Instructions on 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.
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.

Step 8: To confirm that your grades have been submitted, look for the following confirmation checkbox to appear.
**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You will receive a message **warning** you that the student has not withdrawn.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**Note:** This column (Last Attended Date) should also be used for withdrawn students.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.

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**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**.
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.