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.
You will be see your class roster. Click the “Grading” tab

Then click “Final Grade”
You can now select the Final Grade for each student.

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