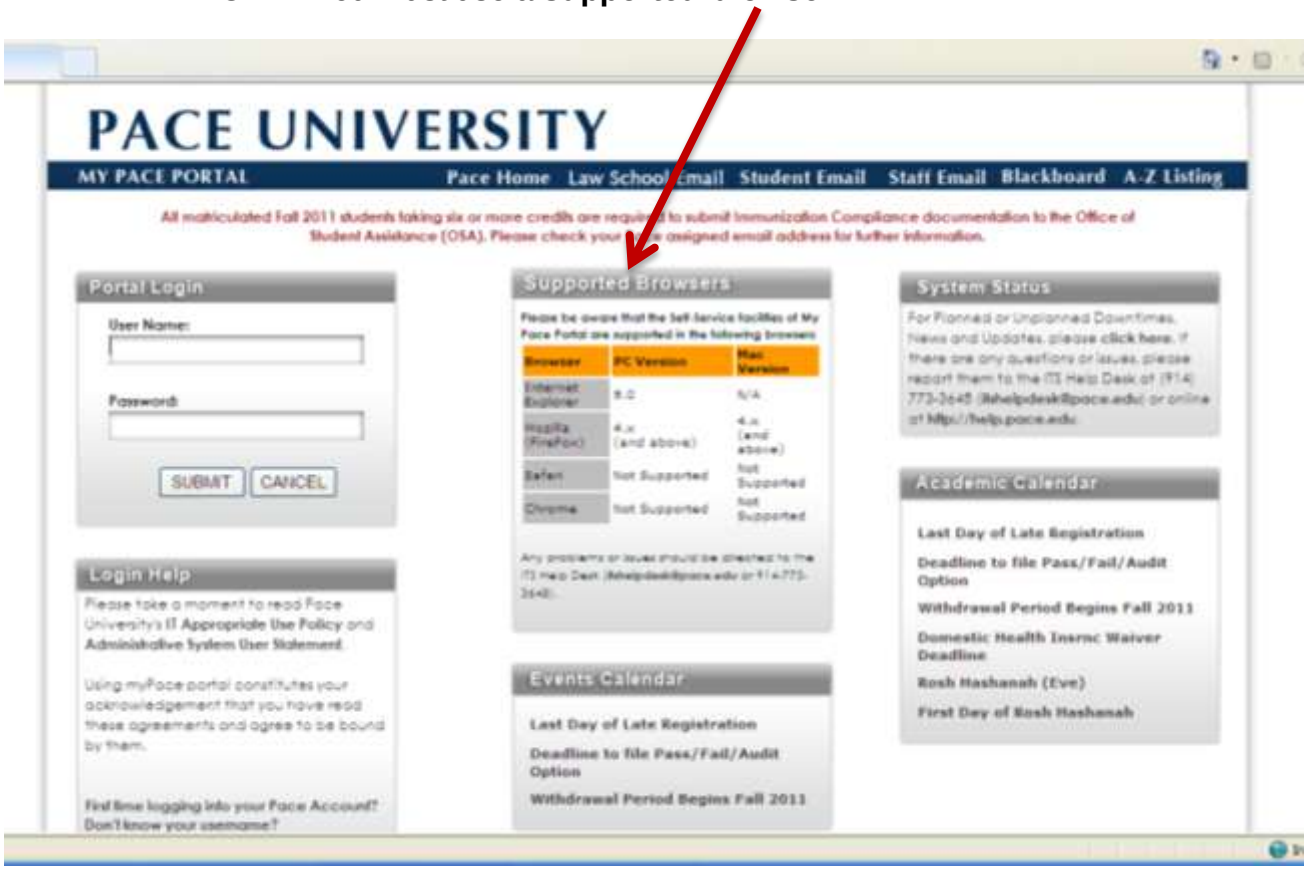
How to Input Final Grades

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**.



