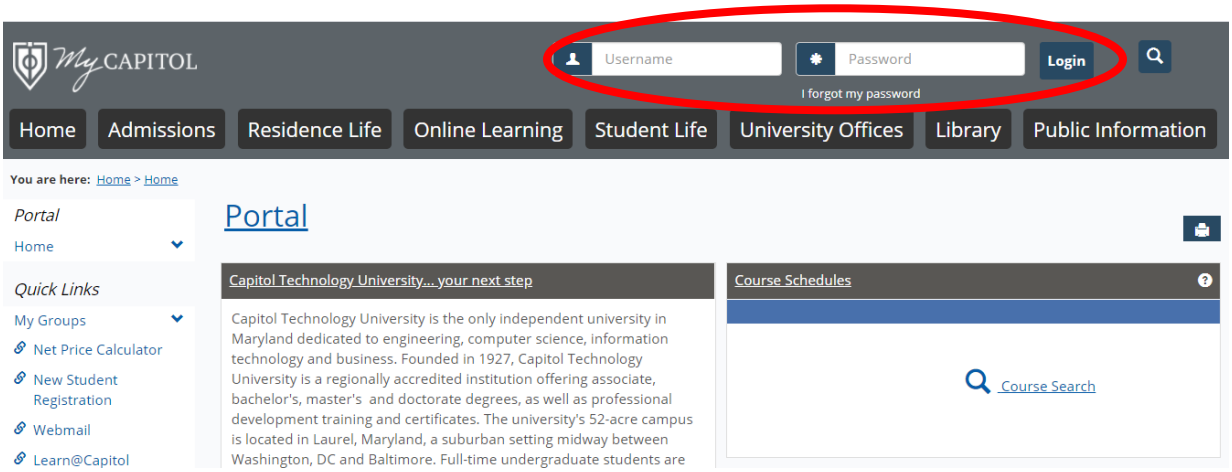
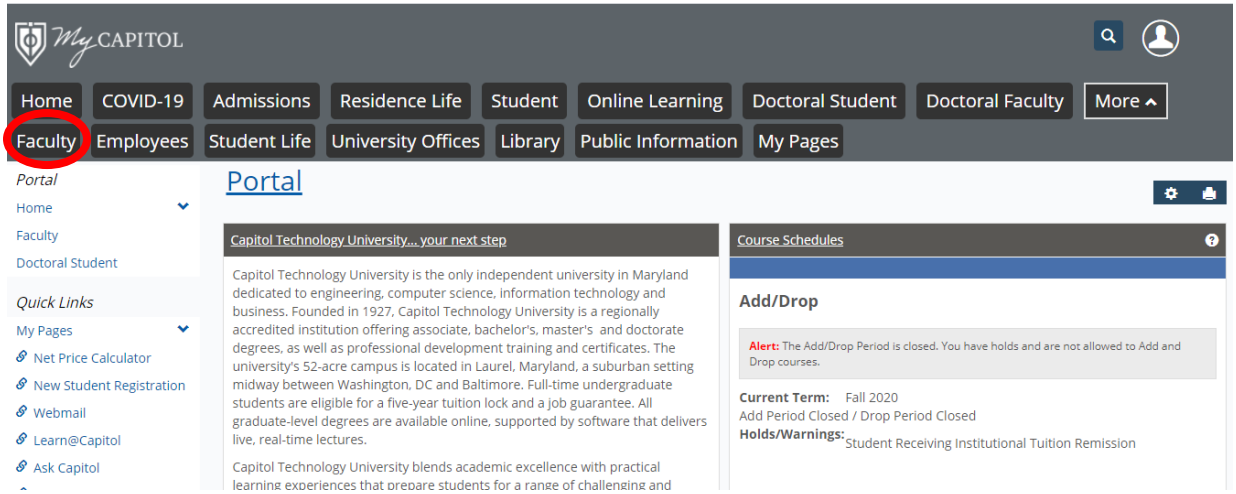
Faculty Grade Entry Instructions

Accessing the Grade Entry Page

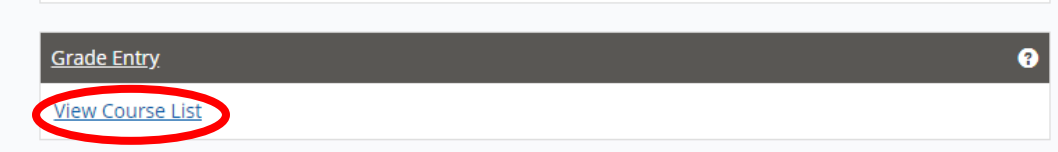
Log into MyCapitol by entering your credentials in the Username and Password fields at the top right of your screen.



