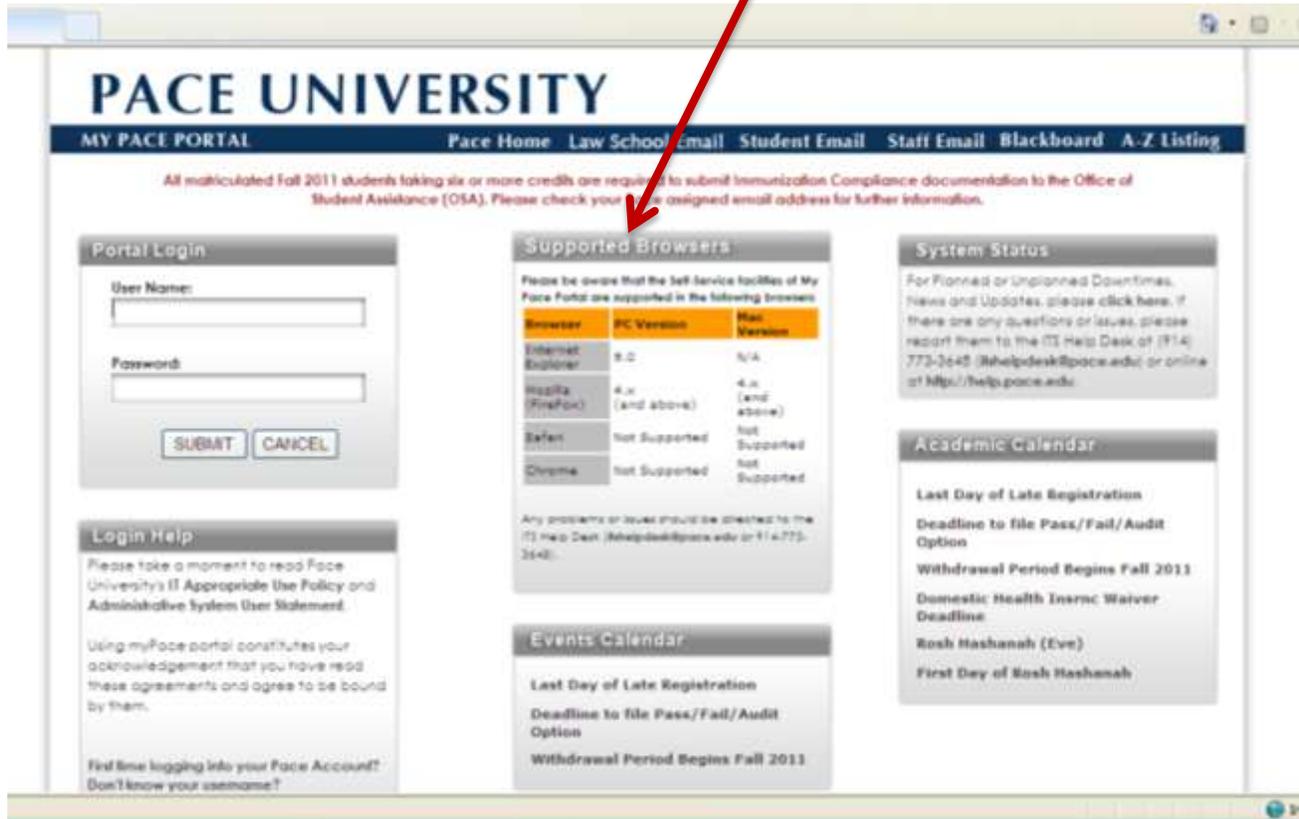


# How to Input Final Grades

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.