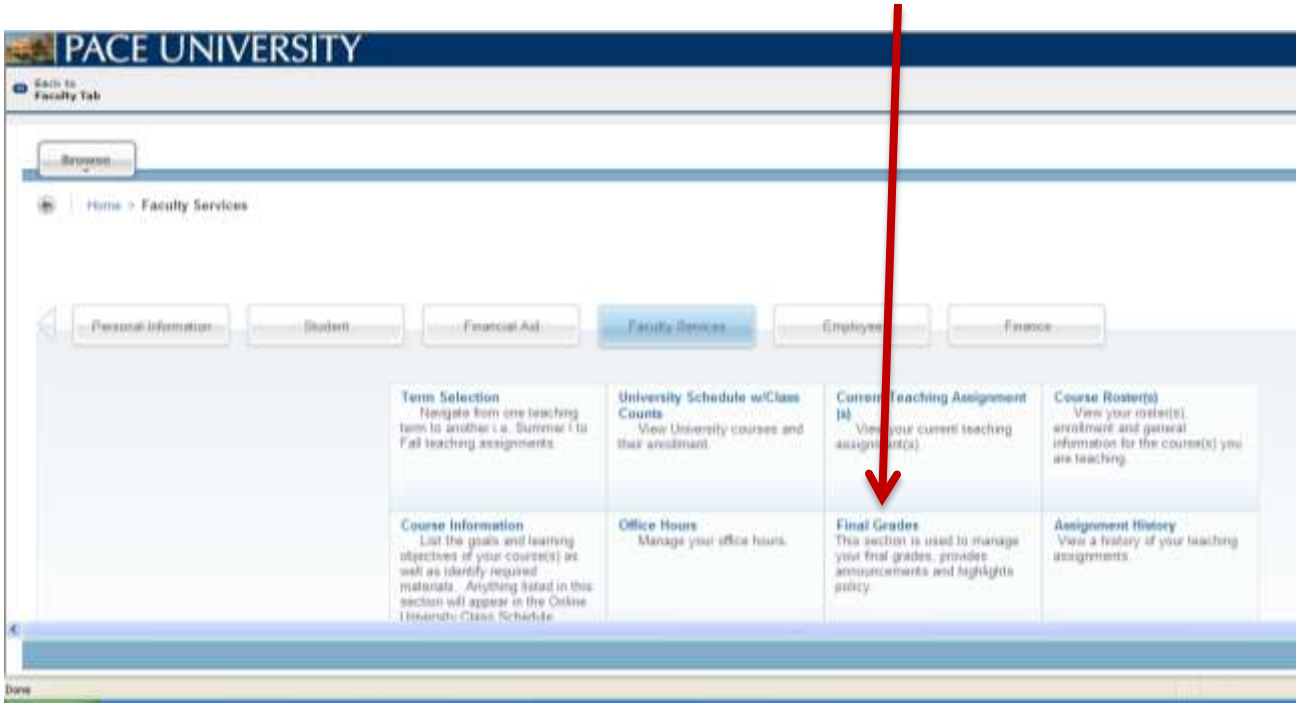
The MyPace Portal main page displays. Click the **Faculty** tab.



