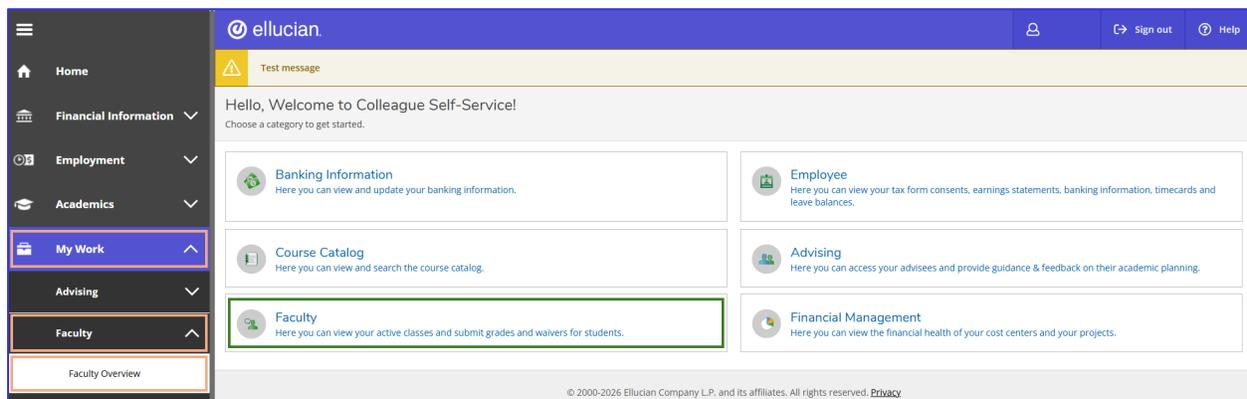## How to Grade a Course Graded by Exam Number

Login to Self-Service:
go.lclark.edu/selfservice

You can access the Faculty page two ways:

- **From the homepage:** Click the **Faculty** tile.
- **From the hamburger menu (☰) at the top left:** Select **My Work**, then **Faculty** and then choose **Faculty Overview** from the drop-down menu.

- **Select** the course section you want to grade.

Note: Your course sections are listed by semester, with the current semester listed on the bottom and future semesters listed on top.

- **Select** Grading, then select **Final Grading**.

- Enter the students' grades using the dropdown menu in the **Final Grade** column.
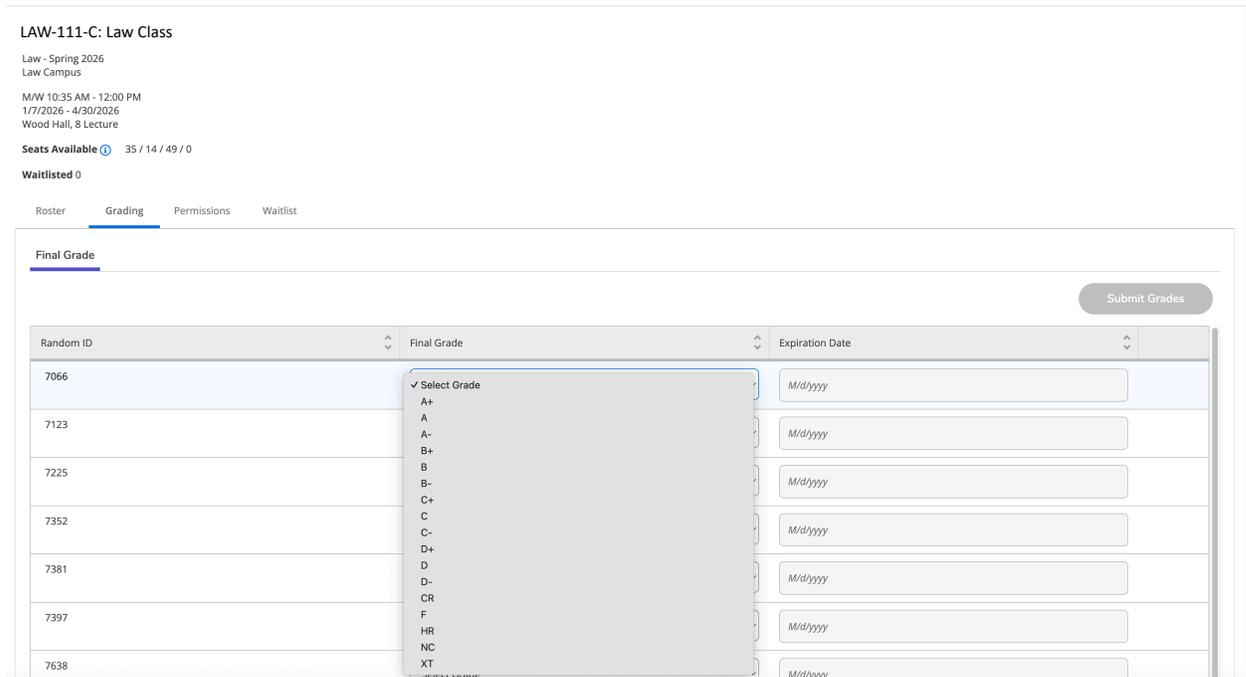
- **For courses offered for letter grades** you will see the A – F grades plus XT (extended time), HR (honors credit), CR (credit), and NC (no credit) grades. Only use the HR, CR, NC grades for MSL and international LLM students.

- **Courses with a credit/no credit grading scheme or pass/fail grading scheme,** you will see only the pass/fail or credit/no credit grades available for the course section.

- **Click Submit Grades** after you've finished entering all of the grades.
  It's recommended that you wait to click on the "Post Grades" button until you've finished entering all of the grades and have verified the entries are correct.
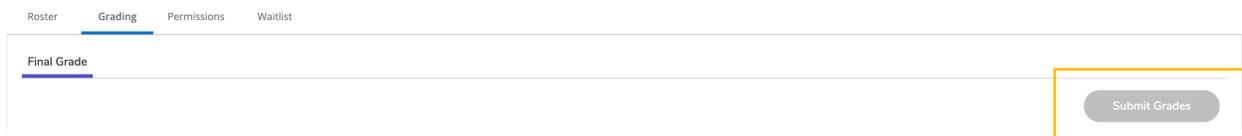
Please contact the Law Registrar's Office with any questions.
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503-768-6614