

# Final Grade Submission Instructions

## Traditional Method:

1. Log into myLEO at <https://leoportal.tamuc.edu/uPortal/f/welcome/normal/render.uP>
2. Select: Faculty Resources tab
3. Select: Faculty Final Grades
4. Select: Term
5. Select: Course
6. Select: Submit
7. Input letter grade under "Grade"
8. Select: Submit

Please note that "F" grades **require** listing a last date of participation/attendance on the grades export screen.

**Always** verify the grades have transferred by checking worksheet in Banner.

If you should have any questions or concerns regarding the new method of grading, please contact [Online@tamuc.edu](mailto:Online@tamuc.edu) for assistance.

## Things to note:

-If a student is being assigned an 'F' for a final grade, you will need to provide the last date of activity for that student.

-Since we have two CBE terms that are back to back, please feel free to submit the grades for the students that have already completed early. This will help both the students and Advisors to accurately assist in scheduling classes in the coming up term.

-Remember the grading system for our CBE courses is A,B or F