Select the **Faculty** tab at the top of your screen.

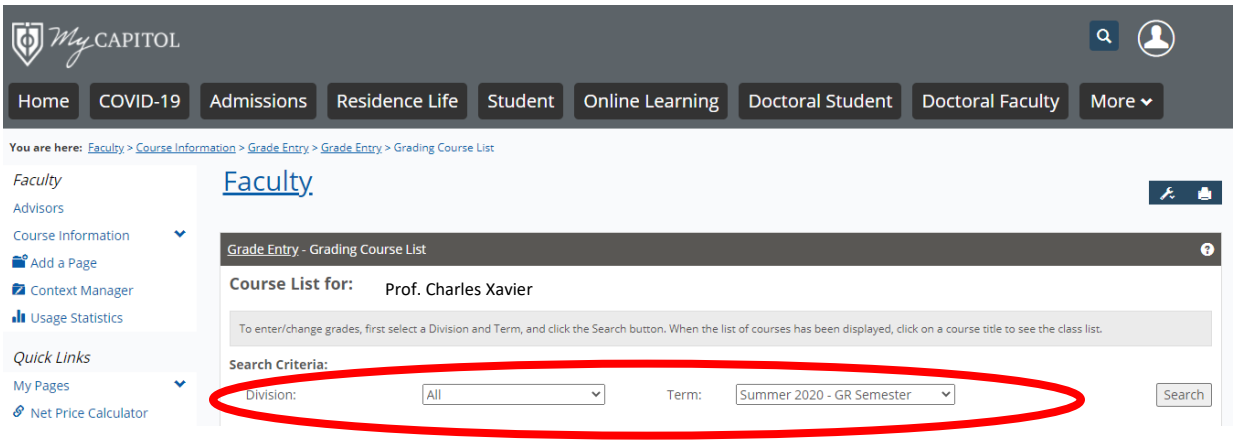


Select **View Course List** below the **Grade Entry** heading.

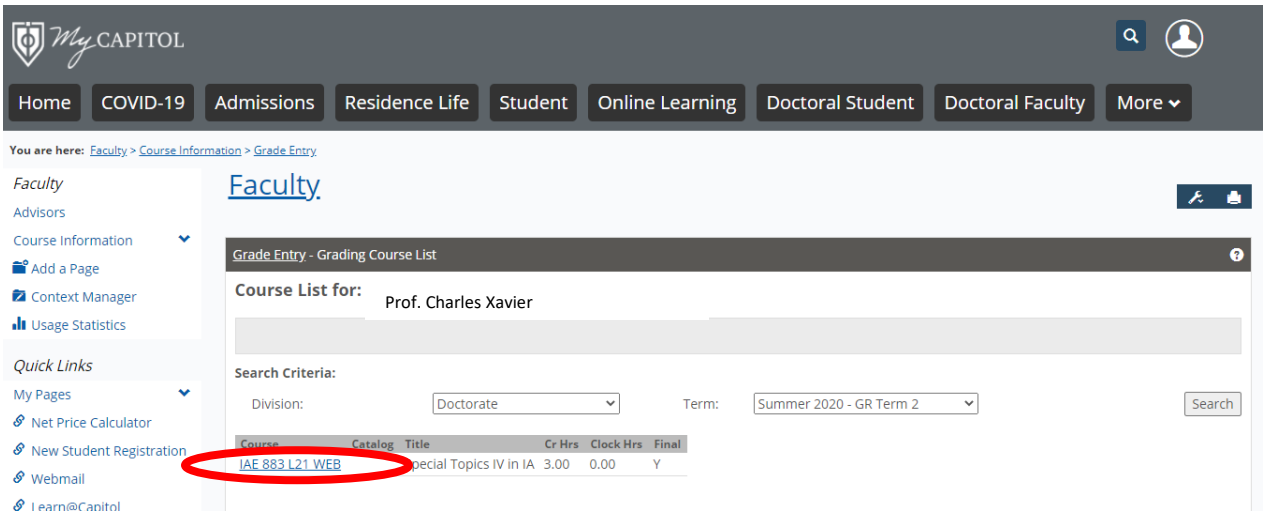


Faculty Grade Entry Instructions

Set the dropdown menus for the appropriate **Division** and **Term** and click **Search** to see the list of your available classes.

