# Submitting eGrades for Cross-listed Courses - Updated

If your course is cross-listed with another course, only the Course Lead can submit grades for all course sections. While you may be the IOR for your section, the Course Lead must enter grades.

The Office of Assessment & Evaluation has already performed the necessary steps to ensure the Course Lead can submit grades for all sections. There is no need to contact the Assessment team prior to submitting your grades.

If your course is cross-listed, follow this process.

1. The section instructor will:
   a. Ensure their grades have been entered in the gradebook and are accurate for each student.
   b. Contact the Course Lead (more than likely the instructor overseeing all of the sections) to inform him/her that their grades are ready to be submitted.

2. The Course Lead will:
   a. Verify **all section instructors' grades** are in the gradebook and are ready to be submitted to eGrades.
   b. Proceed with submitting the grades for all sections.
   c. Verify a grade has been submitted for every student in all sections.
   d. If you receive an error message for a student, email the Office of Assessment & Evaluation at usfnurdata@usf.edu. Include the course number and sections cross-listed and a screenshot of the error message.