### Submit Grades

#### STEPS

1. From the Faculty Information menu, click the “Grading” link.

#### SCREENSHOT

![Faculty Information](image1)

- Class Roster
- Search for Sections
- My Class Schedule
- Student profile
- Faculty Student Drop

![Grading](image2)

- Select the term in the drop-down menu
- Click the SUBMIT button.

![Grading](image3)

- Select a term to restrict your class list
- Term: Summer 2009

![Grading](image4)

- Choose the class section
- Click the SUBMIT button.

2. To select a term:
   - A. Select the term in the drop-down menu
   - B. Click the SUBMIT button.

3. To select a class section:
   - A. Click the radio button next to your class section.
   - B. Click the SUBMIT button.
1. In the Final Grading screen:
   A. Enter a grade for each respective student in the Grade column fields.
   
   A - Excellent  
   B - Good  
   C - Satisfactory  
   D - Less Than Satisfactory  
   F - Fail  
   P - Pass  
   NP - No Pass  
   I - Incomplete (see notes on next page)

   B. Click the SUBMIT button.

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**Final Grading**

<table>
<thead>
<tr>
<th>Student</th>
<th>ID</th>
<th>Status</th>
<th>Grade</th>
<th>Expire Date</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Albert, Lori A.</td>
<td>1090577</td>
<td>N</td>
<td>A</td>
<td></td>
<td>3.00</td>
</tr>
<tr>
<td>Bowen, Jennifer L.</td>
<td>1380170</td>
<td>N</td>
<td>C</td>
<td></td>
<td>3.00</td>
</tr>
<tr>
<td>Brooms, Sharon D.</td>
<td>1068760</td>
<td>N</td>
<td>D</td>
<td></td>
<td>3.00</td>
</tr>
<tr>
<td>Chew, Wendy</td>
<td>1069277</td>
<td>N</td>
<td>F</td>
<td></td>
<td>3.00</td>
</tr>
<tr>
<td>Dinh, Bay V.</td>
<td>1000003</td>
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<td>3.00</td>
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<tr>
<td>Ignacio, Moises J.</td>
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<tr>
<td>Lam, Huong X.</td>
<td>1329943</td>
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<tr>
<td>Medina, Elizabeth</td>
<td>1196391</td>
<td>N</td>
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<td></td>
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<tr>
<td>Mendez, Vanessa</td>
<td>1218500</td>
<td>N</td>
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<tr>
<td>Morris, Kandace D.</td>
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<td>Nguyen, Nhatruc K.</td>
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<tr>
<td>Pham, Tan D.</td>
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<td>N</td>
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<td>3.00</td>
</tr>
<tr>
<td>Stone, Michael C.</td>
<td>1025671</td>
<td>N</td>
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<tr>
<td>To, Van T.</td>
<td>1419559</td>
<td>N</td>
<td></td>
<td></td>
<td>3.00</td>
</tr>
</tbody>
</table>
2. After submitting the grades, the Grading Confirmation screen will display your final grades.

NOTE:
- Clicking the OK button will take you back to the faculty menu.
- You can use your browser’s print button to print this grade confirmation for your records.

NOTE: For Incomplete grades, the system will automatically enter a one year expiration date upon submission.

After the expiration date the Incomplete will turn to a Fail grade.

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**Grading Confirmation Form**

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<tr>
<th>Student</th>
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**Instructor**

Joyce H. Miller
Robert Manson
Linda J. Dussault

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**Your changes have been saved. Modified records are shown below**