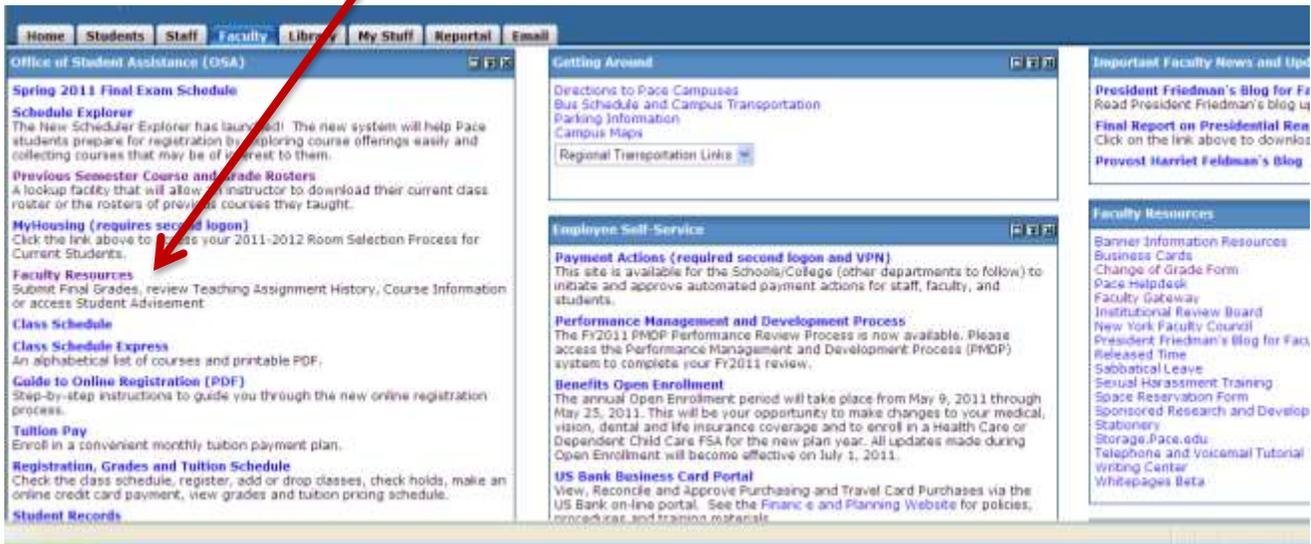
NOTE: You must use a **supported browser**.



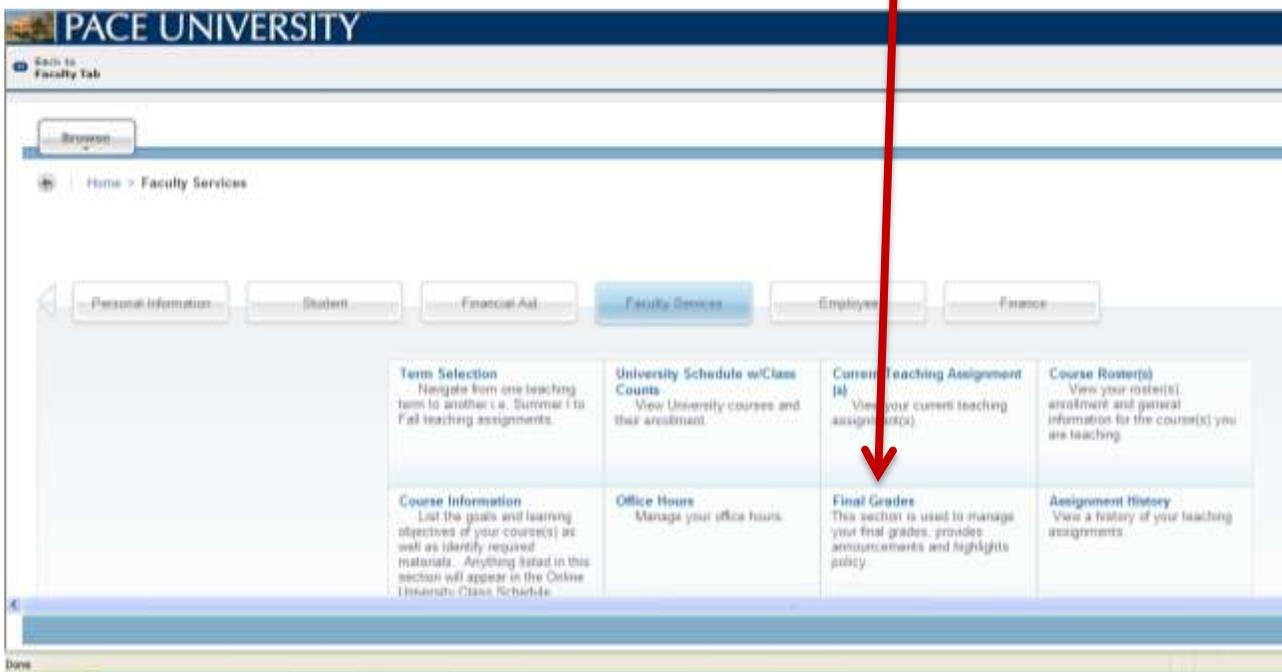
The MyPace Portal main page displays. Click the **Faculty** tab.



