Entering Grades through Self-Service

In your myNIC account under Self-Service select ***Faculty Overview***

Click on **Faculty**. This will take you to your course list.

Faculty
Here you can view your active classes and submit grades and waivers for students.

1. Click on the course link. This will take you to your class list.

2021 Winter Term

Section	Times	Locations
ECO-111-DLU2: Princ of Macroecon	2021-01-04 - 2021-04-09	Digital
ECO-111-DLU2B: Princ of Macroecon	2021-01-04 - 2021-04-09	Digital

2. Click on the **Grading** tab and this will take you to the Overview.

Roster   Grading   Waitlist

3. Click on the **Final Grade** to enter your grades.

Overview   Final Grade

4. Click on the **Select Grade** box to select the grade from the drop-down menu.

Note: You will not be able to enter an INC grade. Complete the Incomplete Standing Request form and submit to your Dean/director for approval.

Student Name	Student ID	DO NOT USE	DO NOT USE	Final Grade	Expiration Date	Class Level	Credits
		☐	yyyy-MM-dd	Select Grade ▾	yyyy-MM-dd		3