

Recording Final Grades and Attendance in Self Service

STEP 1 - Mark Final Attendance in Self-Service

- You will need to mark the final attendance for each of your courses.
- Login to Self-Service and click on the course you would like to record attendance for.
- Click on the Attendance tab.
- Choose the day you would like to mark attendance for from the drop down menu.
- Mark "Present" or "Absent" for each student.

STEP 2 - Assign Final Grades in Self-Service

- You will need to assign final grades for all students in each of your courses.
- Login to Self-Service and click on the course you would like to assign final grades for students.
- Click on the Grading tab.
- Click on the Final Grade tab.
- Choose the letter grade for each student under the Final Grade column.
 - Assigning a grade of I for an incomplete also requires you to enter an expiration date.
 - Assigning a grade of F requires you to enter a last date of attendance.
- Once you have assigned a grade for each student in that section, click the Post Grades button.

Here is a video that explains these things as well.

[Self-Service Faculty Guide: Finalizing Attendance and Final Grades](#)