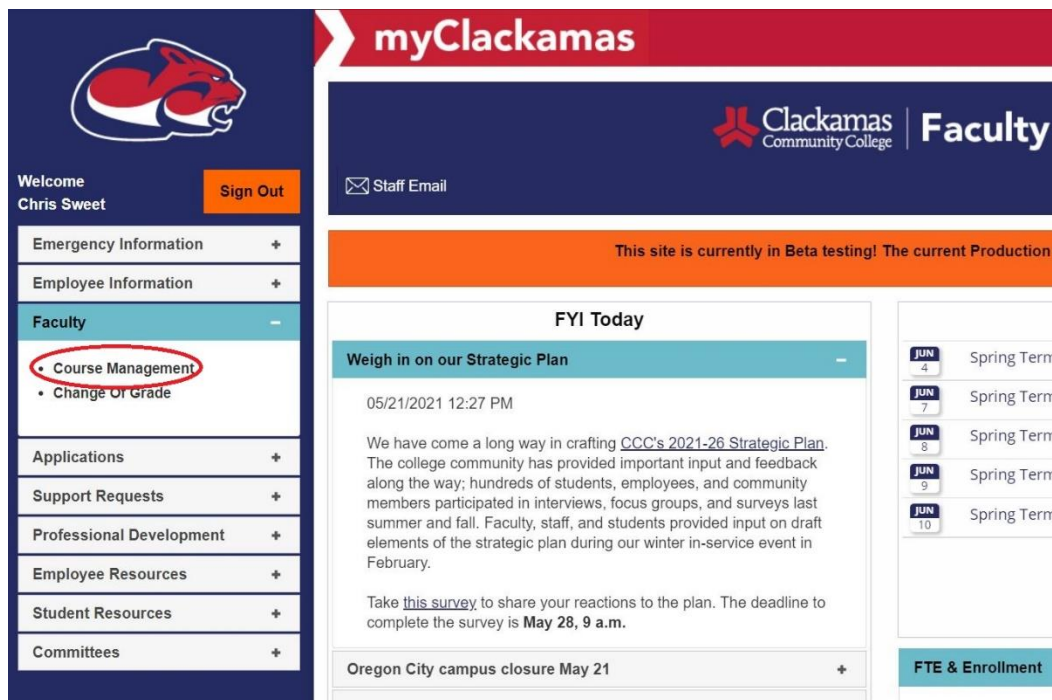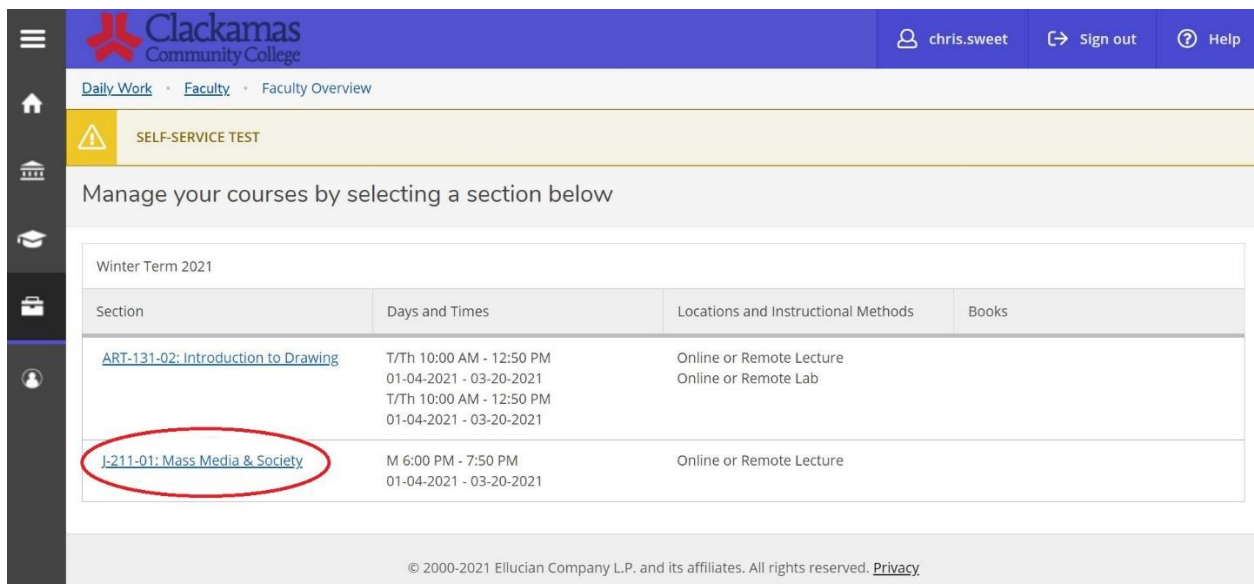# Grading in Faculty Self Service in the New Portal

1. In myClackamas, please locate the link to "Course Management":

2. Locate and click on the course you want to put grades in for:

3. Click on "Grading":

4. Click on "Final Grade":

5. Enter grades and appropriate dates. Grades are entered using the drop down menu of available grades. If a date is needed, then dates must be entered using the following format: 03-15-2021

Online or Remote Lecture

Seats Available 0 of 35

Deadline Dates

Waitlisted 0 of 3

Roster   Attendance   Grading   Books   Permissions   Waitlist

Overview   Final Grade

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
Bagheri, Masoumeh	1116361	☐	02-05-2021	W	MM-dd-yyyy	FIRST YEAR STUDENT	4
Bartel, Gavin	1008847	☐	MM-dd-yyyy	A	MM-dd-yyyy	FIRST YEAR STUDENT	4
Bellefleur, Cade W.	1140607	☐	MM-dd-yyyy	I/D	04-15-2021	FIRST YEAR STUDENT	4

6. Once grades are entered, that is it. There is no "submit" or "enter" button. Grades are verified each evening just after midnight. When you check the grading roster the next day you will not be able to change the grade without submitted a "Change of Grade" form.