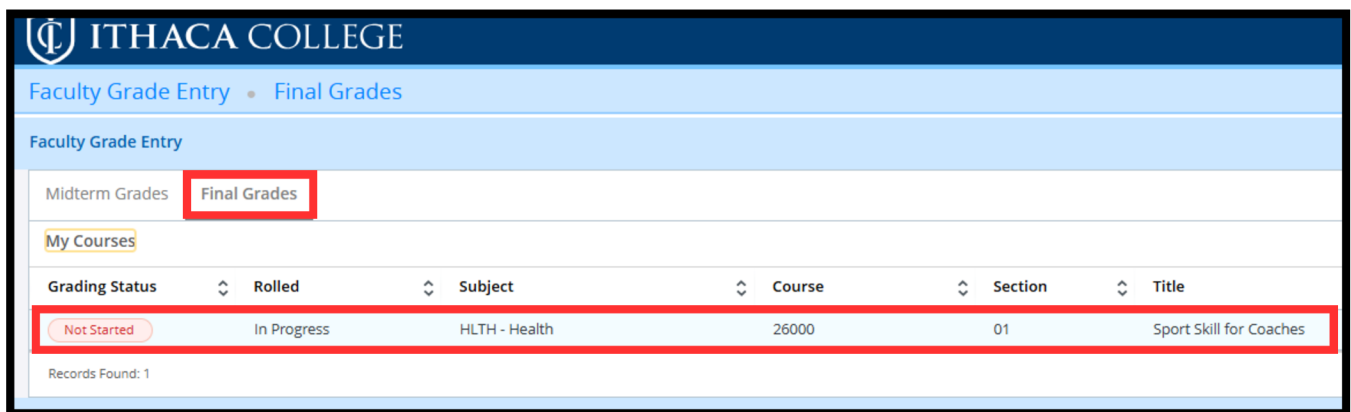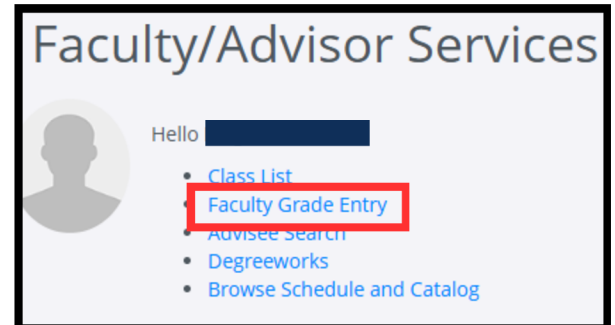# How to Submit Final Grades in HomerConnect

ITHACA COLLEGE

Office of the Registrar

This guide explains how to submit final grades in HomerConnect.

- **Login to HomerConnect.**

- **Select "Faculty Grade Entry"**

- **Allow HomerConnect to fully load the classes available for grading.**

- **Select "Final Grades" at the left.**

- **Select the course you want to submit grades for from the list.**

How to Guide continues on Page 2

How to Submit Final Grades in HomerConnect

- **Select the appropriate grade from the drop-down menu for each student.**
  - For students with a grade of F, input the last date they attended class.
  - If you are assigning a grade of F to a student who has never attended your class, please enter the LAD as the first day of the term or block.

- **When finished select "Save" at the bottom right of the window.**

- **You do not have to finish the entire course in one session.**
  - If you need to stop and return later, be sure to select "Save" before exiting.

- **Once saved, the grading status for the course will change from "Not Started" to "In Progress" or "Completed".**
  - Be sure to complete grading for each course.
  - If "Completed" is displayed under "Grading Status", your grades for that course are submitted.

- **Ignore the "Rolled" status. This is for administrative use only.**

- **Use the arrows at the bottom right to navigate between pages of students.**

If you have any questions or concerns, please contact the Office of the Registrar.
registrar@ithaca.edu / (607) 274-3127