

### To submit grades:

1. Log into CSI Connect with your network user name and password. You can get to CSI connect by clicking on “quick links” at the top right corner of the main CSI homepage.
  2. Select the ‘Faculty Dashboard’ tile
  3. Select the ‘Course Management’ tile
  4. In the Faculty Course Control portlet, which lists all of your courses, use the drop down menu next to the course name to select grade entry.
  5. Select a final grade for each student on your grade list.
  6. ***Click Save at the bottom of the page when you are done.*** **The most common error is forgetting to Click Save!**
- The ability to enter grades automatically closes at 12:00 PM the Tuesday following the last day of the course. Please make arrangements to ensure grades are entered before this time.
  - You cannot make grades changes in MyCSI. Grade changes must be done through the Office of the Registrar by completing a grade change form. Forms can be submitted in person or by emailing a scanned copy to [mmcfarlane@csi.edu](mailto:mmcfarlane@csi.edu).
  - Remember that grades of ‘F’ require entry of the last date of attendance. You will not be able to submit your grades if you have entered a grade of ‘F’ but the date is missing.
  - If you discover a student who should have been dropped for no show during the first week, **DO NOT** enter a grade. Please complete a “Drop for No Show Correction Form”.
  - To issue an “I” a copy of the Incomplete grade contract (attached) needs to be submitted to the Office of the Registrar. Forms can be submitted in person or by emailing a scanned copy to [mmcfarlane@csi.edu](mailto:mmcfarlane@csi.edu). When the student completes the missing work please submit a Grade Change form to update the grade.