



# FINAL GRADE INPUT

IF YOU HAVE ANY QUESTIONS CONTACT RECORDS

## LOG IN TO MYCSC

## TEACHING TAB

Access the Teaching Tab and Click Grade Roster in the dropdown

## FINAL GRADE

In the column entitled Final Grades you will see the phrase "Grade Input Allowed" when grading has opened. Click on that phrase to open the Grade Roster.

## GRADE ROSTER TYPE

Make sure it shows Final Grade

## ROSTER GRADE

Select the Roster Grade in the dropdown. If you are assigning an "F" a dropdown box will appear in an Attendance Status Column.

## FAILING GRADES

In the dropdown, select either Attending class but failing, Never Attended, or Stopped Attending.

## STOPPED ATTENDING

If the student stopped participating, you will be asked to put in a date of last attendance.

## DONE

When you are done inputting all the grades for a class , make sure that you change the Approval Status to Approved.

## SAVE

Make sure that you click Save after choosing Approved.