STEP 1: After logging into MyInfo, click on “Grading” from the list of options:
STEP 2: From the Grading screen, select the appropriate term from the drop down box then click submit.
(Please DO NOT enter dates in the Start Date and End Date boxes.)
STEP 3: On the next grading screen, (1) select “Final” from the Final or Midterm Grading/No Shows drop down list, then (2) click the check box next to the section you want to grade:
STEP 4: (1) Enter the appropriate grade for each student in the column marked “Grade”. When you are finished entering the grades for your section, (2) click on submit.
STEP 5: You can confirm your entries on the Confirmation screen and print the screen using the print option of your browser. Make sure you click ok when you are done.
STEP 6: If you have more than one section to grade, you must return to the main faculty menu and begin from step one above for each section.