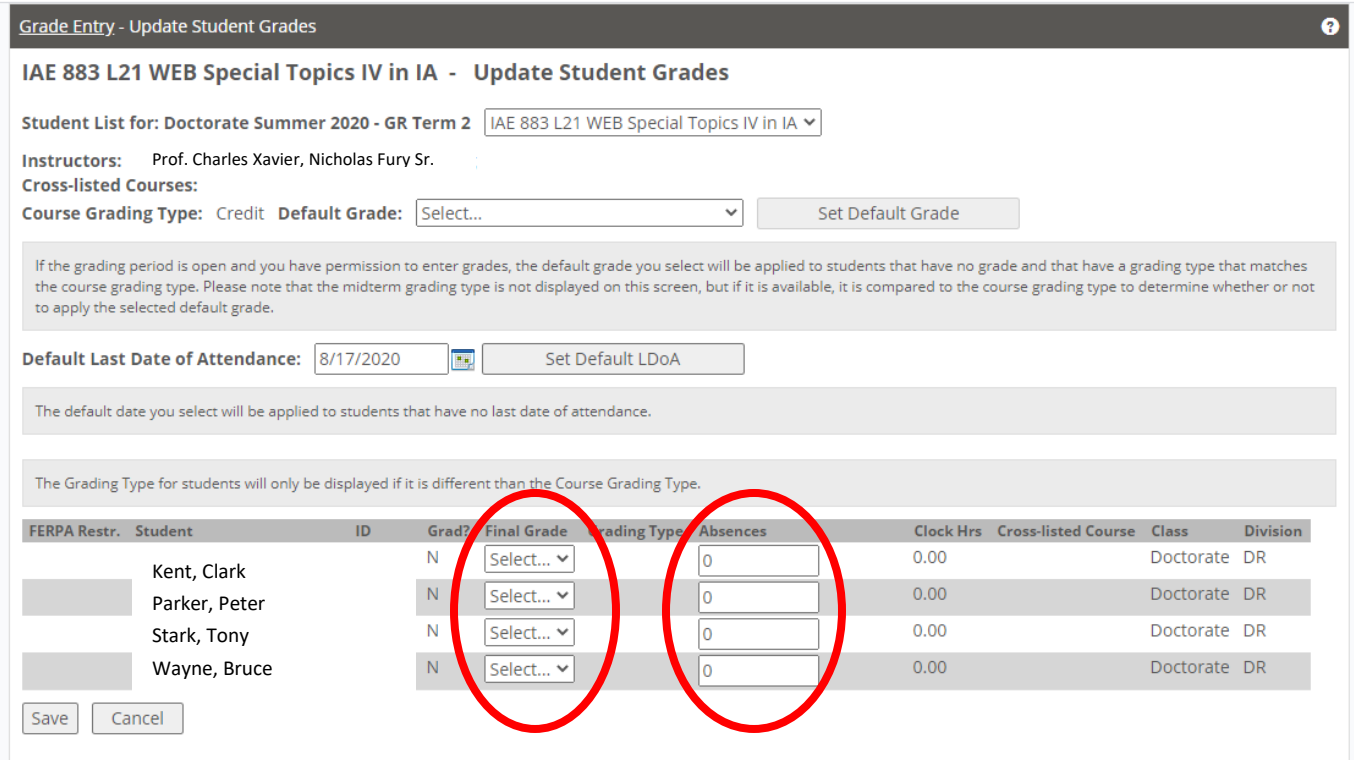


Click on the course you wish to enter grades for.

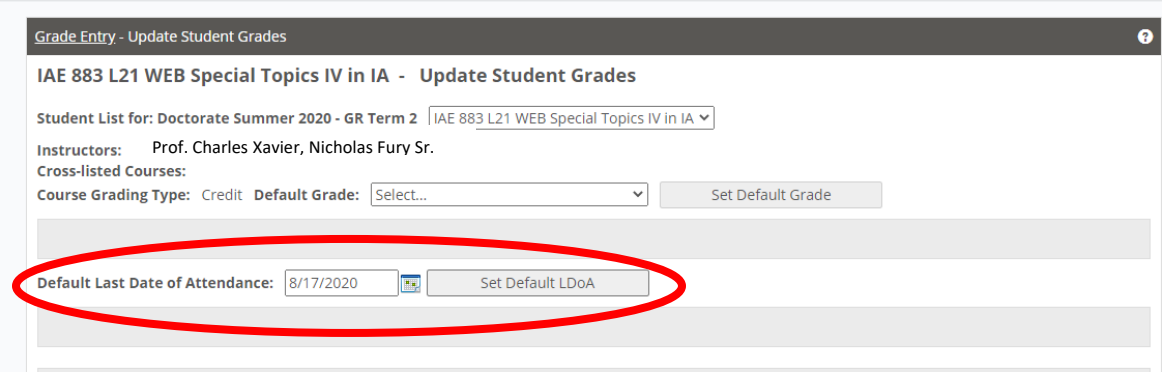


Faculty Grade Entry Instructions

Your **Grade Entry** screen will look like this and includes your class roster with fields in which to enter the final grades and number of absences for each student.



