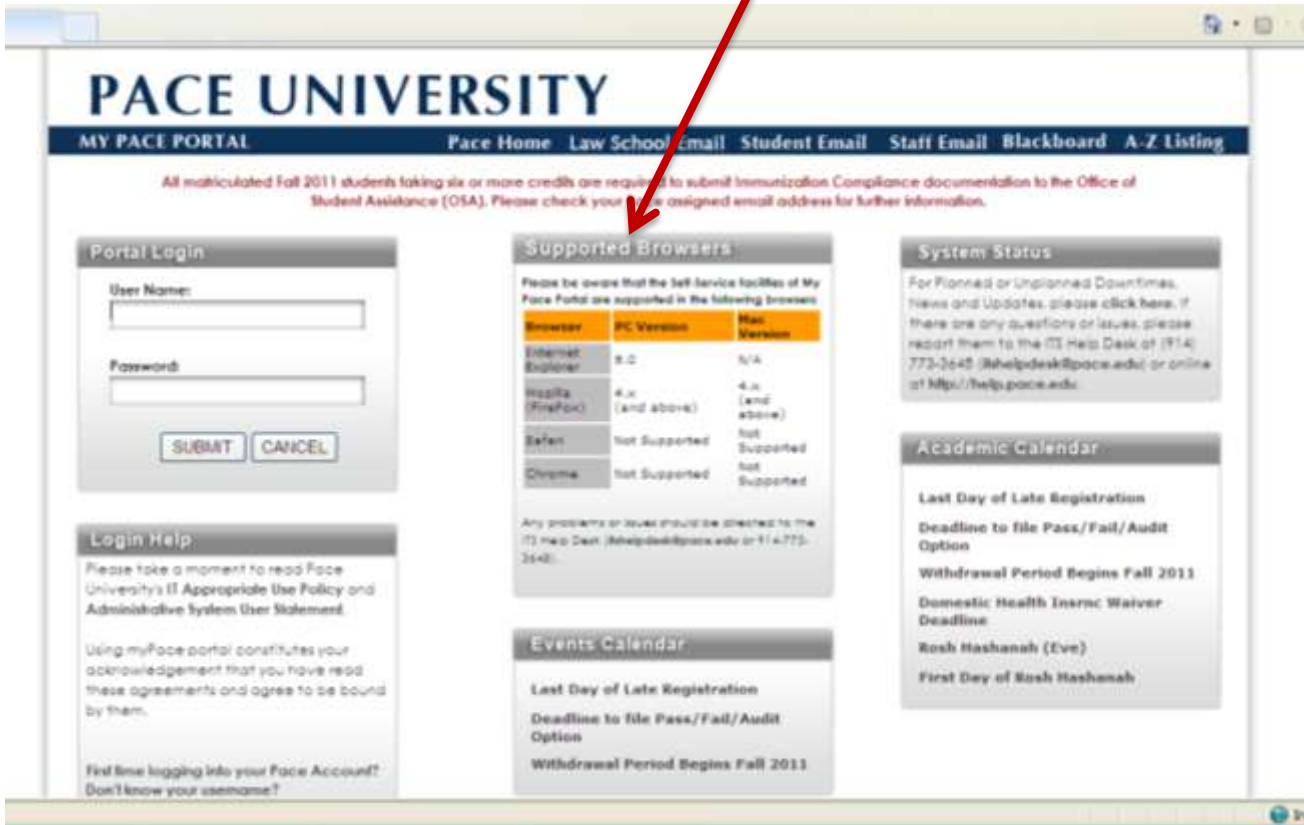


# How to Input Final Grades

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.

