



# How to Enter Final Grades in myCWI

*Achieve More*

## UNDERSTANDING GRADING PERIODS

**FINAL GRADING** – Used to submit final grades for a course; final grades become a part of a student’s permanent academic record. There is one final grading period. Final grades are due by noon Thursday after finals week.

**INTERMEDIATE GRADING** – Used to track a student’s participation and progress in a course; may be used as a tool for monitoring student success.

## HOW TO FIND FINAL GRADING IN MYCWI

1. Log in to **myCWI**.
2. Go to **My Toolkit**.
3. Go to **My Toolkit for Faculty**.
4. Go to **Faculty Information**.
5. Select **Grading**.
6. Click on **Submit**.
7. Select **Final Grading** from the dropdown. Choose the class you are grading and click **Submit**.

## HOW TO ENTER INTERMEDIATE GRADES IN MYCWI

1. From the **Final Grading** menu, enter the appropriate final grade for each student in the grade column.
2. Enter Last Date of Attendance (LDA) for all students with a grades of F, I, and NC.
3. When all grades are entered, click **Submit**.
4. Check for any errors in red at the top of the grade roster.
5. Correct any errors and resubmit.

Student	ID	Status	Grade	Expire Date	Last Date of Attendance	Never Attended	Inter Gr 1
Mouse, Minnie	0034098	A	A			<input type="checkbox"/>	
Mouse, Mickey	0035153	A	B			<input type="checkbox"/>	

## FINAL GRADE CODES

Code	When to Use
A	Outstanding Achievement
B	Above-Average Achievement
C	Average Achievement
D	Below-Average Achievement
F*	Unsatisfactory Achievement
P	Satisfactory Progress (Used for P/F classes only)
NP*	No Pass (Used for P/F classes only)
I*	Incomplete (Understand the College’s incomplete grade policy. All incomplete contracts must be approved by your department chair.)
NC*	No Credit (Used ONLY for ENGL classes)

\*Entry of Last Date of Attendance (LDA) Required

## GRADING TIPS

- ❖ Watch for any grading errors that appear in red at the top of the grading screen. Grades will not save if errors are present.
- ❖ Double-check your roster. Review carefully before saving grades. Make sure every student has a grade.

## BEFORE GRADING

Make sure you can successfully log in to myCWI.cc

## NEED HELP?

Contact **Connie Black** (connieblack@cwidaho.cc) for questions about grading.

## FORGOT YOUR USERNAME OR PASSWORD?

Your myCWI login is the same for CWI e-mail, Blackboard, and computer lab access. See the [Information Technology Accounts and Access](#) page on cwidaho.cc for more information.

Contact the **CWI Help Desk** if you have a problem accessing myCWI.

<http://helprequest.cwidaho.cc>



One Stop Student Services  
onestop@cwidaho.cc  
208.562.3000 | www.cwidaho.cc