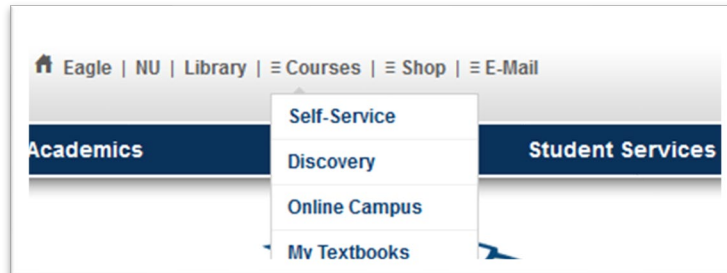


Submitting Final Grades PowerCAMPUS Self-Service

Information gained from student records is to be used for educational purposes only

Location: Select Self-Service



Log-in to Self-Service

On the *Login* window, enter your **NU Network User Name** and **Password**

A screenshot of the 'Sign in' login form. The title 'Sign in' is centered at the top. Below it is a text input field labeled 'User Name' containing the text 'firstname.lastname@northwestu.edu'. To the right of the input field is a blue button labeled 'Next'.

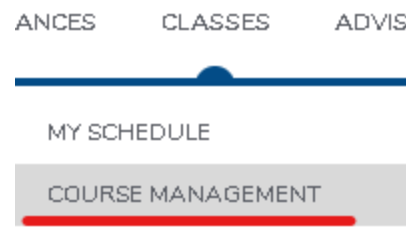
Submitting Grades

Viewing Your Schedule and Class Lists

Classes Tab

Select Menu Item: **Course Management**

1. Select the **Course Management** option.
2. Select the time period and **Course** you wish to view.
3. The primary use for this option will be to submit the student grades.
 - a. Overall Grades
 - b. Midterm or Final Grade
4. Select the **Overall Grades** option. (*Dashboard Menu on left*)



Dashboard < CLIF 1790: Alpha Chapel

Class List

Wait List

Permission Requests

Activities

Grade Mappings

Activity Grades

Overall Grades

Alerts

Overall Attendance

Daily Attendance

[Download](#)

Student	Credit type	Submitted midterm grade	Approved midterm grade	Projected grade	Submitted final grade	Approved final grade
Anderson, Ryan Paul 000609972	Letter	<input type="text"/>			<input type="text"/>	
Arrera, Matthew Charles 000609757	Letter	<input type="text"/>			<input type="text"/>	
Banducci, Hayden Rock 000609854	Letter	<input type="text"/>			<input type="text"/>	
Barrett, Marietta E. 000608480	Letter	<input type="text"/>			<input type="text"/>	
Batchelor, Bethany A. 000610638	Letter	<input type="text"/>			<input type="text"/>	
Beazizo, Emily Jane 000608620	Letter	<input type="text"/>			<input type="text"/>	
Benitez, Julio R 000608774	Letter	<input type="text"/>			<input type="text"/>	
Benson, Benjamin William 000610210	Letter	<input type="text"/>			<input type="text"/>	

5. Enter Grades from the dropdown menu under the **Submitted final grade** column.

Submitted final grade

6. You have the ability to Save the Final Grade as you go along, however, you must Select **Submit Final** to finalize grade selection.

7. Successful!

Submitted final grade	Approved final grade
A	A (Posted)
A	A (Posted)

Changing a Grade

Faculty members are able to change a Final Grade for a current semester in Self-Service for a short period of time. Once the grading period has closed, all grade changes must be submitted to the Registrar's Office for processing.

- Drill down on the **(Posted)** grade to open the record.

Submitted final grade	Approved final grade
A	A (Posted)
A	A (Posted)

- Select **Recall** or the appropriate **Grade** from the drop-down grade menu.
- Select **Submit**