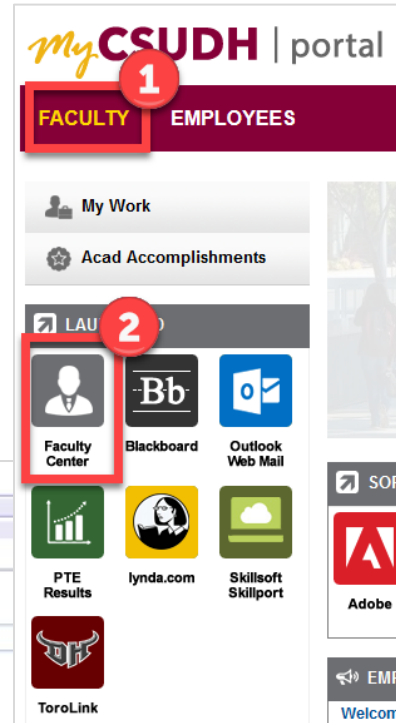# HOW TO POST FINAL GRADES IN MYCSUDH

1. Login to the portal and click on **Faculty tab**.

2. Click on the **Faculty Center** icon.

3. Click Grade Roster icon for each section to obtain the grade roster for that section. Your icons will appear on the left side of each course.

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4. Enter a grade for each student listed on the grade roster.
   a. Assign a grade by typing in the grade or clicking on the magnifying glass icon to see a list of acceptable grades.
   b. Be sure to assign grades for students listed on the next page(s) if your roster has more than one page.

5. Once you have entered a grade for every student, you must set your grade roster status to "Approved", then click "Save" so that grades can be posted.

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NOTE: THIS IS AN ADDITIONAL STEP THAT IS DIFFERENT FROM PROCEDURES FROM PRIOR GRADE SUBMISSIONS. GRADES CANNOT BE POSTED UNTIL ALL ROSTERS HAVE BEEN APPROVED.

If you have any problems or questions concerning grade submission, please email mdsimpson@csudh.edu or call Admissions and Records at (310) 243-3645 (option 2 for records).

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