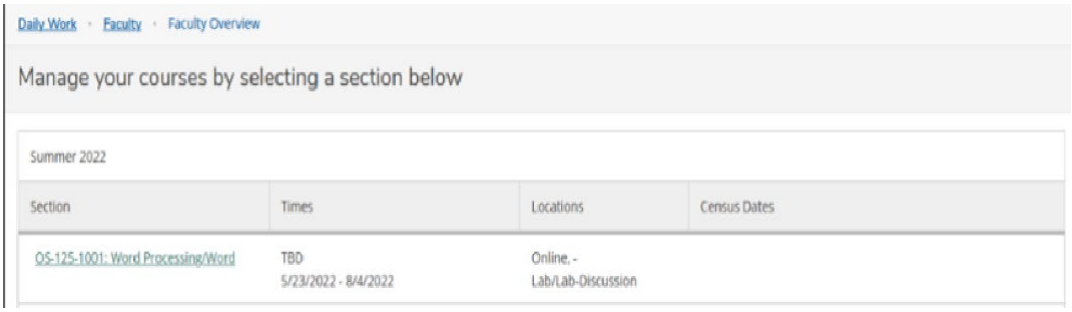
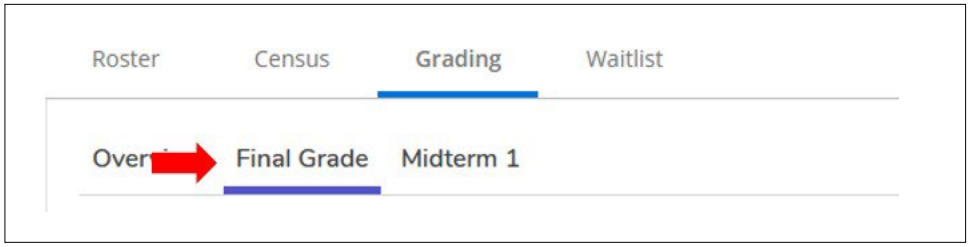
Final Grade Process

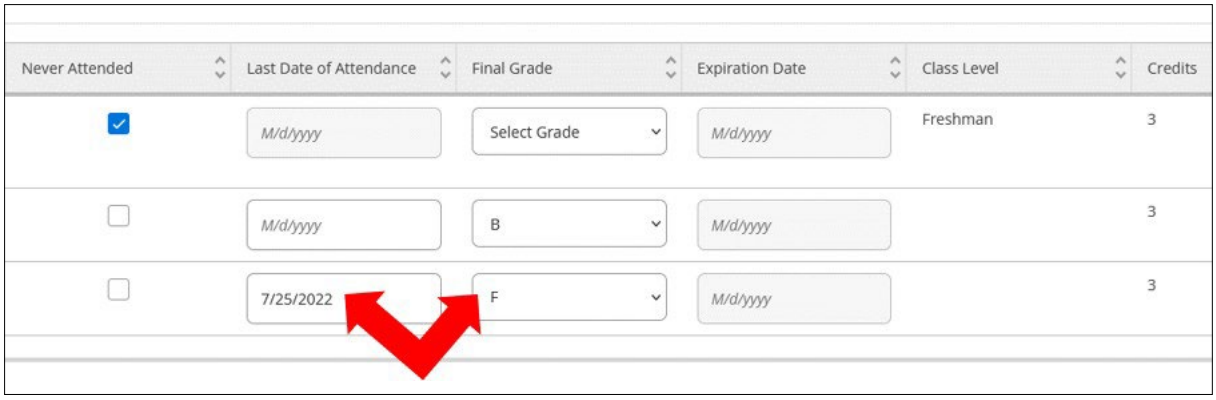
1. Log in to myKish.
2. Click on Faculty - Instructor Links and Resources Card (You may have to scroll down to click DISCOVER MORE to locate card).
3. Click on Self-Service: Grades, Roster, Midterm, Attendance.
4. Select the Course to be graded.



5. Click Grading.
6. Click Final Grade.



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.



8. You have completed the final grade entry.
9. Submit your final gradebook backup information to the Director of Dual Credit. This should be your downloaded gradebook from your school's LMS showing all students and all grades received on assignments during the semester, as well as their final grades. 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 myKish-Instructor Links and Resources-Request Grade Changes. An updated grade backup will need to be submitted to the Director of Dual Credit.

CT 12/14/23