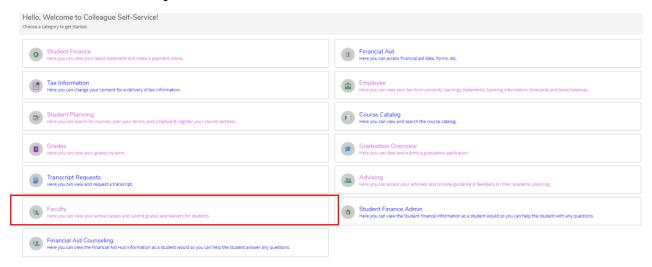
Grading

Grades are due by 12:00 PM (Noon) the day after your last day of classes.

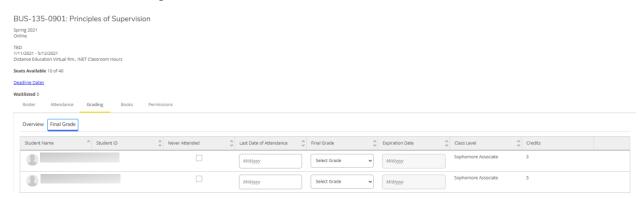
1. Select Faculty Tab



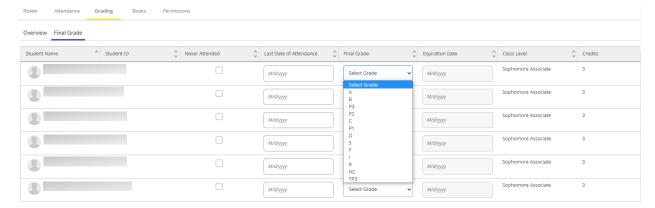
2. Select your class



3. Select Grading Tab and then Final Grade



4. Use the drop-down box to select the final grade for the student



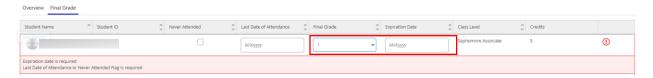
5. Once you've entered in all your grades, select **Post Grades**



Incomplete Grades

Incomplete grades require an **Expiration Date**. When entering in an I – Incomplete grade, you will see this red warning box to enter in the Expiration Date.

Expiration dates can be found on the Refund, Withdrawal and Incomplete Dates on the Registrar's website: https://www.faytechcc.edu/campus-life/curriculum-registration/



F Grades

F grades require a **Last Date of Attendance**. When entering in an F grade, you will see this red warning box, to remind you to enter in the Last Date of Attendance.

