

## Entering Final Grades Manually Through MyOntarioTech

Final grades can be manually entered on MyOntarioTech using the following steps:

1. Access MyOntarioTech portal at <https://my.ontariotechu.ca/>
2. Select **Faculty > Faculty Grade Entry**
3. Login with your Network ID and Password.
4. On the Faculty Grade Entry home page, select the Final Grades tab.

Faculty Grade Entry • Final Grades

Faculty Grade Entry

Midterm Grades **Final Grades** Gradebook

My Courses Search

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
In Progress	Not Started	AEDT - Adult Education & Digital Tech	2150U	001	Digitl Tech.& Adv Teach Methods	202001 - Winter 2020	72942
Completed	Not Started	MANE - Manufacturing Engineering	4190U	001	Princpls. of Mater. Remov. Pro	202001 - Winter 2020	73756
Not Started	Not Started	MECE - Mechanical Engineering	3410U	001	Electromech. Energy Conversion	202001 - Winter 2020	73343
Completed	Completed	SAMP - Sample	0996U	001	Sample Course	201909 - Fall 2019	41097

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5. Click on the Course Subject.

Midterm Grades **Final Grades** Gradebook

My Courses Search

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
Completed	Completed	SAMP - Sample	0996U	001	Sample Course	201901 - UOIT Winter 2019	71044
Completed	Not Started	AEDT - Adult Education & Digital Tech	2150U	001	Digitl Tech.& Adv Teach Methods	202001 - Winter 2020	72942
Not Started	Not Started	<b>MECE - Mechanical Engineering</b>	3410U	001	Electromech. Energy Conversion	202001 - Winter 2020	73343
Completed	Not Started	MANE - Manufacturing Engineering	4190U	001	Princpls. of Mater. Remov. Pro	202001 - Winter 2020	73756

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6. Under the **Final Grade** column, select or enter a grade for the corresponding student name and ID.

Faculty Grade Entry • Final Grades

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Enter Grades

Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date	Hours Attended
Adeniran, Adesoji O.	100E		<input type="text" value="A+"/>			
Afana, Judy	100E		<input type="text" value="A"/>			
Afzal, Mohammad M.	100K		<input type="text" value="B"/>			
Ahmed, Shahrir	100E		<input type="text" value="C"/>			
Al-Assaf, Hassan	100		<input type="text" value="DEF"/>			
Allawi, Hassan	1006		<input type="text" value="F"/>			
Armanious, Remon B.	100		<input type="text" value="W"/>			

7. Once all the grades have been entered, click **Save** at the bottom of the page.

Faculty Grade Entry • Final Grades

Darwin	100		<input type="text" value="A+"/>			
Downer	100		<input type="text" value="A+"/>			
Elliott, D.	100		<input type="text" value="A+"/>			
Fathima	100		<input type="text" value="A"/>			
Forgraves	100		<input type="text" value="A"/>			
Gilchrist	100		<input type="text" value="A"/>			
Gooch, J.	100		<input type="text" value="A"/>			
Haughton	100		<input type="text" value="F"/>			
Kanhesy	100		<input type="text" value="C"/>			
Landry, J.	100		<input type="text" value="A-"/>			
McDonald	100		<input type="text" value="B+"/>			
McKenzi	100		<input type="text" value="A-"/>			
Miller, A.	100		<input type="text" value="A"/>			
Moolala, J.	100		<input type="text" value="A"/>			

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