HOW TO SUBMIT THE FINAL GRADE CODES VIA COUGAR CONNECT

1. On the Chicago State University home page, www.csu.edu log into Cougar Connect with your Email user name and password.
   a. Click on the Faculty Tab to display the options available to all Faculty (your tab options will contain only items specific to you).

2. Select the class to be reviewed (for the appropriate term) from the Faculty Dashboard Channel.
3. Each class’s name is a hyperlink to the course information. After clicking the name of the class, the link will direct you to the following screen for the course.

4. Select the **Final Grades** option found at the bottom of the screen.

5. Your class roster will appear. (Please scroll down to view the entire list.)

6. Select a student and in the Grade column click on the drop down arrow to select the grade the student has earned. *(If the student has withdrawn with the grade of W, that grade will appear and you should not change the grade.)*

7. Click and select the applicable grade code from the available list and go down to the next student and repeat the process.

8. Continue entering a grade for each student. *(Be sure to scroll down to the bottom and click the Submit button often. The system will time out if you are not careful.)*

9. Once you have entered the grades for all students click **Submit** again to make sure all grades have been entered.

10. If you have more than one course, go to the Menu at the bottom of the page and click on the **Faculty Detail Schedule** tab. If you have additional courses, it will be displayed.

11. Select the next course CRN and repeat process starting at Step 6.

12. Once you have entered all grades for every course, go back into each CRN to make sure the grades have been **submitted** correctly.