Spring 2023 final grades links will open on April 28 and final grades are due on
Friday, May 12, 2023 by 9 a.m.

ENTERING FINAL GRADES

- Navigate to the myESU portal and enter your username and password to log in.

- Click on the Faculty Resources tab.

- In the Faculty Dashboard you will see "Faculty Grade Assignment" - a list of the courses you are teaching. Click on the course name of the section for which you want to enter grades. This will open up the "Summary Class List" for that section.

- In the Summary Class list, there is a column headed "Grade". On the Final Grades page, you will be able to enter a grade for each student enrolled in the section. A grade is entered by choosing the appropriate grade from the drop down list in the "Grade" column.

  - (Do NOT enter anything in the "Attend Hours" column.)

- The Final Grades page may only display information for 25 students at a time. The records for additional students can be viewed by clicking on a new "record set" at the bottom of the list.

- Submit entered grades by clicking on the Submit button at the bottom of the page.

  - You do not need to wait until all grades are entered to submit. In fact, it is advisable to submit often since there is a 60 minute time limit on this page. If you have entered grades but have not yet submitted them when this 60 minute time period is up you will lose the entered grades.

- To enter Final Grades for an additional course, return to the Faculty Resources page by clicking on the Faculty Resources tab. Choose the new course from the "My Classes" list in the Faculty Dashboard, click on the "People Icon", and continue.

ENTERING FAILING FINAL GRADES

If a student is receiving a failing grade "E", "F" or "U", you will be asked to record the last date of academic related activity. Academic related activities include the following:
Physically attending the class, submitting academic assignments, and submitting an online assignment not only logging into the online course.

ENTERING INCOMPLETE FINAL GRADES

When entering an Incomplete grade you will be taken to a box "Incomplete Final Grade". Please do not change this information.

Reminder: *Grades will be viewable to students the day after you have entered them. Once grades are available for viewing by students, changes cannot be made to the grades via the class lists on the myESU portal. Please process the change of grade through the "Change of Grade" workflow on the myESU portal. If you need assistance please contact the Records team at* records@esu.edu*.*