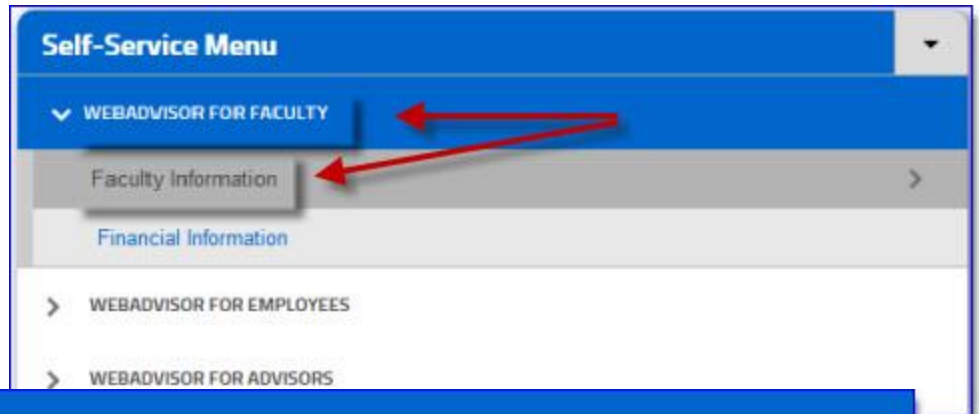


## HOW TO SUBMIT GRADES (FINAL & MIDTERM)

### FINAL GRADES SHOULD BE ENTERED USING THE BC3 PORTAL.

Log-in to the Portal by using your Email/Network username and password.

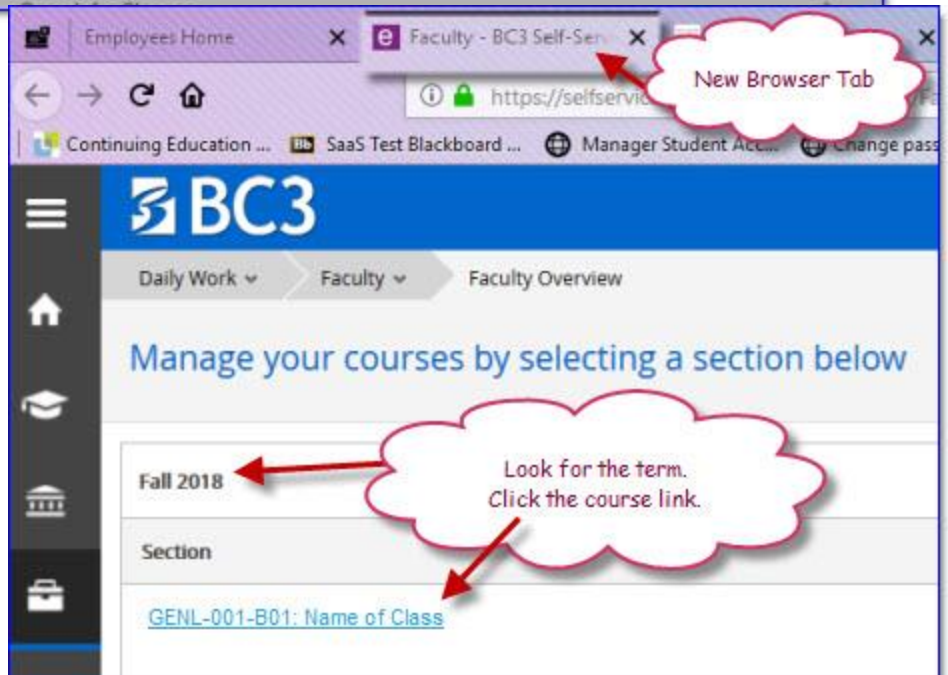
- **SELF-SERVICE MENU:**  
Click on *Webadvisor for Faculty*
- **WEBADVISOR FOR FACULTY:**  
Click on *Faculty Information*



- **FACULTY INFORMATION:**  
Click on *Faculty Overview*.

