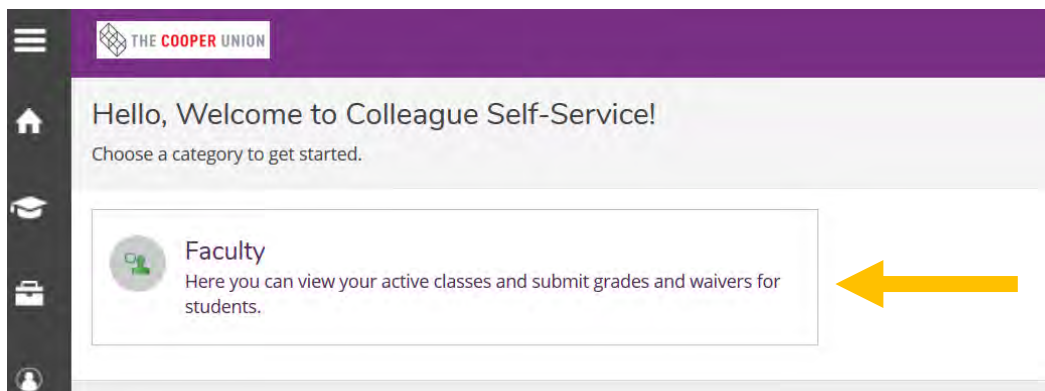


Submitting Final Grades

First, log into Self-Service: <https://dtss.cooper.edu/Student/>

Your Username and Password are the same as WebAdvisor

You will be greeted with a menu that has the “Faculty” button. If you are an advisor, you will also have an Advising button.



Clicking on the “Faculty” button will bring you to a list of your current and past courses.

Choose the course for which you wish to submit final grades.

The screenshot shows the "Faculty Overview" page. It features a breadcrumb trail: "Daily Work > Faculty > Faculty Overview". Below this, there is a heading: "Manage your courses by selecting a section below". A table lists the available course sections for Fall 2019. A yellow arrow points to the first row of the table.

Fall 2019		
Section	Times	Locations
EID-102-A: Engineering Graphics	9:30 AM - 10:50 PM 9/3/2019 - 12/18/2019	41 Cooper Square, 506 Lecture
EID-102-B/D: Engineering Graphics	T 2:00 PM - 2:50 PM 9/3/2019 - 12/18/2019	41 Cooper Square, 503 Lecture
EID-102-C: Engineering Graphics	F 10:00 AM - 10:50 AM 9/3/2019 - 12/18/2019	41 Cooper Square, 503 Lecture
EID-102-E: Engineering Graphics	Th 10:00 AM - 10:50 AM 9/3/2019 - 12/18/2019	41 Cooper Square, 503 Lecture

You can now select the Final Grade for each student.

Overview **Final Grade**

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
	<input type="text"/>	<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	Select Grade	<input type="text" value="M/d/yyyy"/>	Freshman	1
	<input type="text"/>	<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	Select Grade	<input type="text" value="M/d/yyyy"/>	Freshman	1
	<input type="text"/>	<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	Select Grade	<input type="text" value="M/d/yyyy"/>	Freshman	1
	<input type="text"/>	<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	Select Grade	<input type="text" value="M/d/yyyy"/>	Freshman	1

Once you've selected a grade for every student, you are done! The screen saves automatically, so there is no submit button.