Please note: There is no need to make any changes to the Default Last Date of Attendance field so leave this as is.

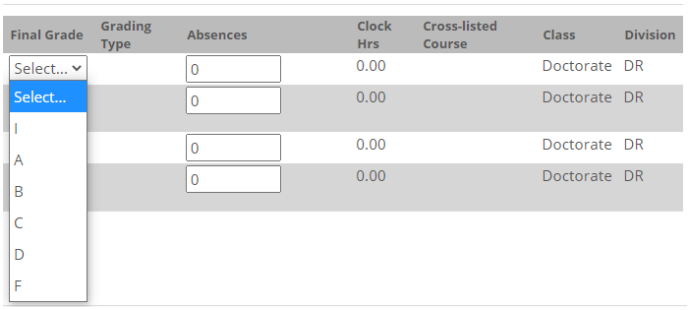


Faculty Grade Entry Instructions

Entering Grades

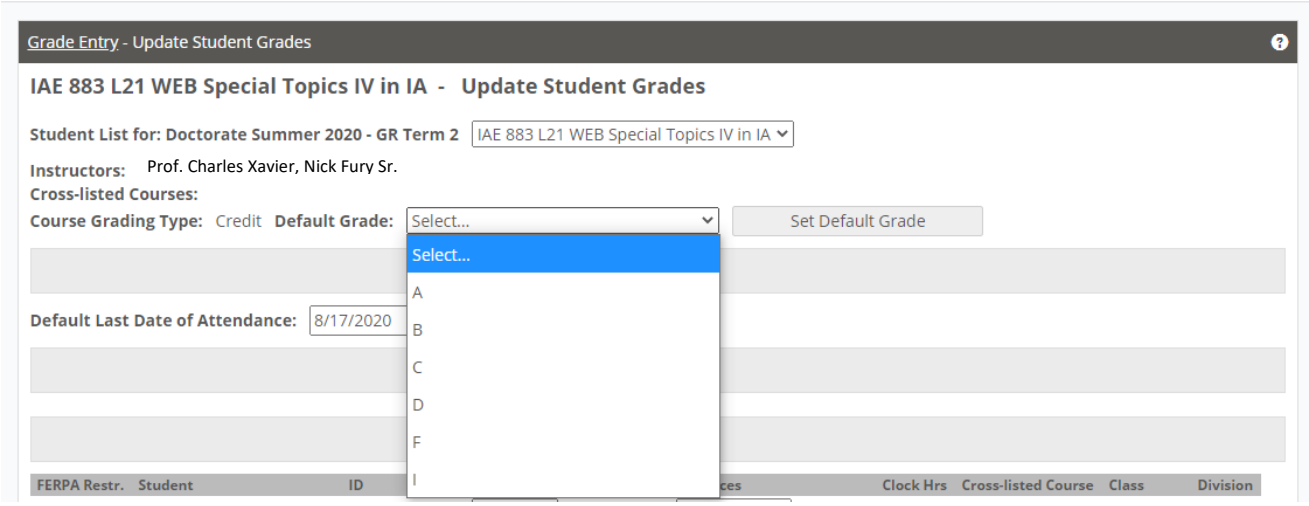
Option 1:

Use the dropdown menu in the **Final Grade** column beside each student's name to individually select his or her grade until all grades are entered.