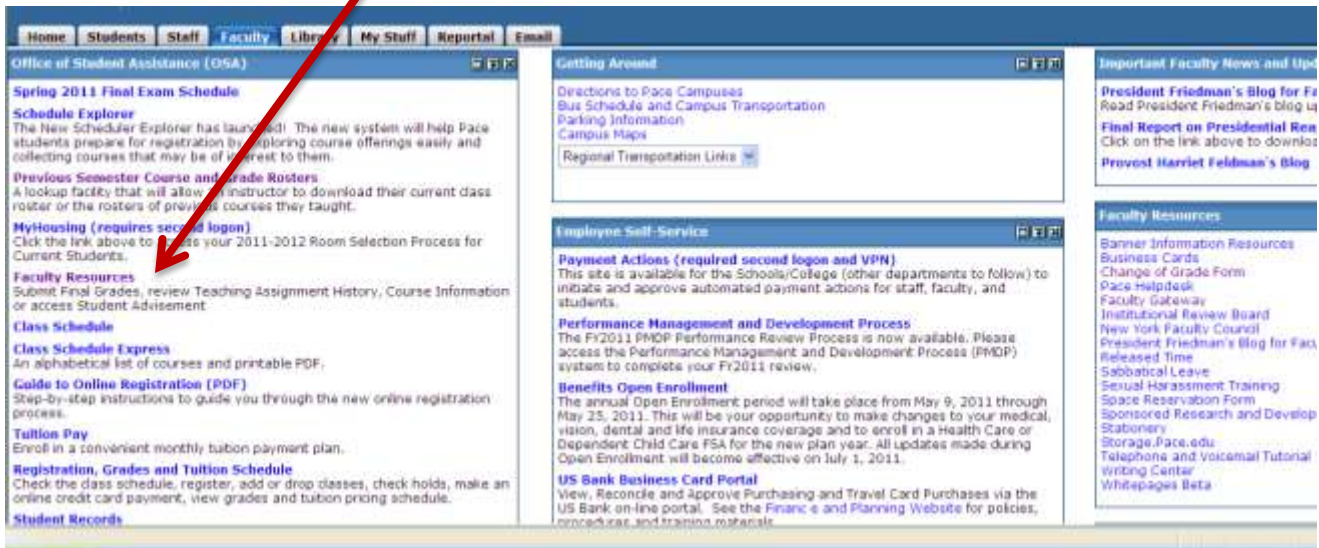
NOTE: You must use a **supported browser**.



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



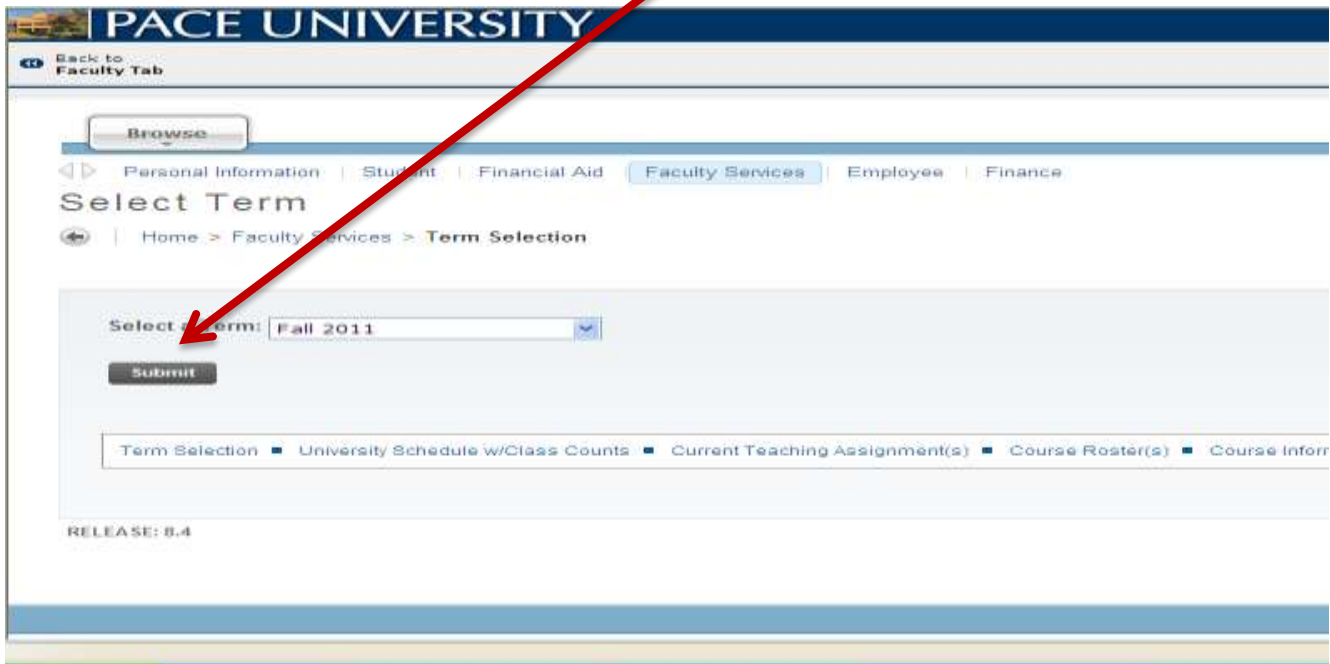
**Step 2:** Click **Faculty Resources** located in the **Office of Student Assistance (OSA)** section.



