

# Grading in Self-Service

## Accessing the Grading Roster

- Open the Faculty page in Self-Service
- Select the Section to be graded
- Select the Grading link on the Section Detail page
- Select Final Grade

The screenshot shows a web interface for grading. At the top, there are three tabs: 'Roster', 'Attendance', and 'Grading', with 'Grading' selected. Below these are two sub-tabs: 'Overview' and 'Final Grade', with 'Final Grade' selected. The main area contains three columns: 'Never Attended' with a dropdown arrow, 'Last Date of Attendance' with a dropdown arrow, and 'Final Grade' with a dropdown arrow. Below these columns are three input fields: a checkbox, a date field labeled 'M/d/yyyy', and a dropdown menu labeled 'Sele'.

## Reminders

- Enter Semester grades during the designated grading period
- No-show, Withdrawal, and Incomplete grades require eforms. The grades are not available in Self-Service Grading
  - Enter the date in the Last Date of Attendance field for students receiving W, F, F2
    - Do not use Last Date of Attendance to indicate the last day class was held
    - Last Date of attendance is the last date the student was engaged in the class
  - Submit [Faculty Incomplete Grade Request](#) for students receiving an Incomplete
  - Check Never Attended for NS students and submit [Faculty No-show eform](#)
- Grades that have been verified in Colleague require a [Change of Grade eform](#)