Option 2:

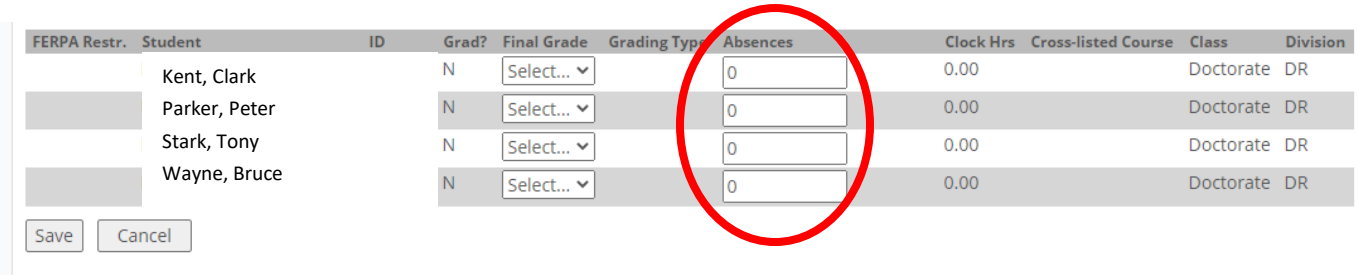
In the event that all students on the roster have earned the same grade, you may also use the **Default Grade** option to save time. Simply select the appropriate grade from the **Default Grade** dropdown and click **Set Default Grade** to populate that grade for all students simultaneously.



Faculty Grade Entry Instructions

Entering Absences

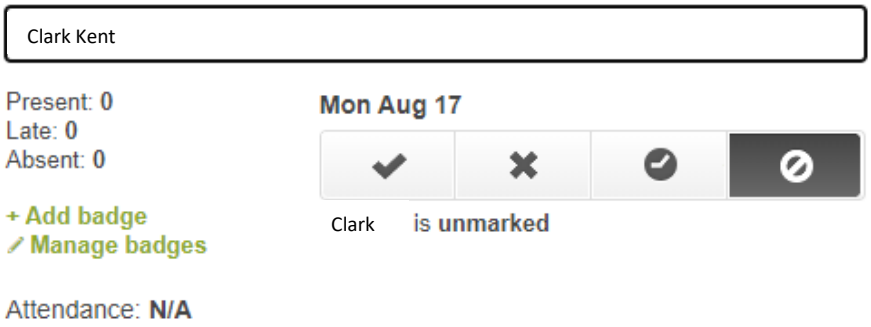
Simply enter the number of absences incurred by each student beside his or her name in the Absences column.



FERPA Restr.	Student	ID	Grad?	Final Grade	Grading Type	Absences	Clock Hrs	Cross-listed Course	Class	Division
	Kent, Clark		N	Select...		0	0.00		Doctorate	DR
	Parker, Peter		N	Select...		0	0.00		Doctorate	DR
	Stark, Tony		N	Select...		0	0.00		Doctorate	DR
	Wayne, Bruce		N	Select...		0	0.00		Doctorate	DR

Save Cancel

To find the number of absences, you can refer to the **Attendance** tab on your Canvas account for that particular class to access the Roll Call. This will display the cumulative number of days present, late and absent for each student on your roster.

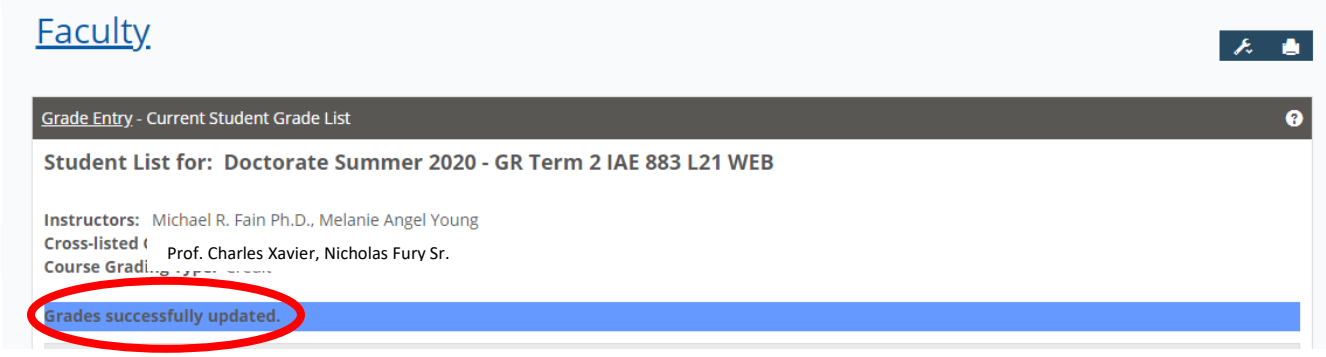


Faculty Grade Entry Instructions

Saving Changes

Once all grades and absences have been entered, click the **Save** button below the roster and you will see the screen below as the changes update.

Once complete, you will see a message above your roster that reads “Grades successfully updated”.



Now the grades are live in the system and accessible to students via their transcripts and grade reports.