

# Submitting grades in myEACC

## STEP 1

Once you're logged in to myEACC, click on the "Faculty" tab.



Home **Faculty** Advising Staff Retention Employee Info My Pages

You are here: [Faculty](#) / [Faculty Home](#)

- Faculty
- Faculty Home
- Mark Attendance
- All Course Attendance History
- Course Search
- Calendar
- Budget
- Requisitions and Orders
- Student Transcripts
- Early Alert Messages

## Faculty

**Grade Entry** ?

[View Course List](#)

**Assessment Form Upload** ?

Assessment Form Upload

(Step 1) click "Choose a file".

## STEP 2

In the "Faculty Course Center" find the course you are submitting grades for, and click the drop-down menu. Choose "Grade Entry"

## Faculty

**Grade Entry** ?

[View Course List](#)

**Assessment Form Upload** ?

Assessment Form Upload

(Step 1) click "Choose a file".  
 (Step 2) find the appropriate assessment document.  
 (Step 3) Click "Open".  
 (Step 4) repeat steps 1-3 for each course you taught this semester.  
 Note: there is no "submit" button, clicking "open" will automatically upload your assessment file to the myEACC file upload server.

**Faculty Course Center** ?

**Course List for**

[View Details](#) [View My Faculty Schedule](#)

Course	Title	Go Directly To
DFT 1013 01	Fundamentals of Drafting	Select Area ...
DFT 1023 01	Intro to Computer Aided Drafting	Select Area ...
DFT 1113 IS	Construction Materials	Course Details
DFT 2303 01	Mechanical Drafting with CADD	Class List
MCH 1001 01	Reading Blueprints	<b>Grade Entry</b>
		Textbooks

# Submitting grades in myEACC

## STEP 3

Once you're in the Grade Entry screen for that course, enter "Midterm Grade" or "Final Grade" based on the appropriate point in the semester.

### Faculty

Faculty Course Center - Current Student Grade List

Student List for: Undergraduate 2019 - 2020 - Spring Semester DFT 1013 01

Instructors:

Cross-listed Courses:

Course Grading Type: Credit

The Grading Type for students will only be displayed if it is different than the Course Grading Type.

FERPA Restr.	Student	ID	Grad?	Midterm Grade	Final Grade	Grading Type	Last Date of Attendance	Absences	Clock Hrs	Cross-listed Course	Class	Division
								0	0.00			UG
								0	0.00			UG