
Submitting Grades

Follow these steps:

1. Go to myDixie and enter your assigned **DixieID** number and **Password** (if you need help with your password call 879-4357).
2. Choose the "**Faculty & Advisors**" link.
3. Choose the "**Final Grades**" link.
4. Select the appropriate **Term** and click "**Submit**".
5. Select the **Course** you want to grade and click "**Submit**".
6. You should now see your class list. Enter each student's grade in the space provided.
 - There is a 30-minute time limit once the page is opened. If the time limit approaches and you are still entering grades, click "Submit" to save the grades you've entered and continue for another 30 minutes.
 - Be careful that each student is assigned a grade in the box to the right of their name. Missing one grade can shift grades for a number a students.
 - If a student earns an "F" (Fail) grade, you must also enter the date of last attendance or, if attendance is not tracked every day, the last date the students submitted an assignment or took an exam. If a student who took the final exam earned an "F", the date of last attendance is the final class session of the semester.
 - If you assign an "I" (Incomplete) grade, an Incomplete Form is required, with copies sent to the student, the Dean's Office, and the Registrar's Office. More information is available on the [Incomplete Grade Form](#).
7. Use the **Tab** key to navigate through the list.
8. Click the "**Submit**" button at the bottom of the screen to finalize your grade submission.
9. It is recommended to print out the screen(s) and leave a copy with your department chair or secretary in case you are unavailable during vacation periods.
10. When all grades have been entered, click the "**Exit**" button located on the top right of the screen.
11. When a student completes the incomplete contract, you will need to submit a Grade Change Card to the Registrar's Office. Grade Change cards are available from your department secretary or at the Registrar's Office.
12. If you have questions, contact the Registrar's Office (x7708 or records@dixie.edu).