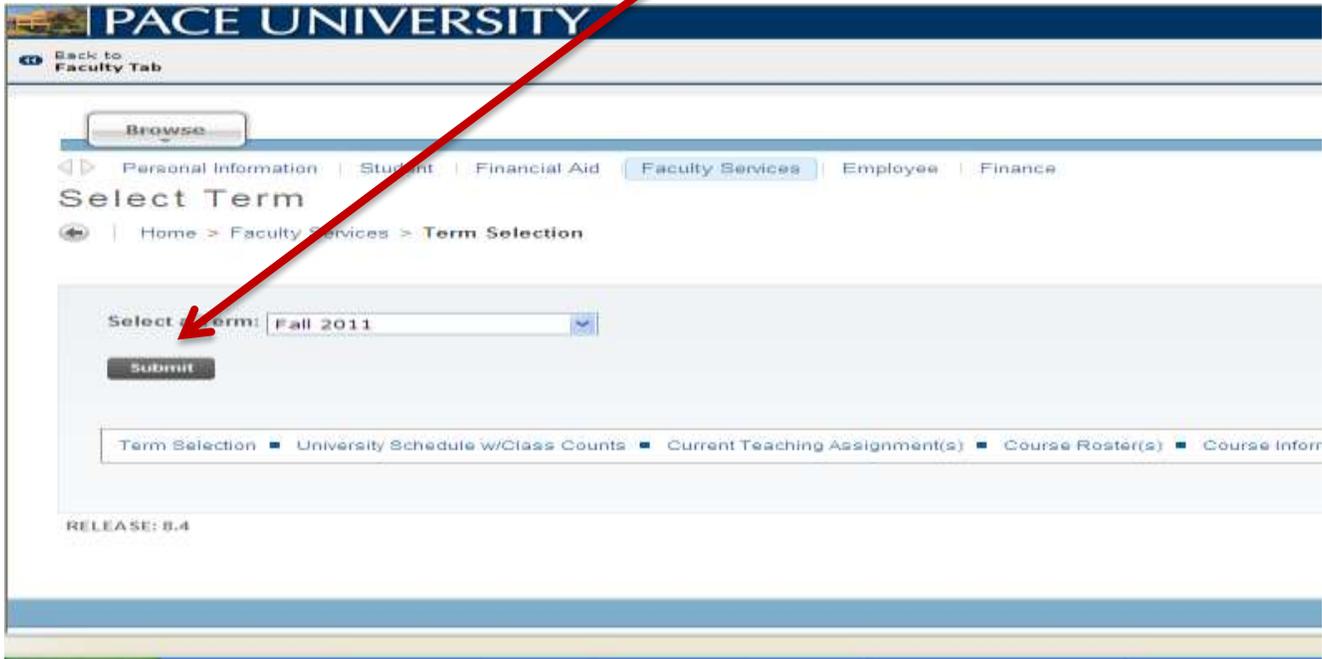
**Step 2:** Click **Faculty Resources** located in the **Office of Student Assistance (OSA)** section.



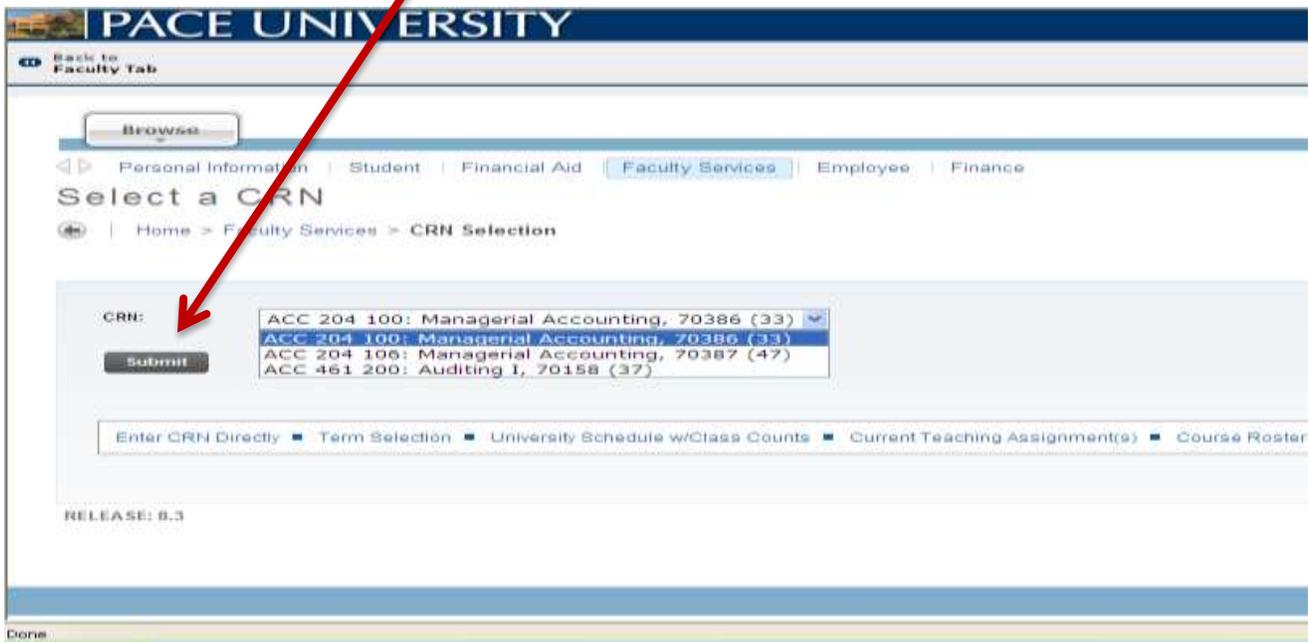
**Step 3:** The **Faculty Services** page displays. Click **Final Grades**.



