

Office of the Registrar

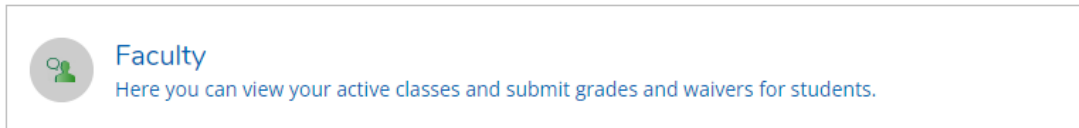
Self-Service: Final Grade Submission

Final grade submission deadlines are available on Rush University's [academic calendar](#).

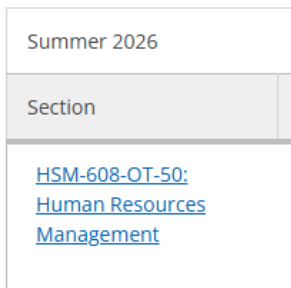
NOTE: Faculty are now able to utilize the Grade Passback tool for courses in Canvas. This will save faculty a step when submitting final grades. The Grade Passback tool is optional – faculty are still able to enter grades in Self-Service if they would prefer.

Grade Entry in Self-Service

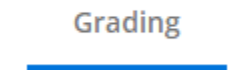
1. Access the [Self-Service system](#).
2. Click the “**Faculty**” button.



3. Click the name of the course you need to submit grades for.



4. Select the “**Grading**” tab.



5. Select “**Final Grade.**”



6. Select the appropriate grade from the dropdown next to each student.
7. There is no submit button. Your grades will be saved after you enter them and tab off the form.