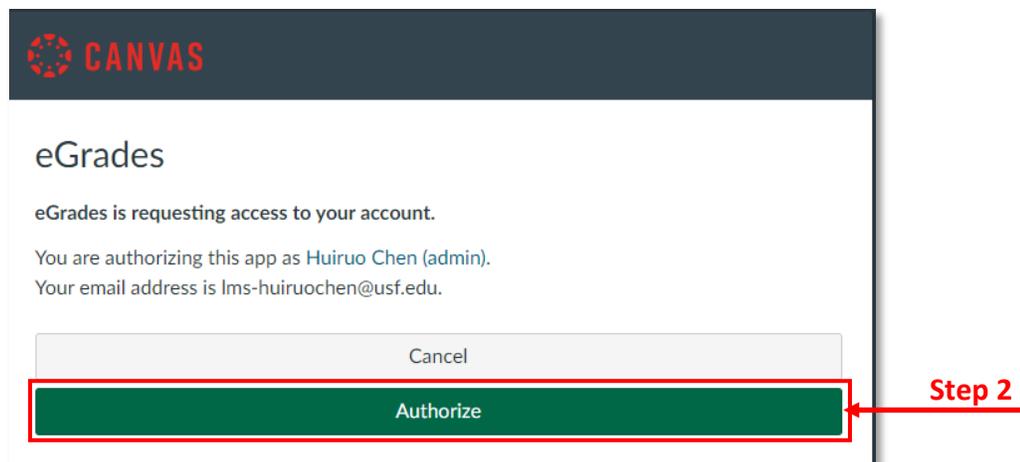# eGrades Modification

eGrades are only available at specific points during the semester, specifically, when grades are due. The window for midterm and final grade submission, and consequently eGrades tool availability is determined by the registrar's office.

NOTE: If you have questions about changing eGrades after the end of the semester dateline, please contact the Registrar's office at 813-974-2000.
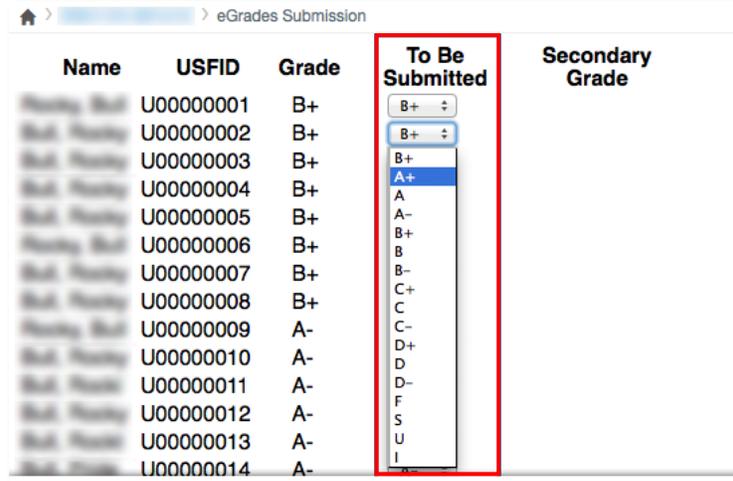
1. Click **eGrades Submission** at the left menu bar.
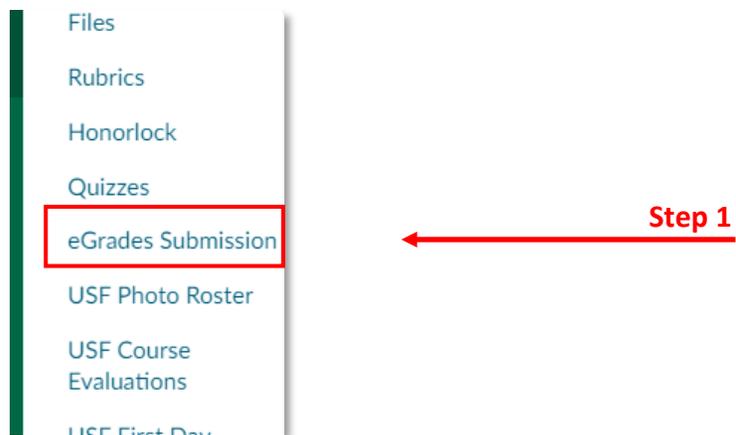
2. Click **Authorize**.

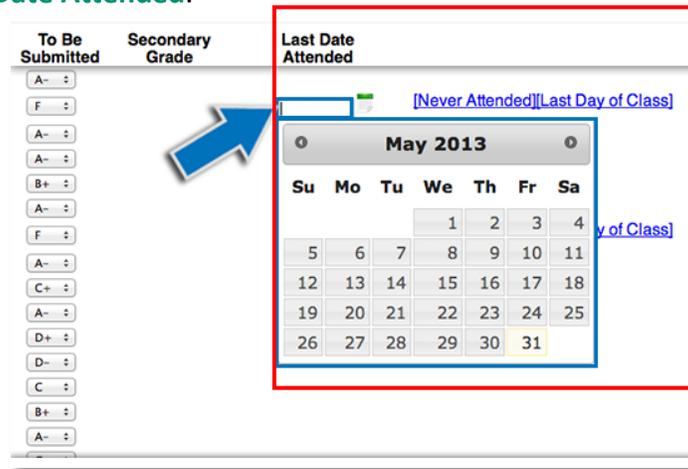3. Use the drop-down menu in **To Be Submitted** column to manually assign a grade for each student.
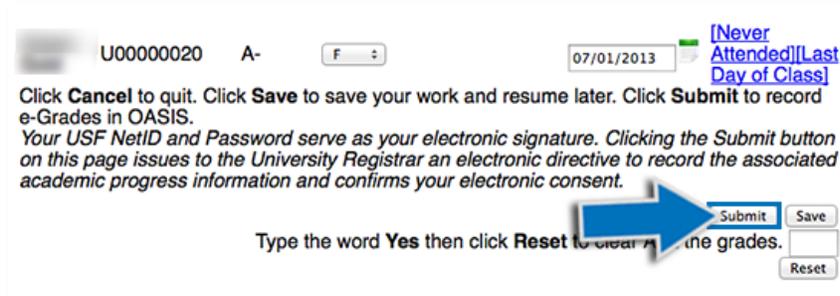

About F, U and I Grade

Submitting grades of F, I, or U requires a record of the student's last day of attendance.

4. Clicking in the date field brings up the calendar, scroll through and select the proper date in **Last Date Attended**.

5. Click **Sumit** when you are sure the grades are correct.