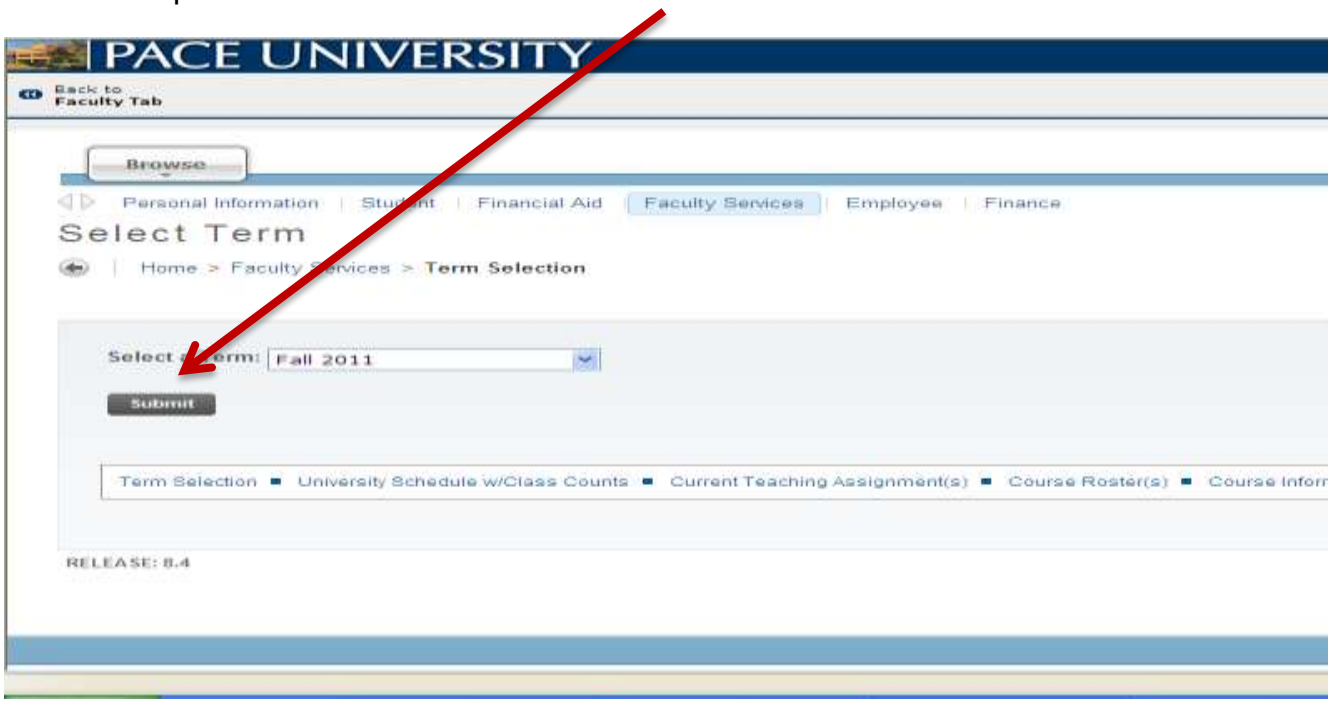
Step 2: Click **Faculty Resources** located in the **Office of Student Assistance (OSA)** section.



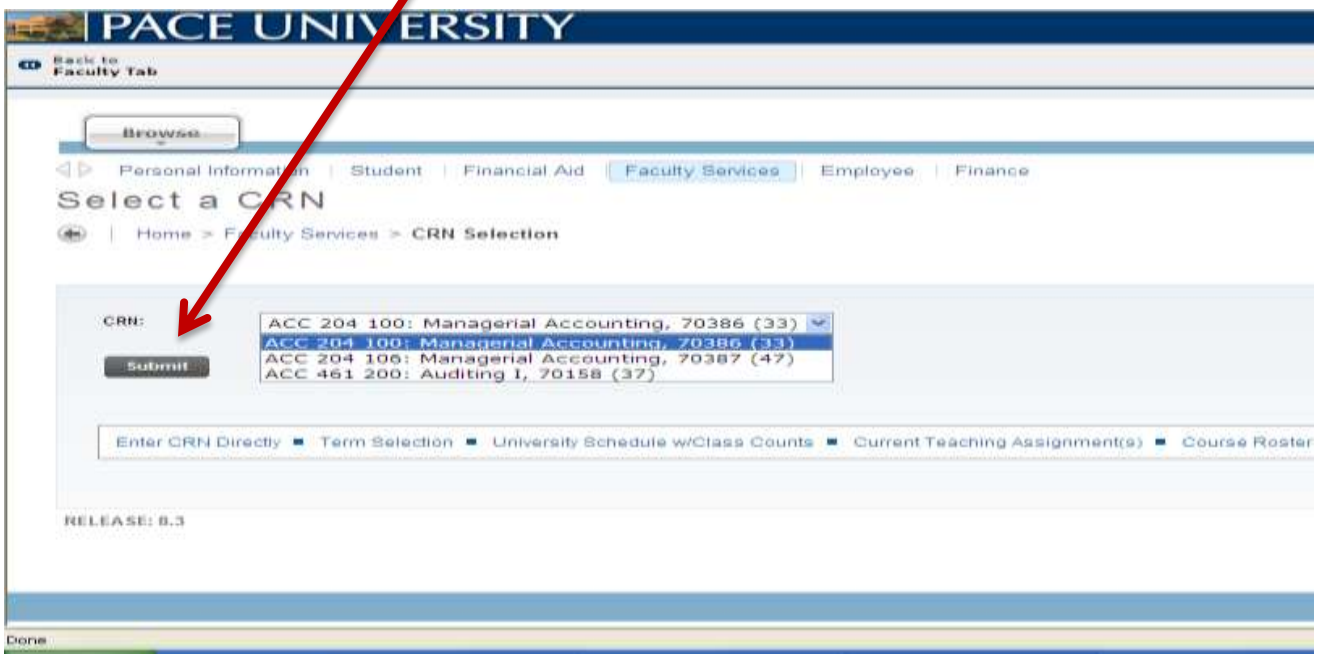
Step 3: The **Faculty Services** page displays. Click **Final Grades**.



