

MyWSU Instructions for Final Grade Submission

(NOTE: Firefox is the recommended browser)

Step by step, visual instructions for submitting Final grades and uploading spreadsheets can be found at registrar.wsu.edu.

- On the left hand side of the Registrar's home page, click "UPK – Faculty Center".
- Once the new window opens, click "Grading in myWSU".
- From the drop down menu, there are a variety of documents to view to assist with submitting Final grades.
- After selecting a document, choose "See It!" (looks like a play button) at the top of the page. The information will load and you can advance as quickly as you like by hitting the enter key.