Grading in Self-Service

Accessing the Grading Roster

- **Open the Faculty page in Self-Service**
- **Select the Section to be graded**
- **Select the Grading link on the Section Detail page**
- **Select Final Grade**

Reminders

- Enter Semester grades during the designated grading period
- No-show, Withdrawal, and Incomplete grades require eforms. The grades are not available in Self-Service Grading
    - Enter the date in the Last Date of Attendance field for students receiving W, F, F2
        - Do not use Last Date of Attendance to indicate the last day class was held
        - Last Date of attendance is the last date the student was engaged in the class
    - Submit Faculty Incomplete Grade Request for students receiving an Incomplete
    - Check Never Attended for NS students and submit Faculty No-show eform
- Grades that have been verified in Colleague require a Change of Grade eform