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.

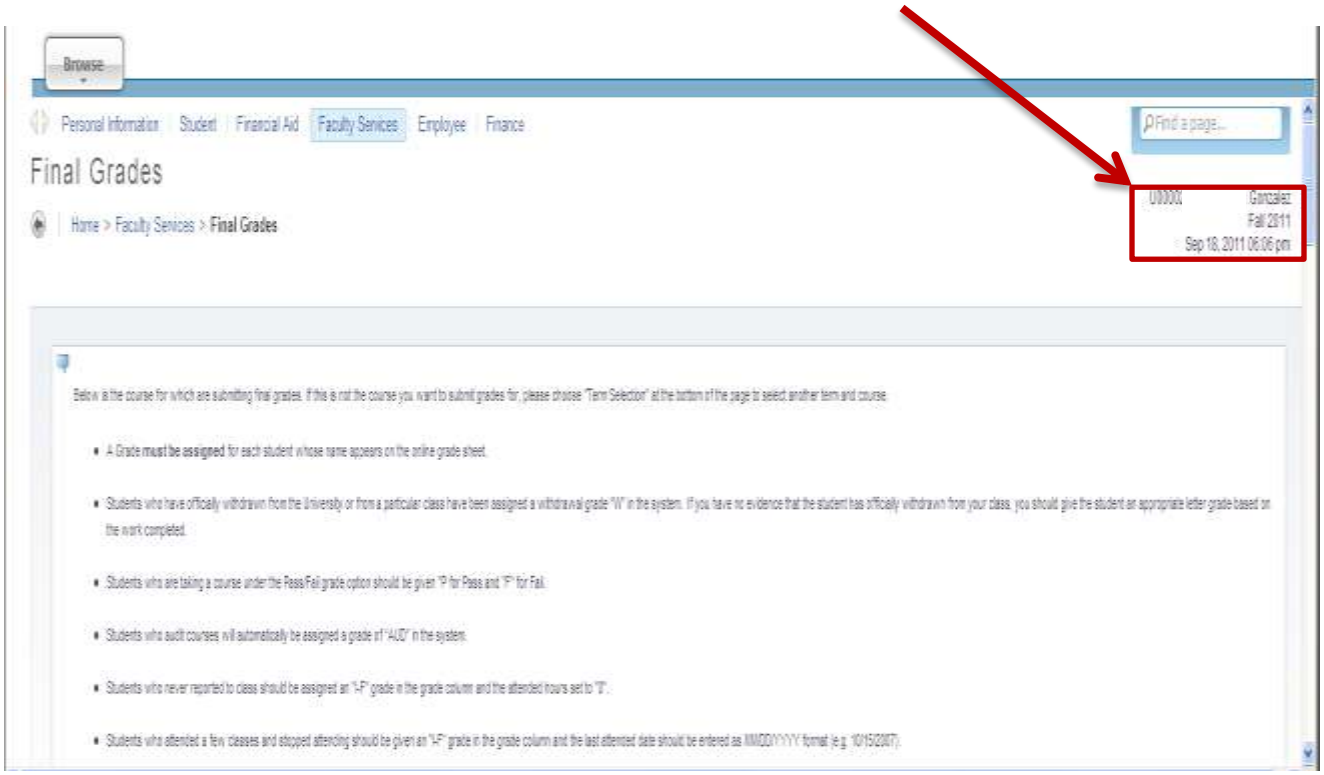


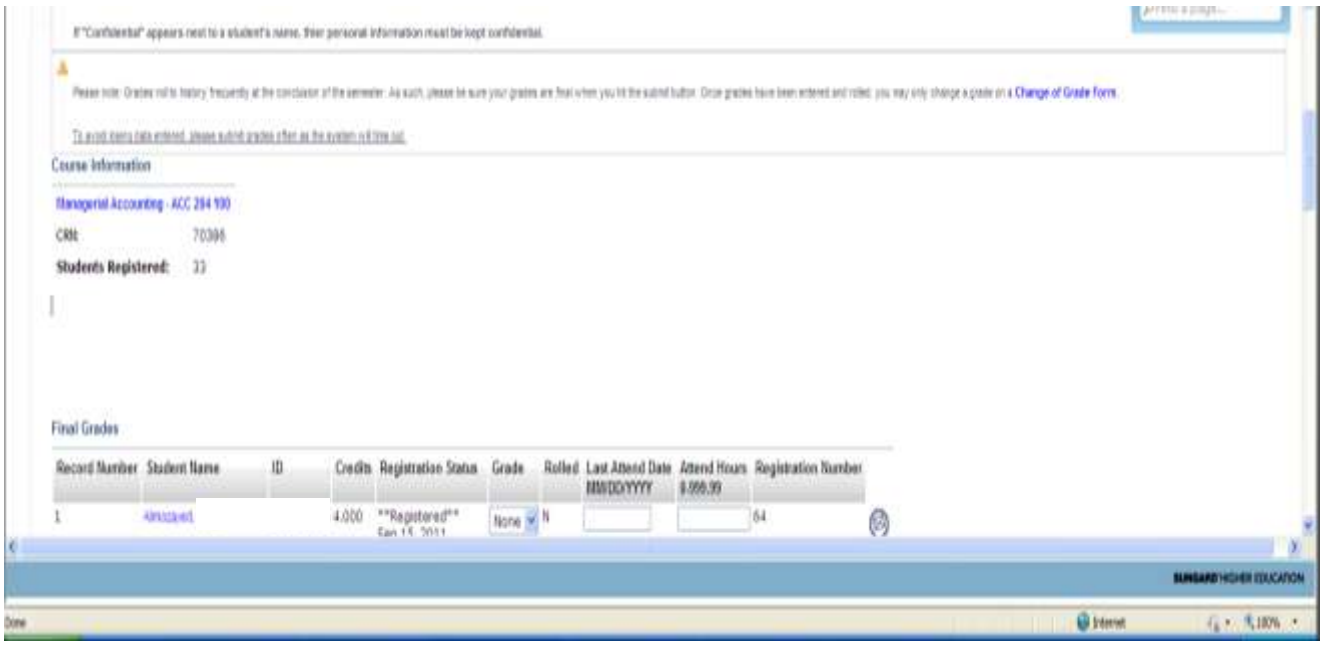
Step 5: Select the course for which you would like to enter grades using the