GUIDE TO ENTERING STUDENT GRADES IN STUDENT SELF-SERVICE (DTSS)

- 1) Go to Student Self-Service (DTSS) Sign In Cooper Union Student Application
- 2) Log in with username and password (if you're not sure, contact IT for help):

		Sign	In							
	User name									
	savizky_r53									
	Password									
3)	Click on "faculty"	Sign Ir		screen ma	ay d	liffer)				
	Tax Information Here you can change your conse	nt for e-delivery of tax information.				Course Catalog lere you can view and search the course ca	talog.			
	Advising Here you can access your advise	es and provide guidance & feedback (on their academic planning.			aculty ere you can view your active classes and s	ubmit grades and waivers for students.			
4)	Click on the class	Click on the class for which you would like to assign grades								
5)	Click on the "grac	ling" tab (near	the middle)							
	Roster	Attendance	Census	Gradin	g	Books	Permissions	Waitlist		
6)	Click on the "fina Overview	l grade" tab Final Grade	e							

7) You should now see a roster with all of your students, and a pull-down menu where it says "Select Grade".

Final Grade	Ŷ
Select Grade	~

8) Choose the appropriate grade for that student from the pull-down menu (typically A, B, C, D or F for a class, N for a thesis class that has not been completed yet, I if an incomplete has been approved by the Dean's office. P or W should NOT be used)

Select G	rade
Α	
В	
C	
D	
F	
Р	
1	
N	
W	

9) Go through the roster and assign a grade for each student. The system will automatically save your grades for each person – there is no "submit" button. When you are done, either "sign out" on the top right corner if you are finished entering grades for all classes or click on "back to classes" (left side of the screen, near "Section Details") to repeat this process for any other classes you are teaching.

