

Attendance

For the last day of your class, enter **C** for all students who attended up to the last day of class whether they attend the last day of class or not. Online teachers – remember not to enter C until after you have entered all of your students' asynchronous hours as entering C will close out the student for the semester.

Do not drop students who miss the last 5 days of class. These students should be marked as C the last day of class. For example:

3/17	3/19	3/24	3/26	4/7	4/9
P	A	A	A	A	C

Don't forget to give Rita your signed attendance sheet for your last month of class.

Final Grades

You need to submit your final grades to ACCESS by **Monday after the last day of class at 4 p.m.** All classes need to submit grades by **4/13**. You can submit grades prior to this deadline.

- Remember to only give the students **CR** if they pass the class.
- If a student does not pass the class (meet the outcomes), please give the student an **NC**.
- Also, students who have been dropped after midterm should be given an NC.
- **Do not give any student a W or AW as a final grade.** Remember to give every student a grade on your final grade sheet.

Final Grading Instructions

1. Go to my.Elgin.edu.
2. Employees will be prompted to enter their employee1234 login credentials.
3. From the Self-Service homepage, select [Faculty](#).
4. Choose “Grading.”
5. Choose “Final Grade”
6. Final grades are required for all students still enrolled in the course. CR/NC is only appropriate for pass/no credit courses. W is not an option for a final grade.
7. Return to “Overview” to view your final grades. The records office will verify grades.
8. There is no “Okay” or “Submit” button to check to confirm the grade choices. You must select the appropriate grade from the drop-down menu, which is then recorded in the system.

Student Assessment Forms (SAFs):

Student assessment forms are due **Monday, April 20**. Please submit them to the appropriate Google folder. **Please do not zip your files.** You can upload the file unzipped.

- ESL SAFs go to [ESL SAFs Submission folder - Spring 2026](#) on Google drive
- Bridge, ICAPS, and Computers SAFs go to [ICAPS / Bridge SAFs Submission Folder - Spring 2026](#)
- Computers SAFs go to the [Computer Submission Folder - Spring 2026](#)
- ARW/AMT SAFs go to [AMT/ARW SAFs Submission Folder](#) -Spring 2026

Please contact AnaMaria (amolina@elgin.edu ESL), Ayesha Aijaz (aaijaz@elgind.edu ESL), or Rachel (rtaylor@elgin.edu ARW/AMT) if you will not be able to get paperwork in by that date.

Here are the [SAF instructions](#). There are different directions for civics (012 and 013), so please be sure to read these if you are teaching one of these courses. For instructions on scoring, please see the [Faculty Handbook](#).

Please let me know if you have any questions about end-of-semester procedures.