

## PowerCAMPUS Self-Service Faculty Quick User Guide

### Entering Overall Grades for a Course

1. Select the **Classes** tab.
2. Select the **Grading** menu item.
3. Select the **Overall Grades** option on the left side.
4. From the list of years, terms, and sessions, select the course.
5. For any student in the list, choose the grade in the **My Grade** column under the appropriate **MIDTERM** or **FINALGRADE** heading.
6. Click the **Save** button if you just want to save the grades and be able to edit them later.
7. You can change grades for students for whom the **Actual Grade** has not yet been approved or posted.
8. If midterm or final grading is open, you will see a **Submit** button. Click the **Submit** button to submit the students' midterm or final grade. You will not be able to change it after submittal.

Home Register Advising **Classes** Department Finances Grades Search My Profile

Schedule Enrollment Grading Manage Assistants

Grading - Overall Grades

Select Course Course: 2010/Fall/Main Session - BIOL 113/Lab/01  
Newsstand Biology  
T 2:00 PM - 4:50 PM, Hood College/Hodson Technology/111  
Traditional

Overall Grades  
Academic Alerts  
Options

Course Statistics  
E-mail Selected  
Download Grades

Recent Courses

		Name	Credit Type	MIDTERM		FINAL	
				My Grade	Actual Grade	My Grade	Actual Grade
<input type="checkbox"/>	B	Abdullah, Mary	Credit				
<input type="checkbox"/>	B	Abdullah, Mary	Credit				
<input type="checkbox"/>	B	Abdullah, Mary	Credit				
<input type="checkbox"/>	B	Abdullah, Mary	Credit				
<input type="checkbox"/>	B	Abdullah, Mary	Credit				
<input type="checkbox"/>	B	Abdullah, Mary	Credit				
<input type="checkbox"/>	B	Abdullah, Mary	Credit				
<input type="checkbox"/>	B	Abdullah, Mary	Credit				