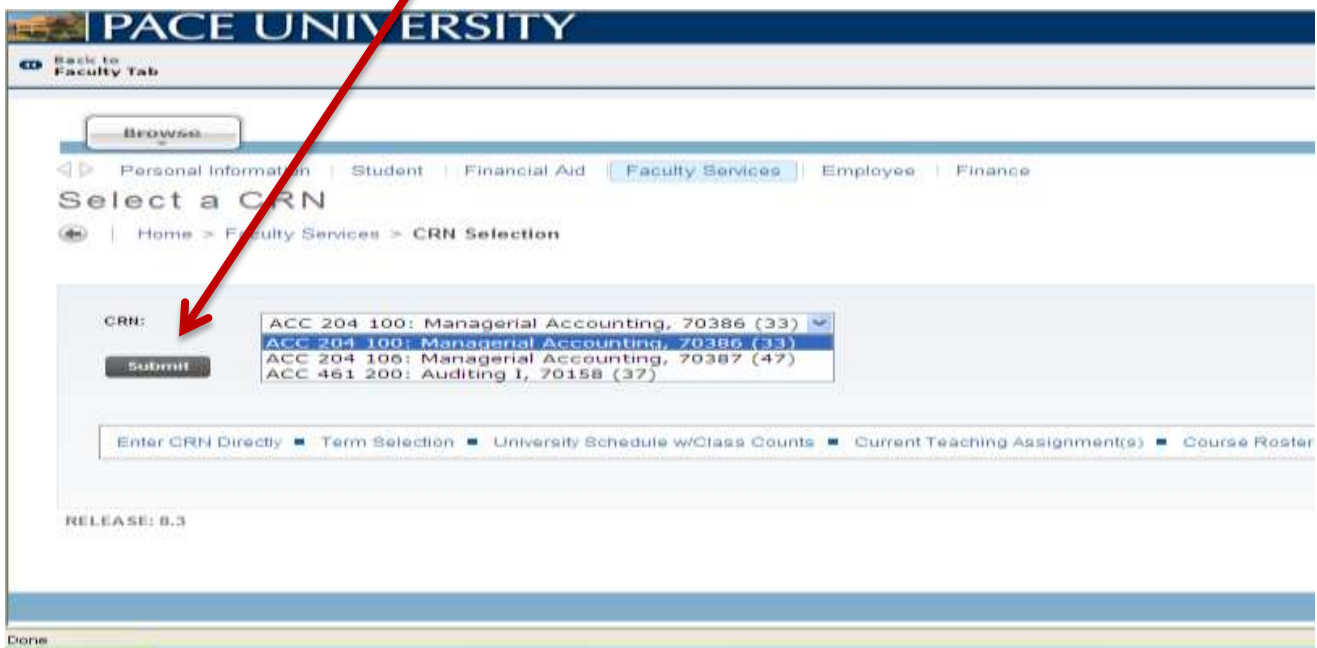
**Step 3:** The **Faculty Services** page displays. Click **Final Grades**.



**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.**

Browse

Personal Information Student Financial Aid Faculty Services Employee Finance

Final Grades

Home > Faculty Services > Final Grades

Find a page...

