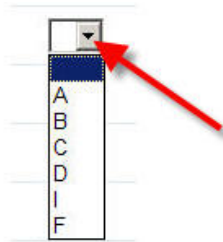


5. In the **My Grade** column choose the grade from the drop down menu for a particular student.



6. Click **Submit Midterm or Submit Final**. *Clicking Save will not submit the grades to the Registrar's Office. You must click **Submit Midterm or Submit Final**.*

Letter	<input type="text"/>	<input type="text"/>
Letter	<input type="text"/>	<input type="text"/>
Letter	<input type="text"/>	<input type="text"/>
<input type="button" value="Save"/>		<input type="button" value="Submit Final"/>

7. You may change a grade as long as the grading period is open. To change a grade, click on the triangle icon by the grade you wish to change. Choose the grade from the drop down and click **Submit**. *Once the grading period has ended, a change of grade form must be turned in to the Registrar's office.*

Change Grade

Grade

Recall
A
B
C
D
I
F

A	A ▶
A	A ▶
B	B ▶