

MyWSU Instructions for Final Grade Submission

(NOTE: Only use Firefox to access grading instructions in myWSU)

Step by step, visual instructions for submitting Final grades and uploading spreadsheets can be found in myWSU at **Main Menu >myWSU Training > Faculty Center in the folder “Grading in myWSU”**.

- To see the instructions, login to myWSU, and at the Main Menu choose myWSU Training and then Faculty Center.
- Click on the plus sign next to the Grading in myWSU icon, and then choose the document that you want to view.
- Choose the first icon named See It! (looks like a play button) at the top of the page. The information will load. You can advance to the next page as quickly as you like by hitting the enter key.