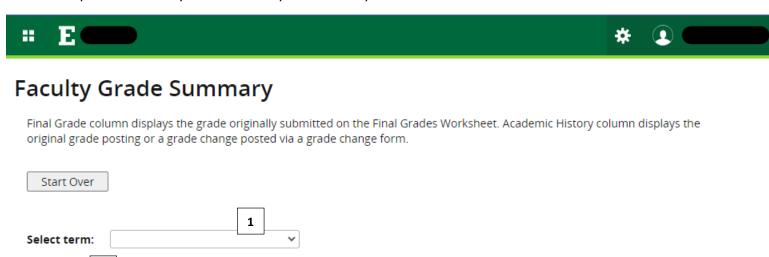
Faculty Grade Summary Guide

Click "Faculty Grade Summary" on the new My.emich Faculty Academics card.



- 1. Select the term from the drop-down list
- 2. Click "Submit"

Submit

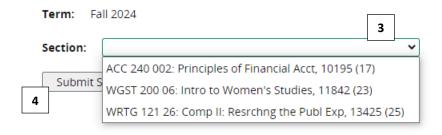
2



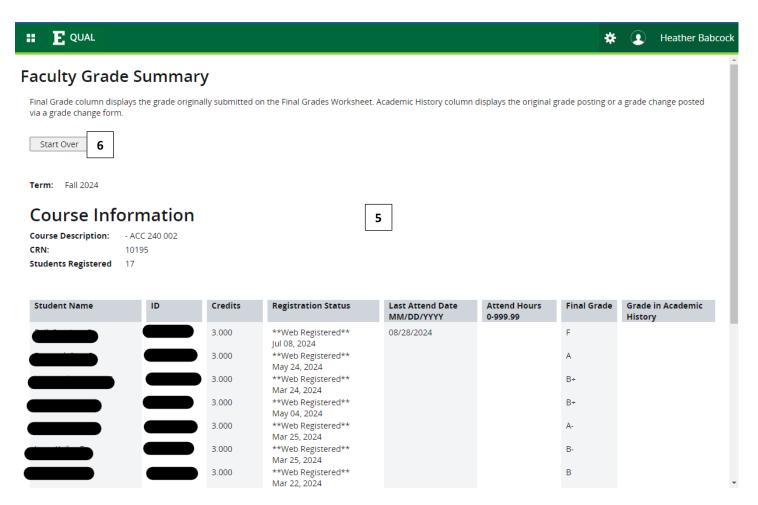
Faculty Grade Summary

Final Grade column displays the grade originally submitted on the Final Grades Worksheet. Academic History column displays the original grade posting or a grade change posted via a grade change form.

Start Over



- 3. Choose the section you wish to view from the list
- 4. Click "Submit Section"



- 5. The grade summary generates as shown above. The "Final Grade" column reflects the grade entered during grad submission. If the grade was changed, the final grade posted to the student's academic history will be showing in the "Grade in Academic History" column.
- 6. Click "Start Over" at any time to choose a different term and section to view as needed.