

**EAST STROUDSBURG UNIVERSITY
CAMPUS COMMUNICATION**

Spring 2019 final grades links will open on May 2 and final grades are due on
Friday, May 17, 2019 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 "My Classes" - a list of the courses you are teaching. Click on the "People Icon" to the right 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 "Final". Click on the word "Enter" anywhere within this column. This will open up the "Final Grades" page.
- 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 "Last Date Attend" column or "Attend Hours" column.)
- If a grade of NA, W, E, F or U are given to students, the Last Date of any Academic Related Activity must be submitted in the Last Attend Date column. The date must be entered in the following format, MM/DD/YYYY.
- 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.

Reminder: *Grades will be viewable to students the day after you have entered them. That is, if you enter final grades on May 2, students will be able to view their grades at least by 10am on May 3. 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.*

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For questions about final grading instructions and the end-of-term process, please contact Geryl Kinsel at gkinsel@esu.edu, 570-422-2811.