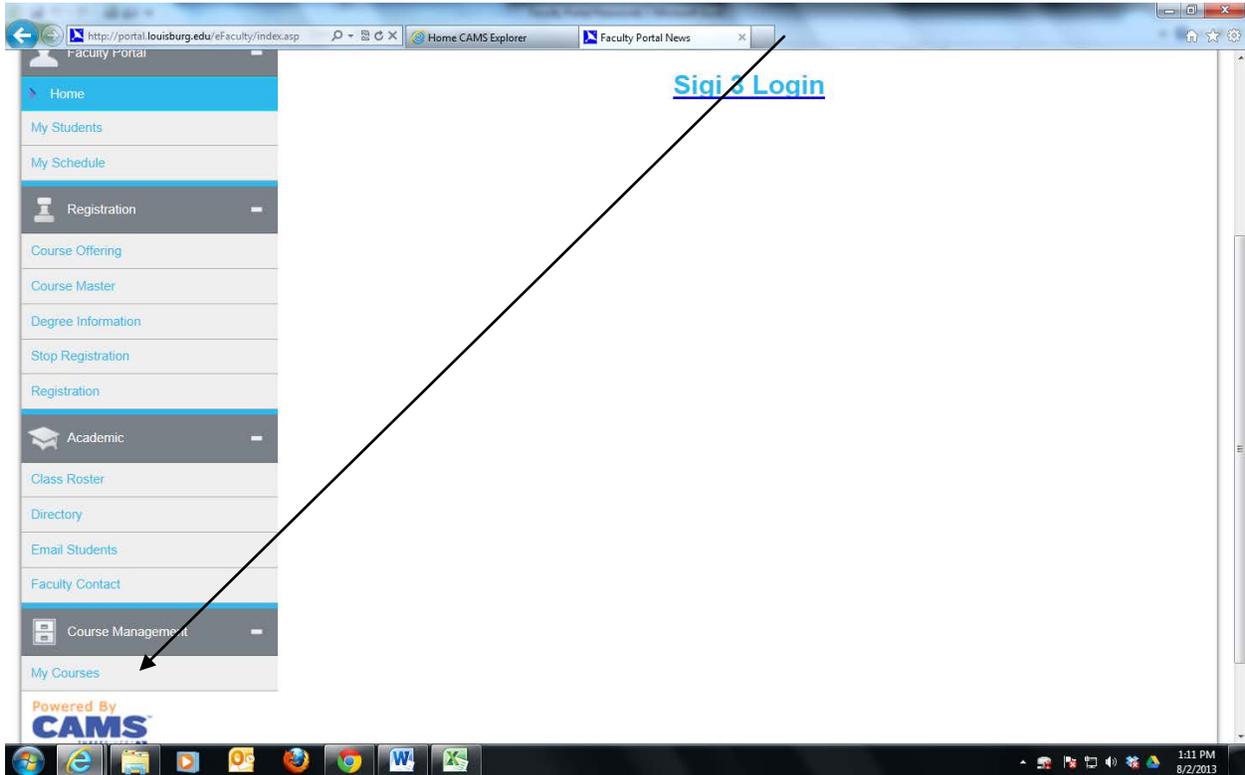
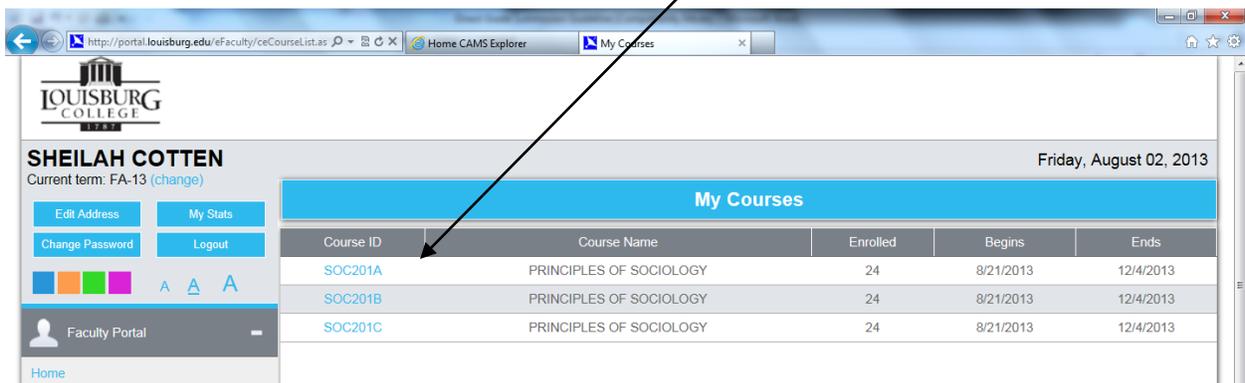


