1. Enter Faculty Self-Service through the portal. Click on “MyTC” near the upper right corner of TC’s homepage: [http://www.tc.edu](http://www.tc.edu).

2. You will be prompted for your UNI and your password. The UNI is the first part of your TC email account; e.g., if your TC email account is ss1234@tc.columbia.edu, your UNI is ss1234. Please remember not to share your password with anyone. The portal contains highly sensitive and private employee information.

   If you don’t recall your password, please visit the CUIT [Manage My UNI](mailto:Manage My UNI) page and follow the steps for Forgot My Password.
3). Once in the portal, click on the Courses tab.
4). In the Faculty Services and Advisor Access box, click on Enter Final Grades.

5). In the Select Term drop down box, the current grading term will appear (in this example, Autumn 2009). Click on Submit.

6). Choose the course title and CRN for the course that you wish to enter grades for from the drop down box. Click on Submit.
7). In the grade box, select the earned grade for each student. You will only be able to select grades defined for the grade mode that was set for the course or those students who have an approved alternate grade request on file with the Registrar; e.g., you will only be allowed to enter pass/fail grades for a course where the grade mode is set as pass/fail. If there is a problem with the grade mode for the course, please contact Nelson Pabón or Suzanne Tesoro.

If there is a student on the roster who did not attend your course or stopped attending during the term, please do not assign a grade. Instead send a note to the Office of the Registrar indicating that the student never attended the course or if applicable, the approximate date the student stopped attending the course.

Please take especial note of the “Graduating This Term” column. A “YES” will appear next to the name of any student who has applied to graduate on the next available graduation date. To expedite processing, it is imperative that the Registrar’s Office receives grades for graduating students as soon as you have those grades available.
8). Once you have finished entering the grades, click on “Submit”. **Grades will only be saved to the Information System when you have clicked on “Submit.”** After you submit your grades, you should see a message at the top of the screen that says “The changes you made were saved successfully.”
If you wish to enter grades for another course, click on “CRN selection” at the top or bottom of the screen. You will then see a drop down box of the CRN’s and course numbers for your courses. Select the CRN for the course, and click on submit. Then click on “Final Grades”.

9).
a. 

b. After selecting the next course, repeat the process for grade entry as described above.
10). Do not enter grades for any 8900 courses. Doctoral Dissertation Advisement courses are not graded.

11). Once grades are submitted, they are final (other than the grade of Incomplete) and may not be changed. If you made an error, you must submit a written request to the Office of the Registrar. Please be sure to include an explanation for the change.

12). Online grading is only available for entering final grades for the current term. To submit a change of grade for an Incomplete, you must submit your request in writing.

13). Grades will be posted to the student’s academic record daily starting the day after the term ends.

14). Any questions or problems, please contact the Registrar’s Office at (212) 678-4050 or registrar@tc.edu.