FINAL GRADING STEPS

Login to myaccess.cod.edu

Click on the myACCESS for Faculty bar
Click on the Midterm Verification/Final Grading link

Select the term to be graded.

Select Final Grading from the drop down box AND select the class that is “ready” to be graded. (The midterm verification for the class must be submitted prior to posting final grades.)

Click SUBMIT.
Enter the final grades in the Final Grade column for all students listed under “Students to be Graded”. Any student given a grade of F, LW, W, or I, needs a Last Date of Attendance or Never Attended indicator.

The students who have withdrawn since the class started are listed at the bottom under “Withdrawn Students”. These students need a Last Date Attended or Never Attended indicator.

Once you click “Submit”, the Final Grading status for the class will be “Completed”. You will be able to modify these grades until the status changes to “Posted”. This status means that the grades have been posted to the students’ records.