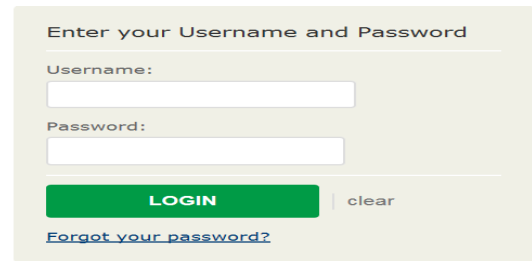
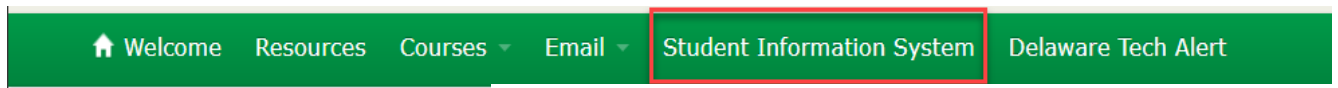


# Student Information System (SIS) - Final Grade Entry

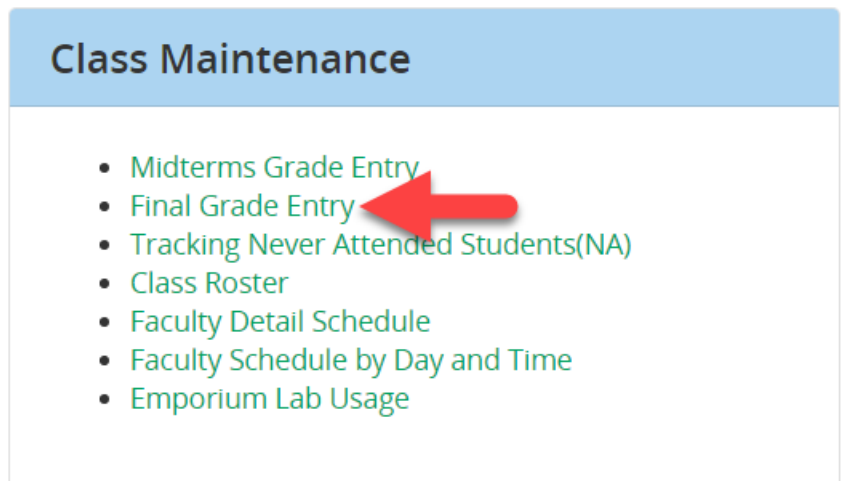
1. GoTo <https://my.dtcc.edu/>
2. Login with your Delaware Tech username and password.



3. Click on Student information System on the top GREEN navigation bar.



4. Click on the Final Grade Entry link under the class maintenance block.



5. Select the course to grade and double click.



## Tip

- A. To expand the class roster
- B. For a dashboard look
- C. To collapse the class roster

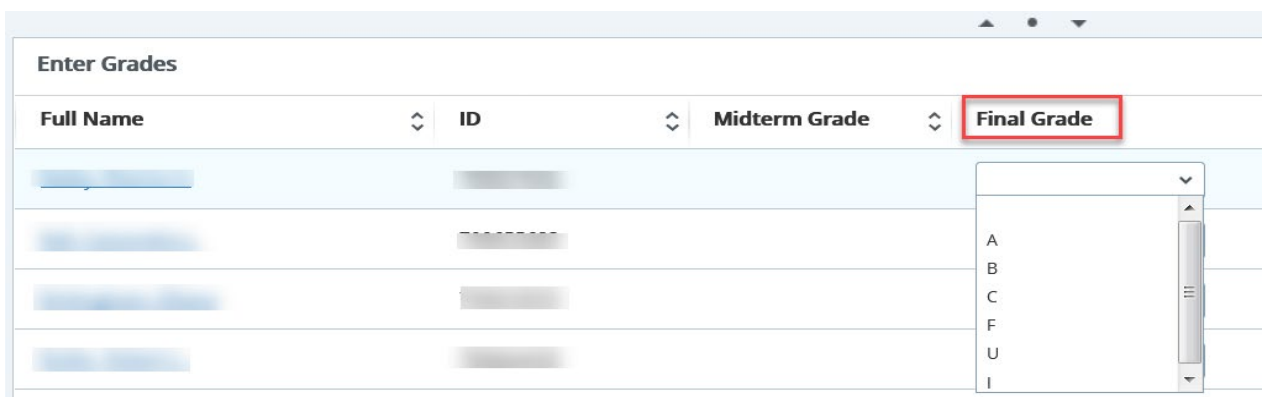


# Student Information System (SIS) - Final Grade Entry

6. If your class roster is greater than 25 students, scroll down and increase your page size.



7. Choose the grade from "Final Grade" drop down. Please U/UE for students who failed due to lack of attendance.

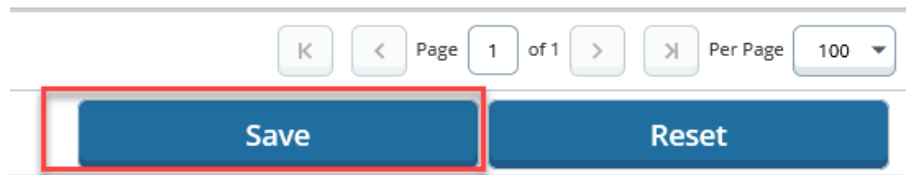


Do not enter a date in the Last Attend Date box for an assigned U/UE grade.

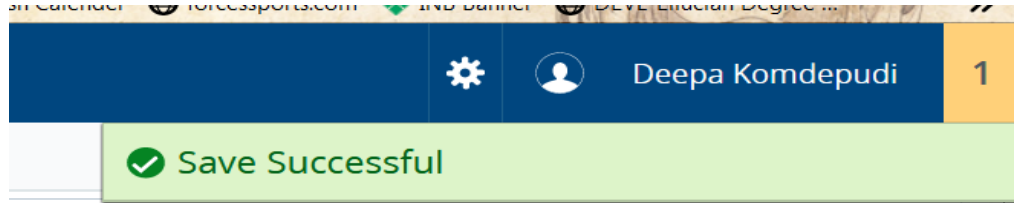
⌵ Rolled	⌵ Last Attend Date
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>

# Student Information System (SIS) - Final Grade Entry

8. Click save to submit grades.



9. If save is successful



10. Click refresh on your browser or hit F5 on your keyboard to see the change in grading status.
- Grading status:
    - In-progress denotes final grades are not complete for the section.
    - Complete denotes final grades are complete for the section.
    - Not Started denotes no grades are entered for the section.