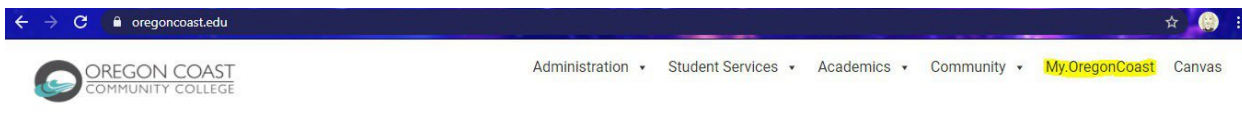


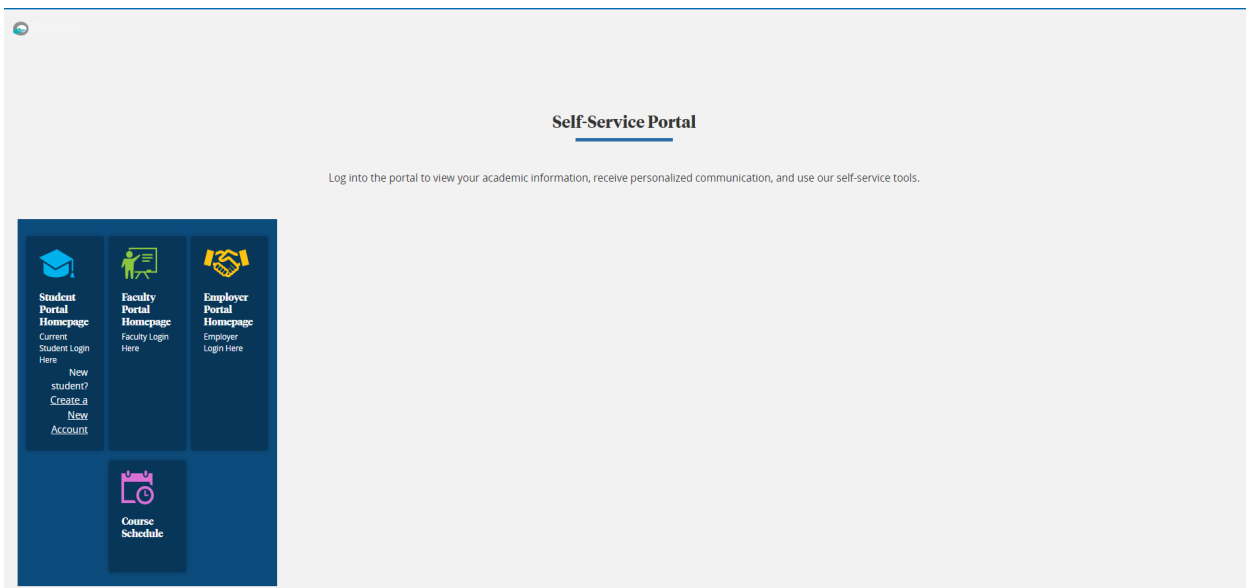
How Post Final Grades – My.OregonCoast

To login to portal, you will go to oregoncoast.edu and select **My.OregonCoast** in the upper-right corner.

We recommend you use Chrome, Firefox, or Edge to access My.OregonCoast. The site may not work properly in other browsers.



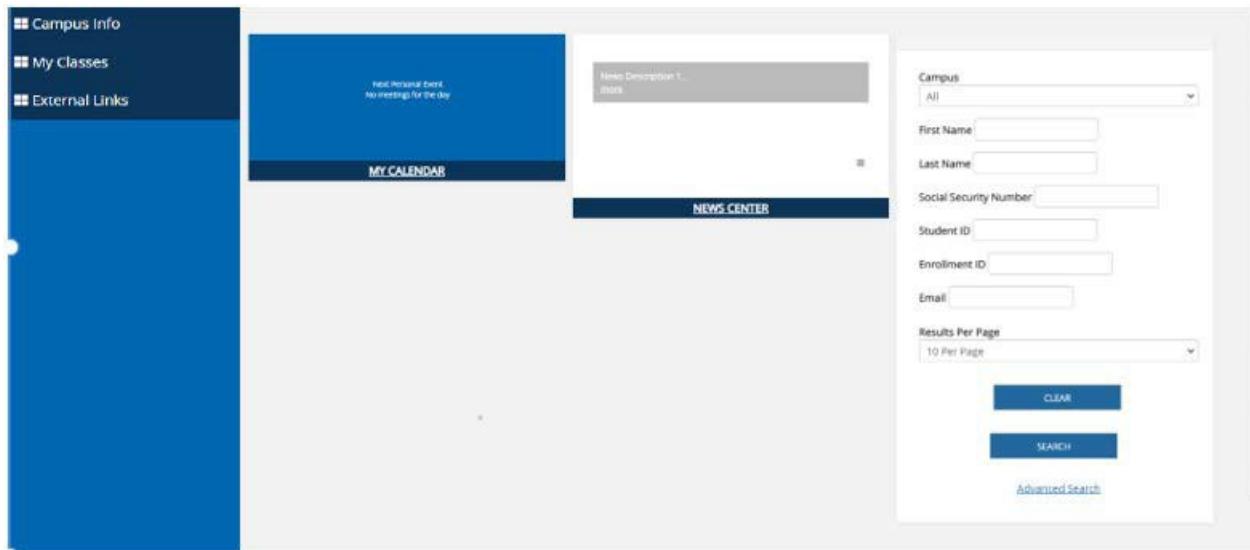
After clicking My.OregonCoast you will see the landing page for what we call the **portal**. You will hear reference to the **faculty portal** and the **student portal**. The homepage for both is the same: My.OregonCoast. When you click **LOGIN** however you will see separate login links for students and faculty. Some of you may also take classes with us, and for information on those you would need to login as students. But we're talking about your role as faculty here, so you will login as **faculty**.



