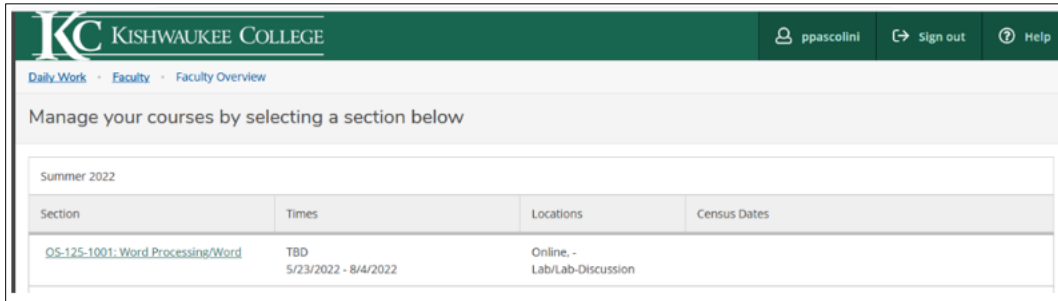


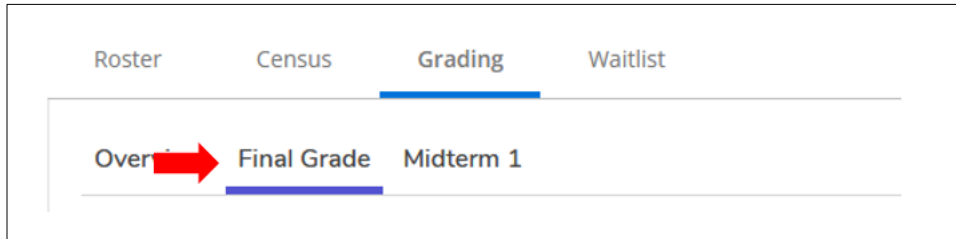
## Final Grade Process

1. Log in to myKC
2. Click on Kishwaukee College Self-Service (located in Applications area)
3. Select Faculty
4. Select the Course to be graded.



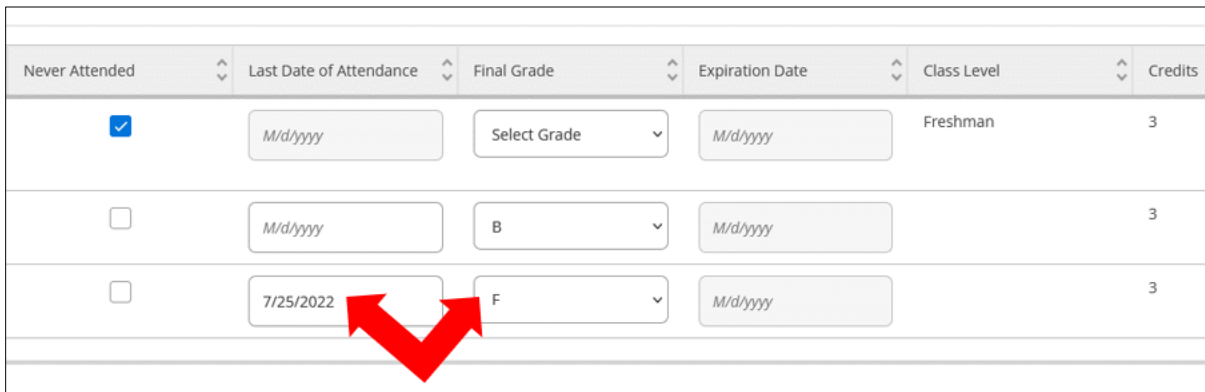
The screenshot shows the myKC Faculty Overview page. At the top, there is a navigation bar with the Kishwaukee College logo and user information (ppascalini, Sign out, Help). Below the navigation bar, there is a breadcrumb trail: Daily Work > Faculty > Faculty Overview. The main heading is "Manage your courses by selecting a section below". Underneath, there is a table for "Summer 2022" with columns for Section, Times, Locations, and Census Dates. One row is visible: OS-125-1001: Word Processing/Word, TBD, 5/23/2022 - 8/4/2022, Online - Lab/Lab-Discussion.

5. Click Grading.
6. Click Final Grade.



The screenshot shows the "Grading" tab selected in the myKC interface. The tabs are Roster, Census, Grading, and Waitlist. Under the "Grading" tab, there are three sub-tabs: Over, Final Grade, and Midterm 1. A red arrow points to the "Final Grade" sub-tab.

7. Use the dropdown box to select the grades for each student.
  - If an F is entered, supply a date that the student either stopped attending or last submitted an assignment. This date should be no earlier than the midterm census date.
  - If a student is auditing the class, an AU grade will be pre-populated.
  - Cross-listed sections: Only one section of grades is necessary, grades will populate in all sections.



The screenshot shows the student grade entry form in myKC. It has columns for Never Attended, Last Date of Attendance, Final Grade, Expiration Date, Class Level, and Credits. There are three rows of student data. The first row has a checked checkbox, a date field (M/d/yyyy), a "Select Grade" dropdown, an expiration date field (M/d/yyyy), "Freshman" class level, and 3 credits. The second row has an unchecked checkbox, a date field (M/d/yyyy), a "B" grade dropdown, an expiration date field (M/d/yyyy), and 3 credits. The third row has an unchecked checkbox, a date field (7/25/2022), an "F" grade dropdown, an expiration date field (M/d/yyyy), and 3 credits. A red arrow points to the "F" grade dropdown and the date field.

8. You have completed the final grade entry.
9. Submit your final grade backup information to the division office. Label the spreadsheet/gradebook clearly with Semester, Course, Sections, and instructor name (SU22 SOC-200-3001.Jones).

NOTE: If Change of Grade is needed after grade verification is complete, visit myKC frequently used forms and select "Request Grade Changes". An updated grade backup will need to be submitted to your Office of Instruction administrative assistant.