Direct Grade Submittal Guideline

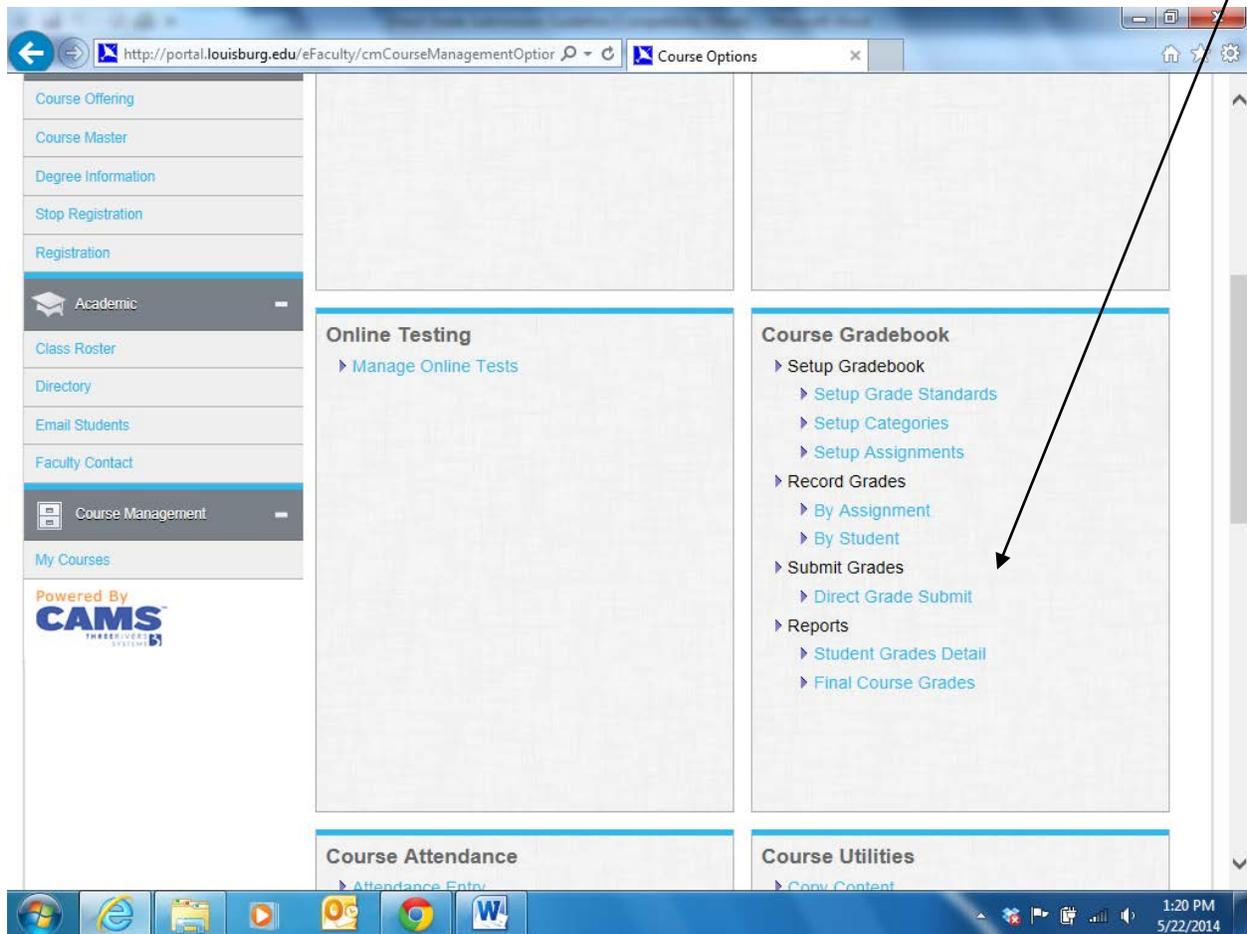
1. Log in to the Faculty Portal to the current term.
2. Click on *My Courses* under the **Course Management** section



