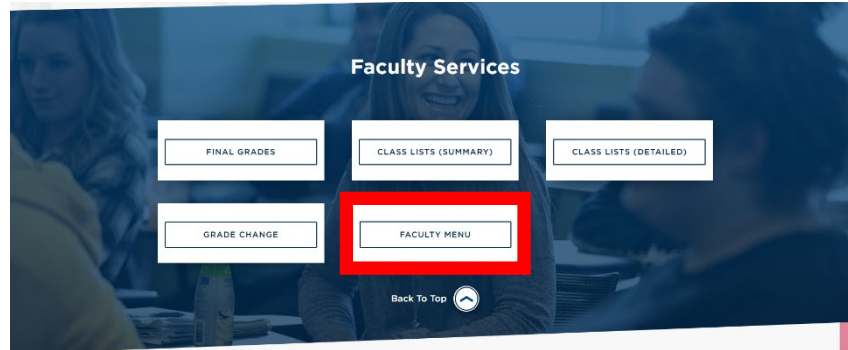
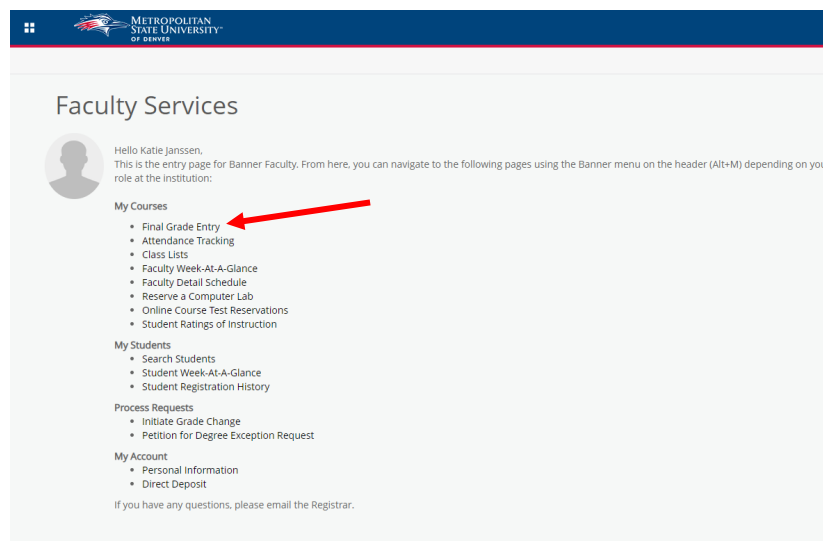


# How to Enter Final Grades

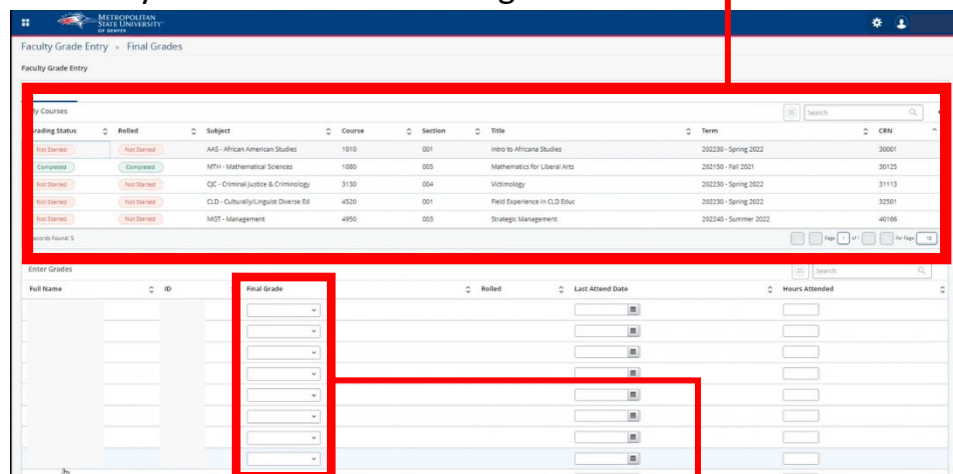
1. Start at the Faculty and Staff hub. Locate “Faculty Services” and select “Faculty Menu”



2. Select “Final Grade Entry”



3. Select the course you would like to enter grades for



4. Select Grades from “Final Grade” drop down menu
5. Save Grades

**\*Note\* If you enter an “F” for a grade, you MUST enter the Last Attend Date. Failure to do so will result in an error.**

Save Successful  
A last attend date is required for this grade.