

Thank you for teaching a Ferris State University course. Below are the instructions for entering students' grades.

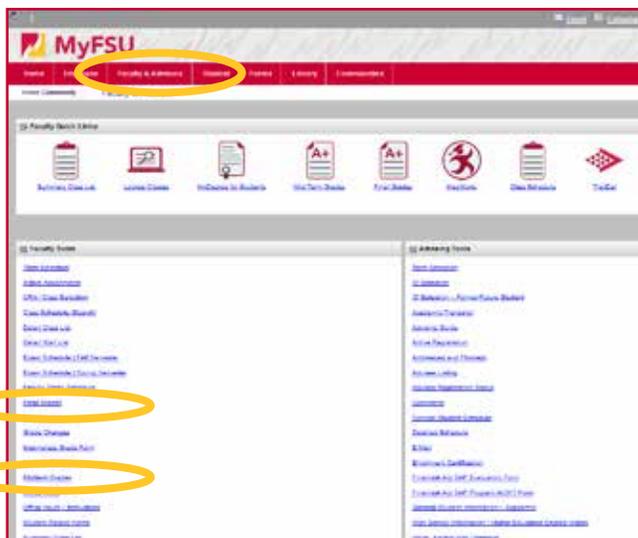
1. Log-in to MyFSU. You can access MyFSU by clicking on the MyFSU link at the top right corner of the www.ferris.edu website, or by visiting <http://myfsu.ferris.edu/cp/home/loginf>.

If you cannot log-in to MyFSU, contact the Ferris State Technology Assistance Center at (231) 591-4822 or www.ferris.edu/techsupport.



2. Select the "Faculty & Advisors" tab.

On this tab, you will find the "Faculty Tools" channel. There are links for "Midterm Grades" and "Final Grades"



3. Select the link for the grades you would like to enter (midterm or final).

4. Select the appropriate term.



5. Select the class.



6. Assign grades to students.

When your class list appears, you will see a "Grade" column. Each student has an expandable button initially set to "None." You will need to expand the button for each student in order to set his/her grade. When you are finished assigning grades, click the "Submit" button.



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FSU Technology Assistance Center Contact Information

www.ferris.edu/techsupport

Email: TAC@ferris.edu

Phone: 877.779.4822 OR 231.591.4822

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