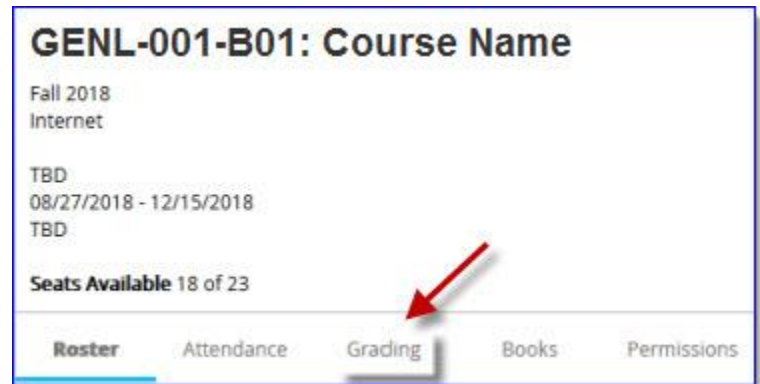


This opens a new Page in your browser.



- **FIND THE CURRENT TERM:**  
Click the name of your course for which you want to enter grades.

- **SECTION DETAILS:** Click *Grading*



**GENL-001-B01: Course Name**

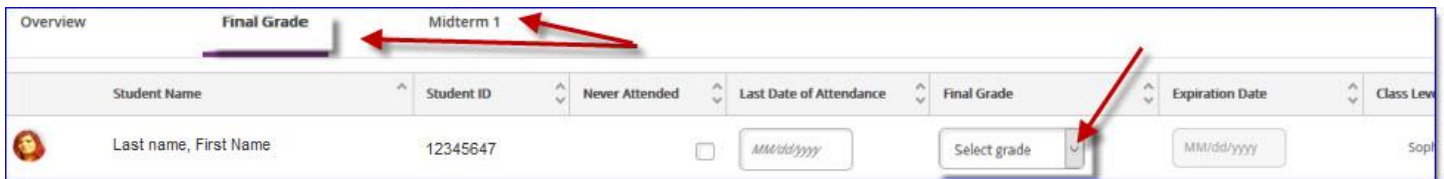
Fall 2018  
Internet

TBD  
08/27/2018 - 12/15/2018  
TBD

Seats Available 18 of 23

Roster Attendance **Grading** Books Permissions

- **CLICK FINAL GRADE OR MIDTERM:** In the *Final Grade* or *Midterm Grade* column, click the *down arrow* on the right of the *Select Grade* box. Choose the letter grade for each student.



Overview **Final Grade** Midterm 1

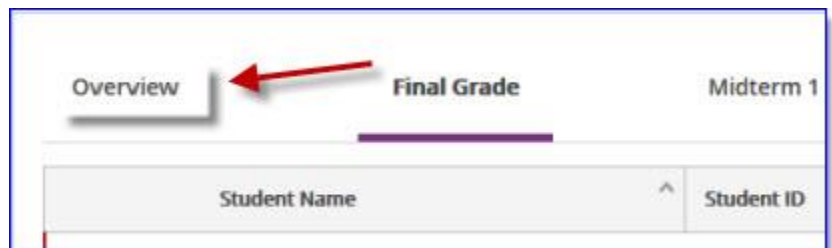
Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level
Last name, First Name	12345647	<input type="checkbox"/>	MM/dd/yyyy	Select grade	MM/dd/yyyy	Soph

**PLEASE NOTE:** Only the following grades should be entered A, B, C, D, F, I. Please **Do Not enter a W** for withdrawn. If the student has stopped attending, enter the letter grade that they have earned. In these cases, the grade of “F” should be entered.

**For FINAL grading DO NOT check the Never Attended box or enter Last Date of Attendance.** We cannot withdraw/drop students who chose to not attend or did not complete their courses during final grading.

- **Review Grades:** Click *Overview* in the *Section Details* menu to be sure that your grades appear.

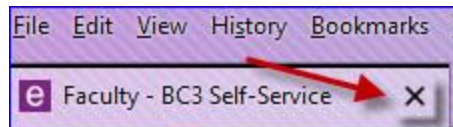
There is **no submit** button so this is the only way to see if your grades were actually recorded. If they do not appear, re-enter them by clicking *Final Grade* or *Midterm*.



Overview **Final Grade** Midterm 1

Student Name Student ID

- **TO EXIT:** Click the X on the browser tab for Faculty – BC3 Self Service



File Edit View History Bookmarks

e Faculty - BC3 Self-Service X

- **SIGN OUT OF THE MY BC3 PORTAL**