Faculty Online Grade Submission Directions

1. Go to http://my.whittier.edu
2. Enter your user name and password. If you have never received a user name or password, or if you have forgotten either, contact IT services.
3. Log in.
4. Click on For Faculty Tab on Top left corner.
5. Click on Self-Service Links.
6. Click on Faculty & Advisors.
7. Click on Final Grades
8. Select a term and click on submit.

**Select Term**

**Select a Term:** Summer 2007

Submit

9. Select a CRN and click on submit

**Select a CRN**

**CRN:** Foreign Study - 2447

Submit

10. Enter grades by clicking on drop down arrow and selecting appropriate grade. No attendance information needs to be entered.
11. Click submit.

**Record Sets: 1 - 25  26 - 31**

**Special Note:** If you have more than 25 students, there are additional record sets to enter grades.

12. Click on CRN Selection if additional courses are to be entered.