

ONLINE GRADING INSTRUCTIONS

- 1) Go to <https://my.duny.edu>
- 2) Sign onto the portal: Username is the ID number on your Dominican University ID card
 Password is the same as your computer login credentials
- 3) Click on the [Faculty](#) Tab
- 4) Look in the box on the left, click on the [Grade Entry](#) link
- 5) Click on [view course list](#) in the center of the screen
- 6) Use the dropdown menu to choose the term that you wish to grade.
- 7) Click on your course number
- 8) Scroll down to the student names
- 9) Use the dropdown menu next to each student name to post the grade
- 10) *If a student has officially withdrawn or is auditing, the appropriate grade (W or AU) will already be indicated. Instructors are responsible for recording a letter-grade for all remaining listed students. If a student did not attend the full semester, you must give them a letter grade (taking into account any missed work) and enter the last date of attendance in the box to the right.*
- 11) Be sure to list the number of absences for each student in the absence column.
- 12) When you have finished entering the grades, *double check your grade entries and make sure each student has been given a grade.*
- 12) When you are sure the page is correct .

Grades cannot be changed once the page has been saved.

If you need to change a grade, a Change of Grade Form must be completed and submitted to the Academic Dean's Office.

**GRADES MUST BE ENTERED
48 HOURS AFTER THE LAST CLASS OR EXAM**