

# FINAL SUBMISSION INSTRUCTIONS

- Log in to **MyKC**
- Go to the Applications Area
- Click on **Kishwaukee College Self-Service**
- Choose **Faculty Tab**
- Choose the **Class** you are entering grades for (the most recent semester is on top)
- Choose **Grading tab**
- Choose **Final Grade tab**

The list of students enrolled comes up and you will need to select the **DROP DOWN TO ENTER GRADES**. If a grade of "F" is entered you must fill in the last date of attendance. **There will be no submit button, if you go out and come back in the grades should be there and you can change until they are verified in the system.** Verification happens overnight electronically or by Student Services manually.

**Change of Grades** - After grades have been verified in the system, if you need to process a change of grade 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.

We will run a final grade report after grades are due and reach out to those instructors that have grades missing.

1. **Once you have entered grades, please send your grade backup information to the division office.** Please clearly label spreadsheets/gradebooks with the Semester, Course, Section and instructor's name. (FA15-SOC- 200- 3001-Jones) We will accept paper copies, PDF's or electronic versions. You may email, fax, or mail the grade backup to the office.
2. Miscellaneous
  - ❖ Cross-listed sections: If you have a cross-listed section pick one section and enter grades. The grades will be submitted for both sections at the same time. The updated grade sheet will show what section a student is enrolled in.
  - ❖ If a student is auditing the class, an AU grade will be pre-populated.