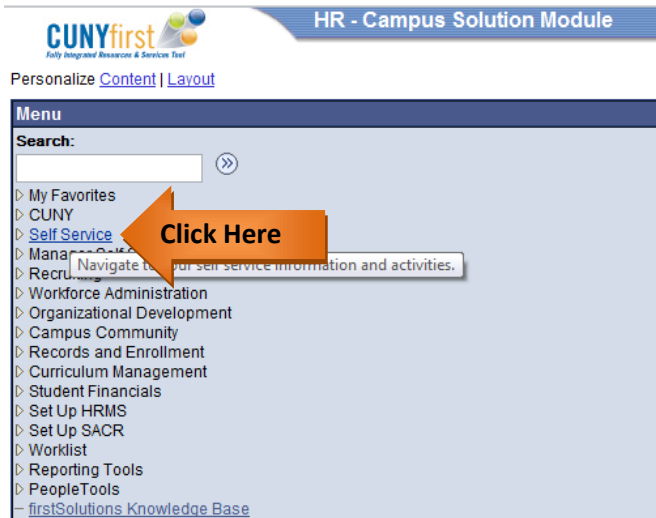# FACULTY SELF SERVICE
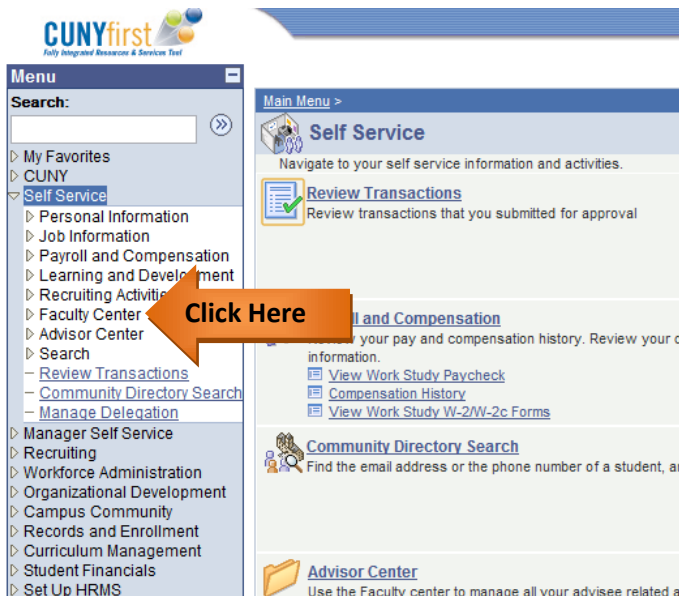
Submit Grade Roster

Step 1 –To Begin, Click on **Self Service**

Step 2 – Click on **Faculty Center**

Step 3 – Click on **My Schedule**

Step 4 – Click on **Grade Roster Icon**.

Step 5 – Click on **View All**

Step 6 – Assign the Grades

Step 7 – Select **Submit Grades to Registrar** and click **Post**

You have successfully approved your grade roster and it is ready to be posted by the office of registrar.