# Grade Entry in Self-Service

1. Log into Self-Service. Self-Service can be found on the Faculty/Staff Portal, under Faculty Tools & Support, Student Advising Support, or under Popular Links. Sign-in requires your Champlain username and password. Contact ChampSupport (champsupport@champlain.edu) if you are not able to log into Self-Service.

2. Navigate to the Faculty Module:

   Faculty
   Here you can view your active classes and submit grades and waivers for students.
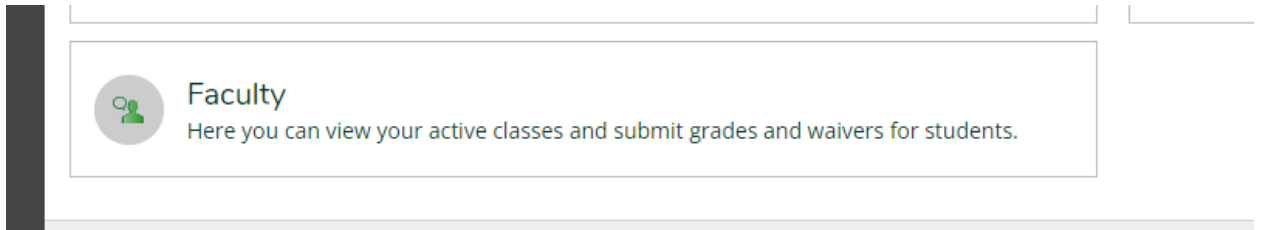
3. You will be brought to your list of sections for the corresponding semester. Click on the Section you would like to grade:

   Daily Work · Faculty · Faculty Overview

   Manage your courses by selecting a section below

   2022 Fall Semester

Section	Times	Locations	Availability ⓘ	Books	Census Dates
EHS-100-05SL: Making Connections	T/F 4:00 PM - 5:15 PM 8/29/2022 - 9/30/2022 Sa 8:00 AM - 5:00 PM 9/10/2022 - 9/10/2022	Joyce Hall, 202 Standard TBD Standard	0 / 14 / 0		

4. You will be brought to your Section Details page, which includes all of your section information as well as the roster of students. You can hover over the student's name to review directory information of the student.

5. Go to the Grading tab:

   Seats Available 0 of 14

   Deadline Dates

   Waitlisted 0

   | Roster | Attendance | Census | Grading | Books | Permissions | Waitlist |

6. You will see 3 options: Overview, Midterm 1, and Final. Select Midterm 1 to enter midterm grades or Final to enter final grades:

7. You will select the midterm or final grade from a drop down menu:

8. After you enter your grades for each student, you can navigate away from the grading page. There is no submit button.