Direct Grade Submittal Guideline

- 1. Log in to the Faculty Portal to the current term.
- 2. Click on My Courses under the Course Management section



Select the course by clicking the blue Course ID link which will take you to the Course Options view.

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Edit Address	My Stats	My Courses						
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- 4. Scroll down to the "Course Gradebook section and click on the "Direct Grade Submit" link under the Submit Grades heading.

5. Select the appropriate Grade Type from the drop_T down menu.



- 6. All students in the class appear with alphanumeric and numeric fields available for grade entry. Use the "Submit" column to specify which grades are to be submitted. Enter the grades in either the Mid-Term or Final grade columns. The alphanumeric field contains a drop-down menu to select the appropriate grade. Grades for remedial classes and withdrawn students are available in this menu if needed. Fill in all grades, and then select the "Submit Grades" button at the bottom.
- Potential Graduates submission: To selectively submit grades for potential graduates (or for any other reason), simply de-select any students that do not fall into this category. The deselected names will remain for submission at a later time.

Use this to control student submission

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Stop Registration	A000002244	3 Butler, Kyle Alexander	N/A	+1 +1	 *			
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	A000002191	.6 Taylor, Shannon D	N/A	C *	*			
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