



# Morehead State University

## Submitting Mid-term or Final Grades

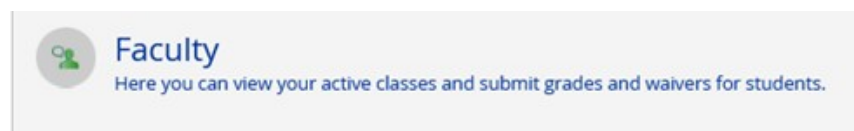
Use the following steps to submit final grades via Self-Service.

### Step 1: Log into your My.MoreheadState.edu account.



Select the Self-Service Link

### Step 2: Select the "Faculty" button to access your course rosters.

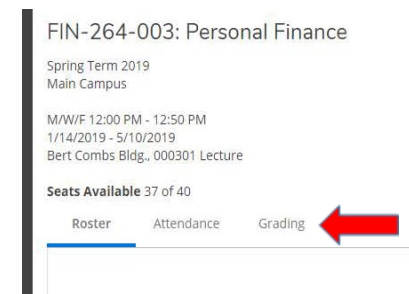


Spring Term 2019		
Section	Times	Locations
<a href="#">BBA-350-200: Entrepreneurship &amp; Innovation</a>	W 6:00 PM - 6:45 PM 1/14/2019 - 5/10/2019	Bert Combs Bldg., 000109 Lecture
<a href="#">BBA-350-207: Entrepreneurship &amp; Innovation</a>	W 6:00 PM - 8:45 PM 1/14/2019 - 5/10/2019	MSU at Mt. Sterling, 000003 Lecture
<a href="#">FIN-264-003: Personal Finance</a>	M/W/F 12:00 PM - 12:50 PM 1/14/2019 - 5/10/2019	Bert Combs Bldg., 000301 Lecture

Select the desired course section. A class roster, attendance information and grading tab will be available on the Section Detail screen.

### Step 3: Select the Grading tab.

1. Under the Grading tab, select either the Final or Mid-term grade link.
2. Enter a grade for each student by typing the grade or selecting the grade from the drop-down menu.
3. Once you have entered a grade for all students, you are finished!



Please note the following:

- If you assign a final grade of "E" for a student, you must enter a last date of attendance
- If you assign a final grade of "U" for a student, you must enter a last date of attendance or click on the check box next to their name under the "Never Attended" column.
- Grades can be changed at any time before the grade entry window closes. After the close of grade entry, any changes must be submitted on a Grade Correction form.