Student Information System (SIS) - Final Grade Entry
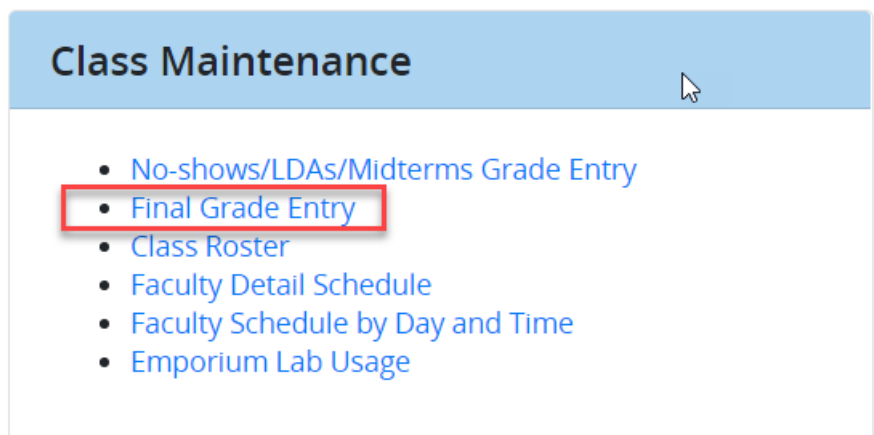
1. GoTo https://my.dtcc.edu/
2. Login with your Delaware Tech username and password.

Enter your Username and Password

Username:

Password:

LOGIN | clear

Forgot your password?

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

🏠 Welcome   Resources   Courses ▾   Email ▾   **Student Information System**   Delaware Tech Alert
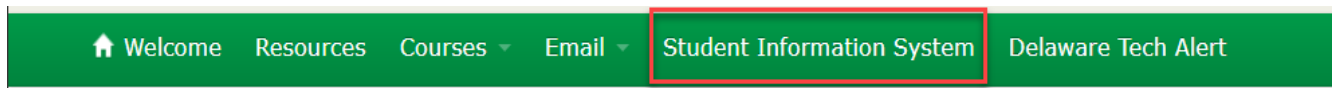
4. Click on the Final Grade Entry link under the class maintenance block.

Class Maintenance

- No-shows/LDAs/Midterms Grade Entry
- Final Grade Entry
- Class Roster
- Faculty Detail Schedule
- Faculty Schedule by Day and Time
- Emporium Lab Usage

5. Select the course to grade and double click.

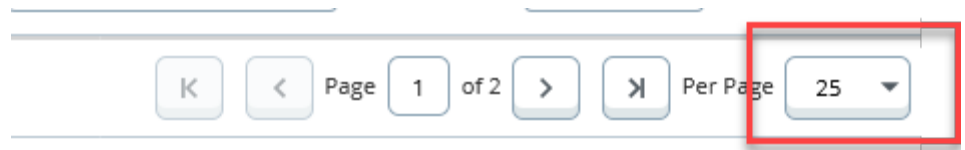| Not Started | Not Started | SSC - Student Success Courses | 100 | 6H2 | First Year Seminar | 201951 - Fall 2018 | 22261 |

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Tip
  A. To expand the class roster
  B. For a dashboard look
  C. To collapse the class roster
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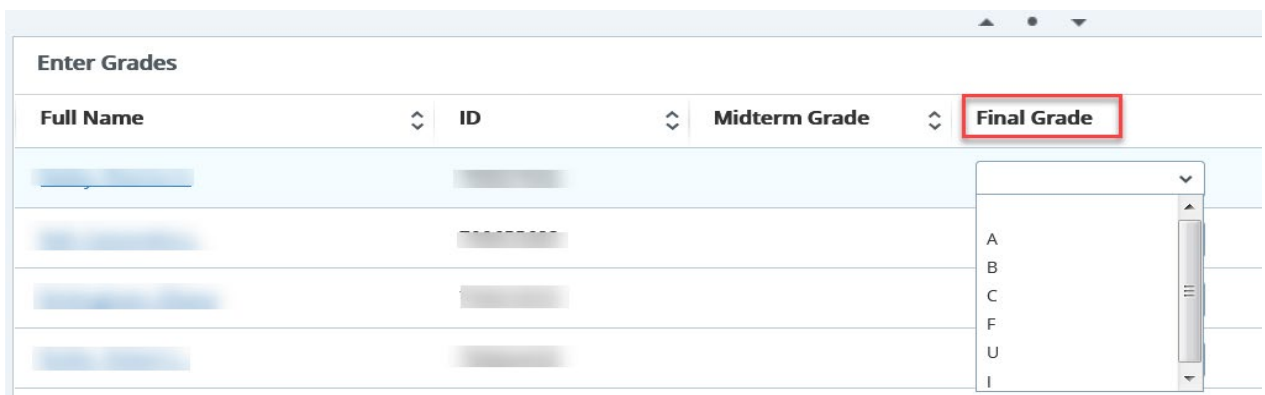
A ▲ • ▼ C

B

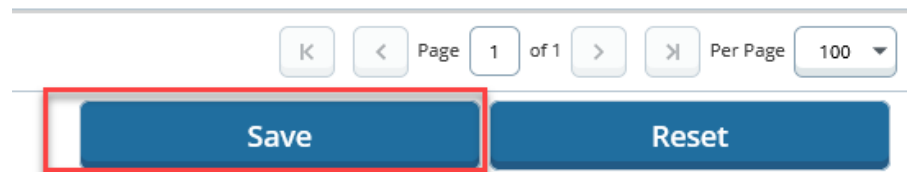# Student Information System (SIS) - Final Grade Entry

6. If your class roster is greater than 25 students , scroll down and increase your page size.
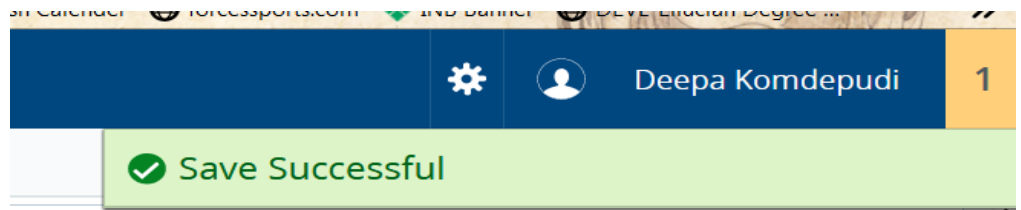
7. Choose the grade from "Final Grade " drop down.

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.
    a. Grading status:
        i. In-progress denotes final grades are not complete for the section.
        ii. Complete denotes final grades are complete for the section.
        iii. Not Started denotes no grades are entered for the section.