U0000 Concast  
Fall 2011  
Sep 18, 2011 06:06 pm

Below is the course for which are submitting final grades. If this is not the course you want to submit grades for, please choose "Term Selection" at the bottom of the page to select another term and course.

- A Grade must be assigned for each student whose name appears on the online grade sheet.
- Students who have officially withdrawn from the University or from a particular class have been assigned a withdrawal grade "W" in the system. If you have no evidence that the student has officially withdrawn from your class, you should give the student an appropriate letter grade based on the work completed.
- Students who are taking a course under the Pass/Fail grade option should be given "P" for Pass and "F" for Fail.
- Students who audit courses will automatically be assigned a grade of "AUO" in the system.
- Students who never reported to class should be assigned an "F" grade in the grade column and the attended hours set to "0".
- Students who attended a few classes and stopped attending should be given an "F" grade in the grade column and the last attend date should be entered as MMDDYYYY format (e.g. 10152007).

If "Confidential" appears next to a student's name, their personal information must be kept confidential.

Please note: Grades roll to history frequently at the conclusion of the semester. As such, please be sure your grades are final when you hit the submit button. Once grades have been entered and rolled, you may only change a grade on a [Change of Grade Form](#).

To avoid errors being entered, please submit grades often as the system will save you.

Course Information

Managerial Accounting - ACC 284 100

CRI: 70396

Students Registered: 33

Final Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Roll	Last Attend Date	Attend Hours	Registration Number
1	Amstrong		4.000	**Registered** Can 15, 2011	None	N		64	

MANHATTAN COLLEGE HIGHER EDUCATION

**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	Ahmocare	U00	6 4.000	**Registered** Sep 15, 2011	None	N			64
2	Arand, Si	U00	3 4.000	**Web Registered** Jul 18, 2011	A	N			36
3	Callan, Fi	U00	1 4.000	**Web Registered** Apr 13, 2011	B+	N			9
4	Conley, A	U00	1 4.000	**Registered** Aug 18, 2011	B-	N			47
5	Denisoc	U00	1 4.000	**Web Registered** Apr 13, 2011	C+	N			10
6	Desulma	U00	6 4.000	**Registered** Apr 27, 2011	D*	N			21
7	Dolan, Ar	U00	7 4.000	**Web Registered** Jun 28, 2011	F	N			33
8	Douglas	U00	4 4.000	**Web Registered** Aug 30, 2011	I-F	N			51
9	Gao, Yiqi	U00	3 4.000	**Registered** Sep 15, 2011	I-R	N			63
10	Haga-Boi	r A U00	6 4.000	**Web Registered** Sep 12, 2011	None	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-	a S. 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

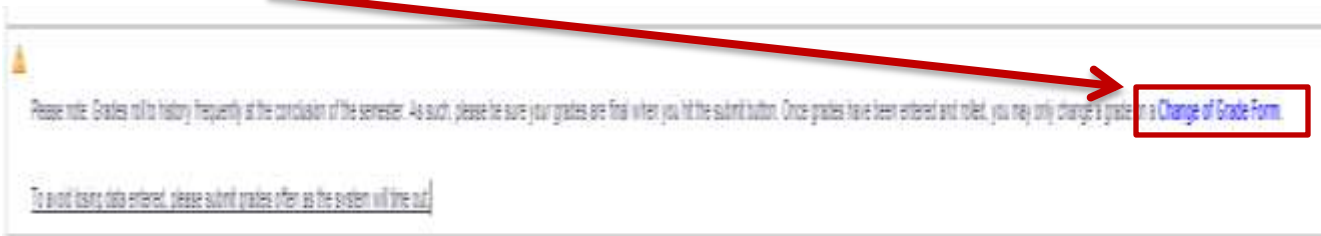
Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY
1	Ahmed, I	U00	4.000	**Web Registered** Apr 13, 2011	A-	N	
2	Almozay, I	U00	4.000	**Web Registered** Apr 14, 2011	B+	N	
3	Austin, I	U00	4.000	**Web Registered** Apr 13, 2011	C+	N	
4	Bernal-Cristina S.	U00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

