Grading Instructions

1) Login to Self Service using Single-Sign On

![Login to Self Service](image)

2) To access Faculty Self-Service, click on the Faculty tab.

![Faculty Self-Service](image)

3) Once in the Faculty Overview screen, click on the Course Section link to view section information.
3) Select the Grading tab.

4) Select the grade from the drop down box for each student.
   *Note that the expiration date is only used when issuing Incomplete grades.*

5) When all grades have been assigned click on POST GRADES. Grades are now finalized (with a date/time of submission).
   a. **Grades are due 5 business days after the conclusion of the term.**
      i. **Example:** the term ends 8/11/2022 – grades are due 8/18/2022 at 5:00 PM
   b. Contact Tiffani.Lam@evc.edu if you have made a grading error.