drop-down menu and then click the **Submit** button.



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

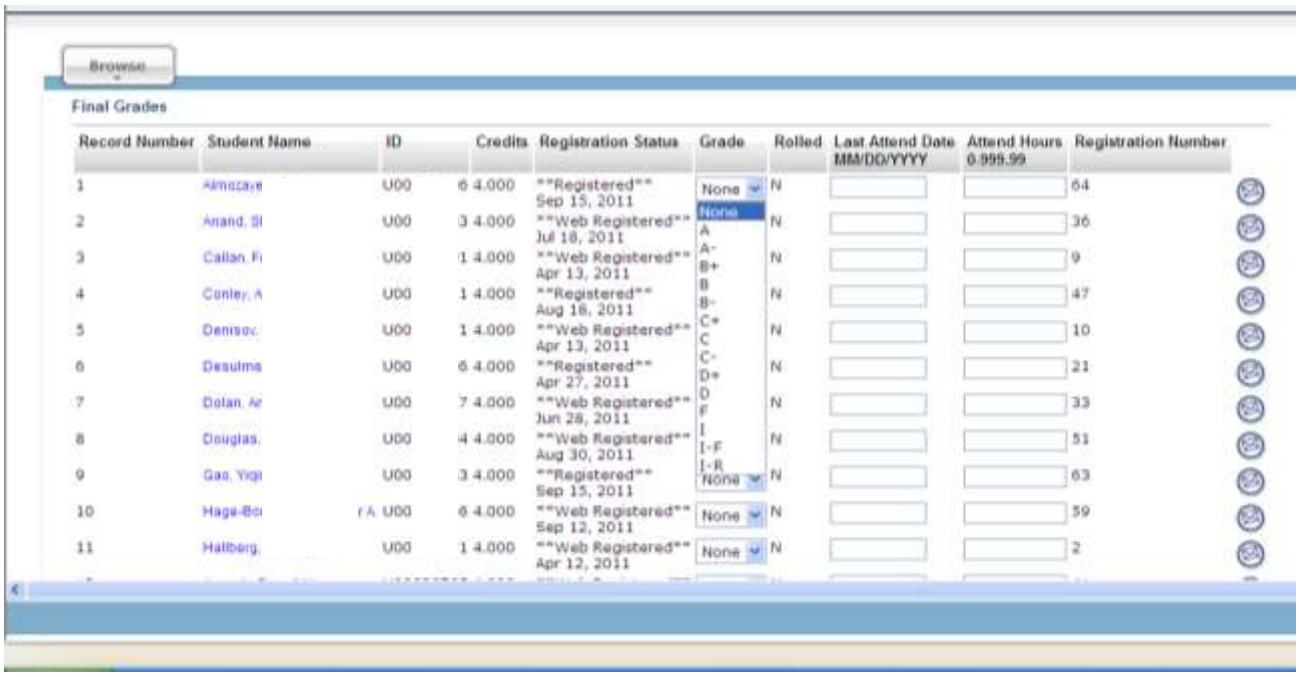
NOTE: You can confirm your **Faculty ID, Name, and Term selection**.