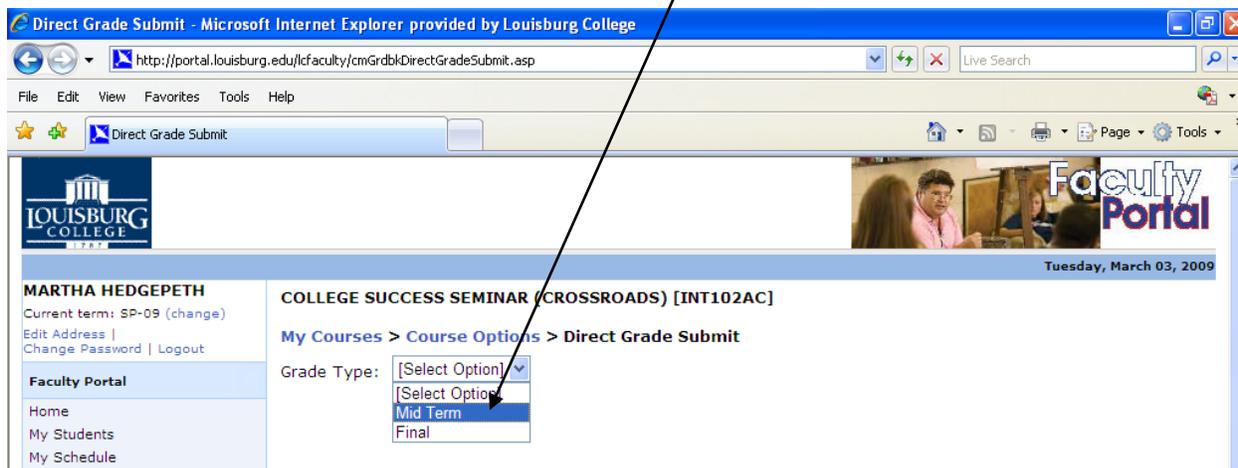
3. Select the course by clicking the blue Course ID link which will take you to the Course Options view.



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-down menu.



- 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 Grades for remedial classes and withdrawn students are available in this menu if needed.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

COLLEGE SUCCESS SEMINAR (CROSSROADS) [INT102AD]

My Courses > Course Options > Direct Grade Submit

Grade Type: Midterm

Grade Submission

Click Submit Grades to Save.

Submit	Student ID	Student Name	Narrative	Previous Grade	Midterm Grade	Midterm Number Grade	Final Grade	Final Number Grade	Last Day of Attendance
<input checked="" type="checkbox"/>	A0000022423	Bailey, Larie C	N/A		B				
<input type="checkbox"/>	A0000022145	Brown, Sean Bernard	N/A						
<input type="checkbox"/>	A0000022443	Butler, Kyle Alexander	N/A						
<input type="checkbox"/>	A0000022655	Harris-Henson, Tyler Bernard	N/A						
<input type="checkbox"/>	A0000022548	Hicks, Johnathan Edward	N/A						
<input type="checkbox"/>	A0000021483	Hunter, Cameron Anthony	N/A						
<input type="checkbox"/>	A0000022741	Jennings, Tequita Amoree	N/A						
<input type="checkbox"/>	A0000023071	Jones, Brian Dontrell	N/A						
<input type="checkbox"/>	A0000022629	Little, William Reece	N/A						
<input type="checkbox"/>	A0000022052	Mangione, Nathan Pierre	N/A						
<input type="checkbox"/>	A0000022020	O'Connor, Zachary David	N/A						
<input type="checkbox"/>	A0000023372	Saunders, Paris Deshawn	N/A						
<input type="checkbox"/>	A0000021916	Taylor, Shannon D	N/A						
<input type="checkbox"/>	A0000021502	Taylor, Victoria Michelle	N/A						
<input type="checkbox"/>	A0000022149	Tinch, Miracle Evonna	N/A						
<input type="checkbox"/>	A0000021728	Walker, Preston Dontez	N/A						
<input type="checkbox"/>	A0000023101	Williams, Ashley Lynette	N/A						

Submit Grades Cancel

Make grade selections from drop-down menu and/or enter numeric grade

Click "Submit Grades" when done