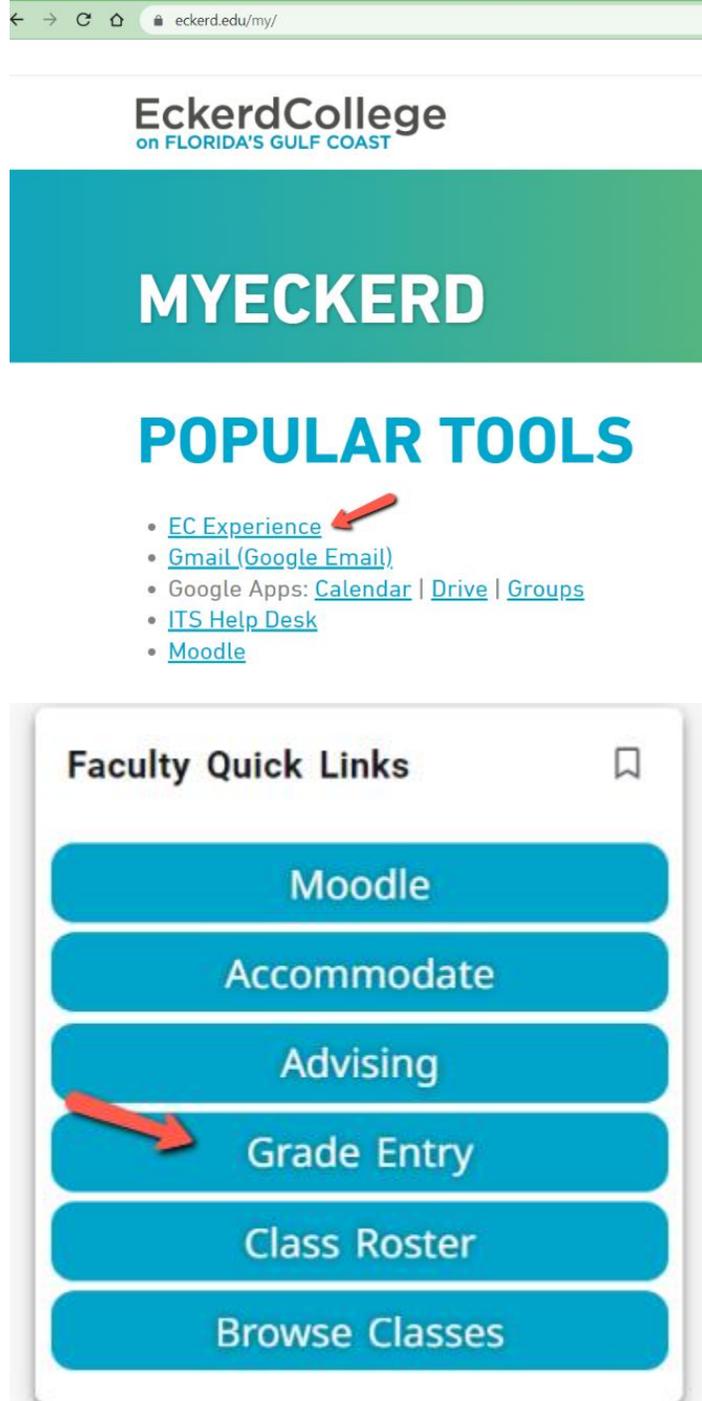


## How to enter the final Grade in Experience?

1. please go to My Eckerd page (<https://www.eckerd.edu/my/>), then click EC Experience with your Eckerd account and password to login. Once you login to Experience, you should see a menu called Grade Entry to enter the final grade for students.



2. Click Grade entry button, you will see a list of your courses with a button called Not Started in the Grading Status column in your course, click that button to enter the grades.

Faculty Grade Entry • Final Grades

Faculty Grade Entry

Midterm Grades Final Grades Gradebook

My Courses

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
Completed	Completed	AR - Art	101A	001	Visual Problem Solving	202110 - Fall Semester 2021	5239
Completed	Completed	BI - Biology	211	001	Cellular Processes	202110 - Fall Semester 2021	5750
Not Started	In Progress	AH - Art History	103A	001	Art of Western World	202120 - Spring Semester 2022	6844

Records Found: 3

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- Then click the down arrow in the final grade column to choose the letter grade for each student, then click Save button, a message will pop up stating that the grade is successfully saved.

EckerdCollege  
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Frank L Abney

Faculty Grade Entry • Final Grades

Faculty Grade Entry

Midterm Grades Final Grades Gradebook

My Courses

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
Completed	Completed	AR - Art	101A	001	Visual Problem Solving	202110 - Fall Semester 2021	5239
Completed	Completed	BI - Biology	211	001	Cellular Processes	202110 - Fall Semester 2021	5750
Not Started	In Progress	AH - Art History	103A	001	Art of Western World	202120 - Spring Semester 2022	6844

Records Found: 3

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Enter Grades

Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date	Hours Attended
Benefield	02					
Bishop	25	Not Gradable	Not Gradable	✓		
Brown	84					
Bryant	86					
Frankel	77					
Ety_Lia	88					
Fulkers	03					
Houck	02					

Any help, let us know at [itshelp@eckerd.edu](mailto:itshelp@eckerd.edu).