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



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



**Step 6:** 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.**

The screenshot shows the top navigation bar with tabs for Personal Information, Student, Financial Aid, Faculty Services (selected), Employee, and Finance. Below the navigation is the page title 'Final Grades' and a breadcrumb trail 'Home > Faculty Services > Final Grades'. A search box in the top right corner contains the text 'U0000', 'Concast', 'Fall 2011', and 'Sep 18, 2011 06:06 pm'. A red arrow points from the top right towards this search box.

The screenshot shows the 'Final Grades' page with course information and a table of student records. The course information section includes 'Managerial Accounting - ACC 284 100', 'CRN: 70396', and 'Students Registered: 33'. Below this is a table with the following data:

Record Number	Student Name	ID	Credits	Registration Status	Grade	Retired	Last Attend Date	Attend Hours	Registration Number
1	Amstead	4000	**Registered** Can 15, 2011	None	N			64	

**Step 7:** 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.

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0.999-99	Registration Number
1	Ahmed	U00	6 4.000	**Registered** Sep 15, 2011	None	N			64
2	Almoza	U00	3 4.000	**Web Registered** Jul 18, 2011	A	N			36
3	Austin	U00	1 4.000	**Web Registered** Apr 13, 2011	B+	N			9
4	Bernal	U00	1 4.000	**Registered** Aug 18, 2011	B-	N			47
5	Bonilla	U00	1 4.000	**Web Registered** Apr 13, 2011	C+	N			10
6	Brown	U00	6 4.000	**Registered** Apr 27, 2011	C-	N			21
7	Dolan	U00	7 4.000	**Web Registered** Jun 28, 2011	D*	N			33
8	Douglas	U00	4 4.000	**Web Registered** Aug 30, 2011	D	N			51
9	Gao	U00	3 4.000	**Registered** Sep 15, 2011	I-F	N			63
10	Haga	U00	6 4.000	**Web Registered** Sep 12, 2011	I-R	N			59
11	Haltberg	U00	1 4.000	**Web Registered** Apr 12, 2011	None	N			2

**Step 8:** To confirm that your grades have been submitted, look for the following **confirmation checkbox** to appear.

The changes you made were saved successfully.  
 The student has not withdrawn from the class.

**Final Grades**

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled
1	Ahmed	U00	4.000	**Web Registered** Apr 13, 2011	A-	N
2	Almoza	U00	4.000	**Web Registered** Apr 14, 2011	B+	N
3	Austin	U00	4.000	**Web Registered** Apr 13, 2011	C+	N
4	Bernal	U00	4.000	**Web Registered** Apr 13, 2011	I-F	N
5	Bonilla	U00	4.000	**Web Registered** Apr 13, 2011	B	N
6	Brown	U00	4.000	**Web Registered** Apr 12, 2011	B	N

**Step 9:** 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.

Final Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY
1	Ahmed, I	U00	4.000	**Web Registered** Apr 13, 2011	A-	N	
2	Almozay, I	U00	4.000	**Web Registered** Apr 14, 2011	B+	N	
3	Austin, I	U00	4.000	**Web Registered** Apr 13, 2011	C+	N	
4	Bernal-Cristina S.	U00	4.000	**Web Registered** Apr 13, 2011	I-F	N	09/12/2011
5	Bonilla, I	U00	4.000	**Web Registered** Apr 13, 2011	B	N	
6	Brown, I N.	U00	4.000	**Web Registered** Apr 12, 2011	B	N	

**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**.

Final Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0.999.99	Registra
1	Ahmed, I	UC	4.000	**Web Registered** Apr 13, 2011	A-	Y	None	None	18
2	Almozay, I	UC	4.000	**Web Registered** Apr 14, 2011	B+	Y	None	None	49
3	Austin, I	UC	4.000	**Web Registered** Apr 13, 2011	C+	Y	None	None	27
4	Bernal-Cristina S.	UC	4.000	**Web Registered** Apr 13, 2011	I-F	Y	09/12/2011	None	16
5	Bonilla, I	UC	4.000	**Web Registered** Apr 13, 2011	B	Y	None	None	25
6	Brown, I	UC	4.000	**Web Registered** Apr 12, 2011	B	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.



**Step 11:** 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.

