

TO SUBMIT FINAL GRADES

1. Log into OnePort by clicking on the logo on the UNCA homepage or going to <http://oneport.unca.edu>
2. Click on the **Faculty Services** tab
3. Choose "Click Here to" under **Academic Services**
4. Click on "**Click here to continue...**"
5. Select the **Faculty** menu
6. Under **Term Selection**, choose the current term, then "submit". This will take you back to the main Faculty menu.
7. Click on **Final Grades** and you'll be prompted to select which class roster to see. Choose a class.
8. You will see your class roster and be able to assign each student a grade via a drop-down box that lists available grades. Students who have withdrawn from your class will have grades of W already assigned as their final grade. ***Save this page often as you work!*** For as long as a drop-down box is active for a student, you can change their assigned grade, even if you have saved your work. When the drop-down box disappears, the grade has been officially rolled into the student's academic history and only the Registrar's Office can make changes.