

1. Log into your portal at <https://my.suu.edu/>
2. Click on the **Faculty Grade Entry** link in the lower left.
3. Click on the **Final Grades** tab if it is not already selected.
4. Your courses will be shown in the My Courses box at the top of the screen. You may need to sort the courses in order to find those for the current semester. You can do this by clicking on the header of the **Term** column.

The screenshot shows a web interface with three tabs: 'Midterm Grades', 'Final Grades' (circled in red), and 'Gradebook'. Below the tabs is a 'My Courses' section with a search bar and a table. The table has columns: 'Grading Status', 'Rolled', 'Subject', 'Course', 'Section', 'Title', 'Term', and 'CRN'. The 'Term' column header is circled in red. Two rows are visible: one for 'BIOL - Biology' (3010, 01) with 'Not Started' status, and one for 'CHEM - Chemistry' (1215, 06) with 'Completed' status. At the bottom, it says 'Records Found: 2' and 'Page 1 of 1'.

5. When you have found the course you are ready to grade, select it by clicking once on the class itself.

The screenshot shows the 'Faculty Grade Entry' page with the 'Final Grades' tab selected. The 'My Courses' table is shown with columns: 'Grading Status', 'Rolled', 'Subject', 'Course', 'Section', and 'Title'. The first row, 'General Microbiology' (BIOL - Biology, 3010, 01), is highlighted with a red box. The second row, 'Principles of Chem I Lab' (CHEM - Chemistry, 1215, 06), is also visible. At the bottom, it says 'Records Found: 2'.

6. Clicking on the course will then display your class roster where you can enter grades

The screenshot shows the 'Enter Grades' page for the 'General Microbiology' course. It features a table with columns: 'Full Name', 'ID', 'Midterm Grade', 'Final Grade', 'Rolled', and 'Last Attend Date'. The 'Final Grade' column is highlighted with a red box. There are four rows of student names: Brosnan, Pierce; Brown, Chris; Chesney, Kenny; and Cosby, Bill. Each row has a dropdown menu in the 'Final Grade' column. At the bottom, it says 'Page 1'.

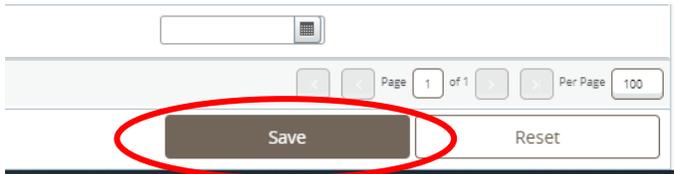
7. If a student has earned an F or UW grade, you must also enter a **Last Attend Date** for that student before saving.

Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date
Brosnan, Pierce	BT0000025		F		<input type="text"/>
Brown, Chris	BT0000026		B+		<input type="text"/>

8. Skip any students who have **Not Gradable** listed in their Final Grade column. These students have either dropped, withdrawn, or are auditing the course.

Cosby, Bill	BT0000028		B		<input type="text"/>
Cruise, Tom	BT0000029		B		<input type="text"/>
Dean, James	BT0000030	Not Gradable	Not Gradable		<input type="text"/>
Fox, Megan	BT0000031		B+		<input type="text"/>
Gaga, Lady	BT0000032		B+		<input type="text"/>
Gere, Richard	BT0000033		F		<input type="text"/>

9. Once you have finished entering the grades, click the **Save** button down at the bottom of the roster.



10. You can see the status of your grade submission by checking back up at the top of the screen in the My Courses box. If you have missed entering grades for any students in your class, you will see an **In Progress** grading status.

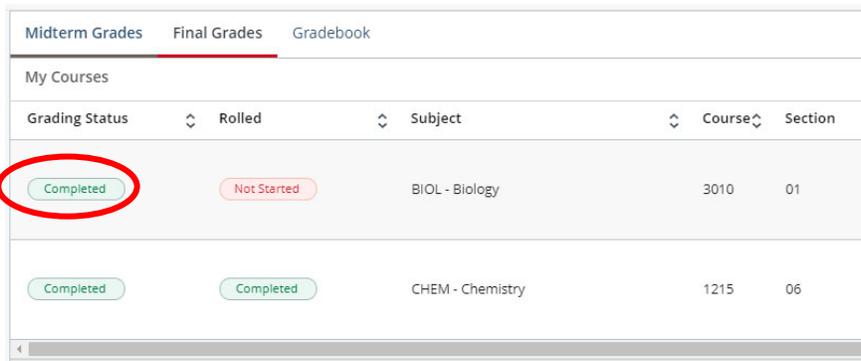
Faculty Grade Entry

Midterm Grades Final Grades Gradebook

My Courses

Grading Status	Rolled	Subject	Course	Section
In Progress	Not Started	BIOL - Biology	3010	01
Completed	Completed	CHEM - Chemistry	1215	06

11. If you have successfully submitted all your grades for the course, you will see a green **Completed** grading status.



The screenshot shows a web interface with three tabs: 'Midterm Grades', 'Final Grades' (which is selected and underlined), and 'Gradebook'. Below the tabs is a section titled 'My Courses'. A table lists two courses. The first row is for 'BIOL - Biology' (Course 3010, Section 01). It has two buttons: a green 'Completed' button (circled in red) and a red 'Not Started' button. The second row is for 'CHEM - Chemistry' (Course 1215, Section 06). It has two green 'Completed' buttons. A horizontal scrollbar is visible at the bottom of the table.

Grading Status	Roller	Subject	Course	Section
Completed	Not Started	BIOL - Biology	3010	01
Completed	Completed	CHEM - Chemistry	1215	06

12. Put your feet up and relax. You're done.