

Submit Grades on Eagle Self Service

1. Log into Eagle Self Service
2. Select the **Faculty** from the menu.

The screenshot shows the Eagle Self Service dashboard with a sidebar on the left and a main content area. The sidebar contains icons for Home, My Account, My Courses, My Grades, My Transcript, My Financial Aid, My Employment, My Graduation, My Attendance, and My Student Finance Admin. The main content area has a header with two notices: 'International Student-Records' and 'Please Reapply for Admission'. Below the notices are several menu items: Student Finance, Financial Aid, Tax Information, Banking Information, Employee, Student Planning, Course Catalog, Grades, Graduation Overview, Transcript Requests, Academic Attendance, Faculty (highlighted with a red box), and Student Finance Admin. Each menu item has a brief description of its function.

3. Locate the course that you need to submit grades for and select the link.

The screenshot shows the 'Faculty Overview' page. At the top, there are links for 'Daily Work', 'Faculty', and 'Faculty Overview'. Below the links is a heading 'Manage your courses by selecting a section below'. The page displays two tables of course sections. The first table is for 'Spring 2026' and the second is for 'Fall 2025'. Each table has columns for 'Section', 'Times', and 'Locations'. The 'POFI-1301-TD001: Computer Applications I' course in the Fall 2025 table is highlighted with a red box.

Section	Times	Locations
POFI-1301-TD007: Computer Applications I	3/8/2026 - 5/8/2026 3/8/2026 - 5/8/2026	100% Online-No Face-to-Face, INTERNET Online Lecture 100% Online-No Face-to-Face, INTERNET Online Laboratory

Section	Times	Locations
POFI-1301-TD001: Computer Applications I	8/18/2025 - 12/12/2025 8/18/2025 - 12/12/2025	100% Online-No Face-to-Face, INTERNET Online Lecture 100% Online-No Face-to-Face, INTERNET Online Laboratory
POFI-1301-TD003: Computer Applications I	8/18/2025 - 12/12/2025 8/18/2025 - 12/12/2025	100% Online-No Face-to-Face, INTERNET Online Lecture 100% Online-No Face-to-Face, INTERNET Online Laboratory
POFI-1301-TD004: Computer Applications I	10/14/2025 - 12/12/2025 10/14/2025 - 12/12/2025	100% Online-No Face-to-Face, INTERNET Online Lecture 100% Online-No Face-to-Face, INTERNET Online Laboratory

March 2026

- Once landed, please select the **grading** tab. Then, select "**Final Grade**".

POFI-1301-TD001: Computer Applications I

Fall 2025
Distance Learning

8/18/2025 - 12/12/2025
100% Online-No Face-to-Face, INTERNET Online Lecture

8/18/2025 - 12/12/2025
100% Online-No Face-to-Face, INTERNET Online Laboratory

Seats Available 4 / 20 / 0

[Deadline Dates](#)

Waitlisted 0 of 5

Roster Attendance **Grading** Waitlist

Overview **Final Grade**

Post G

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
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- Enter the grades for students and submit. For any student who received a grade of **F**, you must enter "**Last Date of Attendance**".