

## How to Input your Final grades

Updated Nov. 8, 2007

1. Go to the VCU Portal. This can be accessed through the login on [www.vcu.edu](http://www.vcu.edu)
2. Log in using your eID and eID password. If you do not know your eID and/or eID password, follow the instructions on the login page for help.
3. Click on the eServices tab at the top of the screen.
4. Select the eServices button to go to the new eServices for fall 2007.
5. From the Main Menu, select the **Faculty Services** tab. That will take you to the Faculty and Advisors menu.
6. From the Faculty and Advisors menu, select **Final Grades**.
7. Select the desired term from the drop-down list, then click **Submit**.
8. Select the course you wish to work with from the drop-down list, then click **Submit**.

NOTE: If you are an assigned instructor and your course does not appear in the drop-down list, please contact your departmental scheduling coordinator.
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9. The roster will display in alphabetical order. Click in the “Grade” box to use the drop-down list of grades appropriate for each student.
  - a. It is not necessary to enter any data other than the grade. You do not need to fill in the Last Attend Date or Attend Hours
10. When finished entering grades, select **Submit** at the bottom of the list. At the top of the roster, look for the message “The changes you made have been saved successfully.” If you see a STOP warning at the top, check the error message, make any necessary corrections and click the Submit button again.
11. To grade additional courses, select **Return To Menu**, in the upper right corner of the screen to return to the Faculty Services Menu. Go to CRN Selection to change the course, then return to Final Grades.

Additional notes:

- a. Grades of + or – are not approved University grades, and there is no option to enter the + or -. Only approved grade types for a course/student will be displayed.
- b. Tip: If you prefer to use your tab button to navigate from student to student, you may do so. If you tab into the grade box, you can just type in the grade without having to use the drop-down list.
- c. Tip: You do not have to input all your grades at once. It is fine to input some, submit (see next step) and then come back later to input the rest. If you are one of multiple instructors on the course each assigned to different students, it is fine to input grades for your students only.
- d. Periodically throughout each day, a job is run to “Roll” the grades to the students’ academic transcripts. Once this is done, you may not go back and change the grades. A Grade Change form must be submitted to the Office of Records and Registration to make changes once a grade has been rolled to a student’s transcript.