RUSH UNIVERSITY

## **Office of the Registrar**

## Self-Service: Final Grade Submission

Final grade submission deadlines are available on Rush University's academic calendar.

NOTE: Faculty are now able to utilize the Grade Passback tool for courses in Canvas. This will save faculty a step when submitting final grades. The Grade Passback tool is optional – faculty are still able to enter grades in Self-Service if they would prefer.

## Grade Entry in Self-Service

- 1. Access the <u>Self-Service system</u>.
- 2. Click the "Faculty" button.



3. Click the name of the course you need to submit grades for.



4. Select the "Grading" tab.

Grading

5. Select "Final Grade."

Overview Final Grade

- 6. Select the appropriate grade from the dropdown next to each student.
- 7. There is no submit button. Your grades will be saved after you enter them and tab off the form.