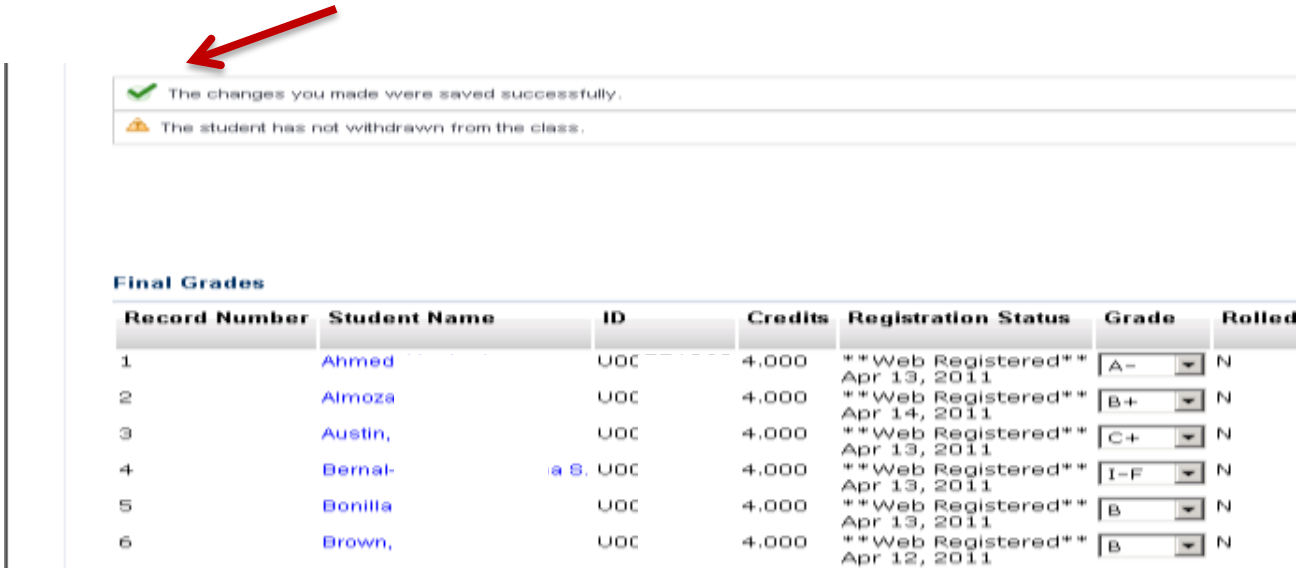


Step 7: To select a grade for a given student, click the drop-down arrow under the **Grade** column for this student. Then, click the **Submit** button.

