Faculty Grade Entry Instructions

Review the Academic Calendar for grade submission deadlines. Grading will open the Thursday before the term ends. Grades must be submitted through MyRecords.

To Submit Grades:

1) Log in to MyRecords
2) Click on Faculty
3) Click on "Faculty Grade Entry"
4) Locate the course you are ready to grade
   a. You can sort by any of the columns or use the search bar
   b. We recommend sorting by the Grade Status column
5) Click on the course you are ready to grade
6) Input the Final Grade for each student

Once grades are rolled, they are available for the student. Any changes that need to be made after a grade has rolled must be done through the Grade Change Form (MyRecords – Faculty – Faculty Grade Change).