You may notice the site jumps to a logout site for office.com (your email), but it will then log you back in, or ask you to re-enter your login credentials. This is normal. Just follow the instructions and it will log you into the **faculty portal**. (To login on the student side, you will want to make sure you are logged out of your faculty email and logged into your student email).

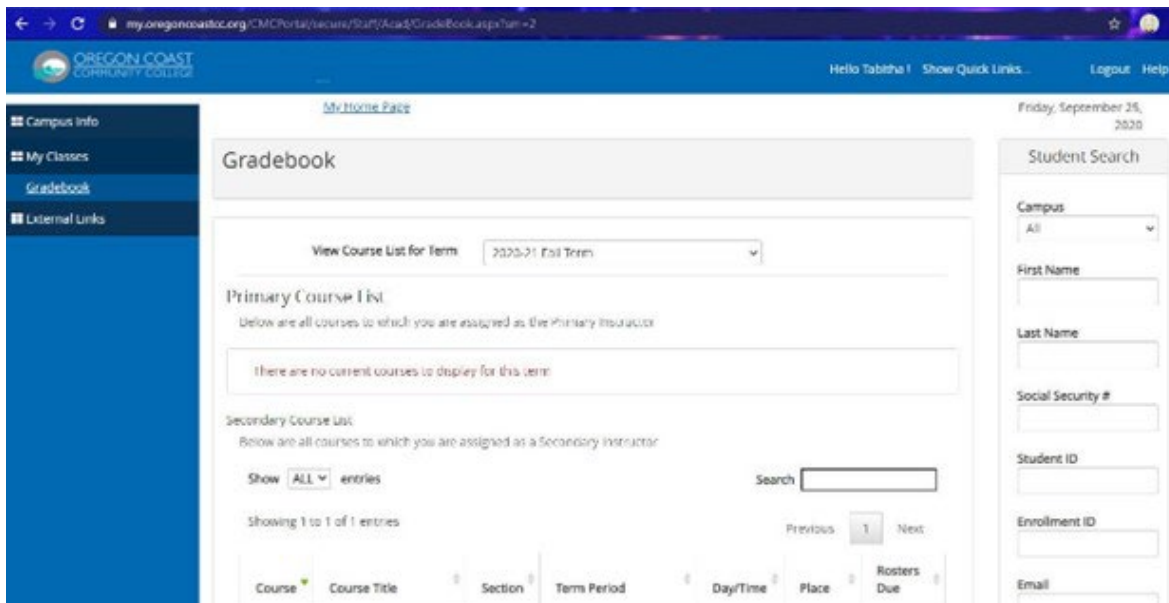
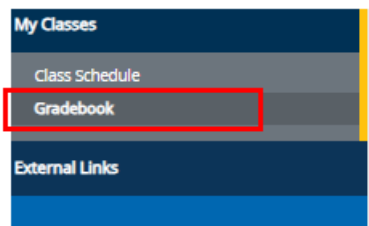
When properly logged in to the **faculty portal** you will see the following landing page:

The **Student Search** on the left-hand side allows you to enter a student's name and bring up their



phone number and other helpful student information. Under **My Classes** you will find the **Gradebook**. This is what you will be logging into the faculty portal to use most often.

Under My Classes, please select Gradebook.



If you have classes in multiple terms, you will see a drop-down at the top of the page that says **View Course List for Term**. To view the courses for that particular term, select it from

the drop-down menu. I will be selecting a currently active term so that I can go over attendance and grading. Once a term is selected, you will see the list of courses for which you are the **Primary** instructor. If you also assist in teaching other courses, but are not the primary instructor, you will see another section that says **Secondary Course List**. A primary instructor has full control over their course, but a secondary instructor's permissions may be limited (i.e., they may be unable to post final grades, unless allowed by their supervisor or the primary instructor).

You may need the student's LDA (last date attended) should a student Drop, Withdraw, or receive an F grade.

After selecting the term and course, please select Final Grades. You will enter the grade for each student.

The screenshot shows the 'Final Grades' interface. At the top right, a blue button labeled 'Final Grades' is highlighted with a red box. Below it, a yellow banner contains an information icon and the text 'The grading scale for this class/section is Pass/Fail.' Below the banner, a checkbox labeled 'Only show active students' is checked and also highlighted with a red box. The main area is a table with the following columns: Student, Date, Attendance, Numerical Grade, Letter Grade, Absence Date, and Comments. Two rows of student data are visible, with the first student having 18.18% attendance and the second having 62.50% attendance.

Student	Date	Attendance	Numerical Grade	Letter Grade	Absence Date	Comments
[REDACTED]		18.18%	<input type="text"/>	--	<input type="text"/>	<input type="text"/>
[REDACTED]		62.50%	<input type="text"/>	--	<input type="text"/>	<input type="text"/>

Once all grades have been entered, please select the Save Final Grades button toward the bottom right side.

This is a close-up view of the bottom right corner of the interface. It shows a blue button labeled 'SAVE FINAL GRADES' highlighted with a red box. Above the button, the bottom portion of the student table from the previous screenshot is visible, showing the 'Date' and 'Attendance' columns for the first student.

Date	Attendance
	18.18%