Submitting Final Grades using the “Submit Your Grades” link

Login to InsideNC and navigate to a Class.
Go to the Gradebook page.
Click the link to Submit Your Grades.

1 If necessary, click the Final Grades tab.

2 You should see a list of students, a current letter grade (pre-filled from the Gradebook portlet) and the date they last attended class (pre-filled from the Attendance portlet).

Use the drop-down menus to change a student’s grade, if necessary.
You may also update attendance data, if necessary.

3 You may choose to submit grades for individual students or the class as a whole by clicking the boxes in the first column.

4 When all information is accurate, click the Submit Selected Grades button.
The next screen will verify which students’ grades have been submitted and which have not.

You will also be able to discern if any changes have been made in the data for students whose grades were submitted previously (see yellow warning symbol and highlighting).

If necessary, you may re-submit a student’s grade as long as the grading period is still open. After that time, contact the registrar’s office for assistance.

Once you have submitted grades and attendance for each student, you need to email your division chairperson and the registrar.

If you have any questions, please contact Marie Gardner, mgardner@neosho.edu or Anna Catterson, acatterson@neosho.edu.