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



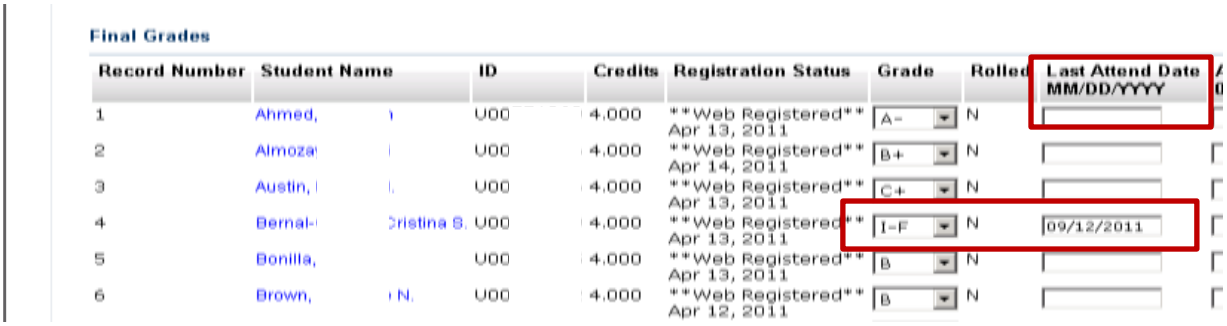
Step 8: To confirm that your grades have been submitted, look for the following **confirmation checkbox** to appear.



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.

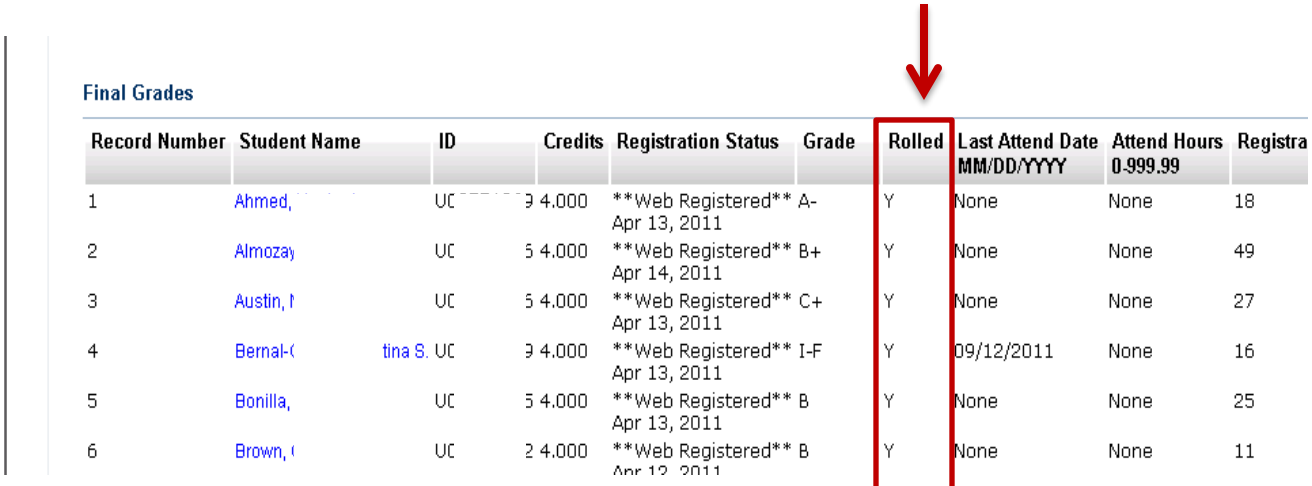
Note: This column (Last Attended Date) should also be used for withdrawn students. For these students the grade column already has a W and cannot be changed. Enter the Last Attended Date in MM/DD/YYYY format. You will not receive a warning for these students.



Final Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY
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-	ristina S.	U00	4.000	**Web Registered** Apr 13, 2011	I-F	N	09/12/2011
5	Bonilla,	U00	4.000	**Web Registered** Apr 13, 2011	B	N	
6	Brown,	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,	UC	9 4.000	**Web Registered** Apr 13, 2011	A-	Y	None	None	18
2	Almoza	UC	5 4.000	**Web Registered** Apr 14, 2011	B+	Y	None	None	49
3	Austin,	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	B	Y	None	None	25
6	Brown,	UC	2 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.

