Submit (Authorize) Grades

If you have previously saved grades and you are now ready to return to submit the grades.

1. **Login**, if you are not logged in already.

2. Click the **Faculty Center** tab then the **Online Grading** tab.

   Alternately you can navigate to the Faculty Center by Clicking **Main Menu** > **Campus Solutions** > **Self Service** > **Online Grading** > **Online Grading**

3. In the **Online Grading** section, click the desired Course link:

   a. Scroll to the bottom of the page to the **Roster Submission** section.
b. Select the ‘I authorize that these grades are complete and ready for review’ check box.

c. Click the ‘Submit’ button.

d. Scroll down the page to view the Approval History section, which displays details pertaining to the grade(s) submission for the course.

Note: Undergraduate course grade rosters cannot be partially submitted for approval. When submitting grade roster for undergraduate course, please ensure all grades are entered into roster before submitting for approval.