

# Quick Steps in Entering Final Grades

1. Double-click on the **Odyssey icon** to log-on to the mainframe. Press **<Enter>** then enter your **USER ID**, then enter your **PASSWORD**, and press **<Enter>**
2. At the Supersession Main Menu use the arrows on your keyboard to move the cursor to the **PROD line**, then type **< S >** and press **<ENTER>**
3. At the Production Screen type **<OD>** then press **<ENTER>**
4. At the Odyssey Main Menu, type **<ST>** at the code field, then press **<ENTER>**
5. Enter your Campus Location **< 2 >** then press **<ENTER>** (this screen will only appear once).
6. At the Student Information Screen, type **<RG>** then press **<ENTER>**
7. At the Registration Menu, type **<CA>** then press **<ENTER>**
8. At the Class Administration Menu, type **<MR>** (Maintain Roster), enter the **<Reference Number>** and press **<ENTER>** You will see the “Notice to Faculty,” then press **<ENTER>**
9. Once in the Class Roster Screen, press the **<HOME KEY>** to take you to the first blank to enter the grade. Use **<TAB>** to move from one line to the next, to enter a grade for each student. (If a grade of “F” or “I” is entered, you **MUST** include the last day of attendance for that student)<sup>1</sup>.
10. After you have completed the grades on that screen, press **<ENTER>** to submit them. The message “*Changes modified successfully - MORE PAGES EXIST*” will display at the bottom of the screen, you may press **<ENTER>** or **<F-8>** to move to the next page, if more pages exist.
11. Repeat steps (9) and (10) until ALL grades are entered. The last screen of students will show an “*END OF DATA*” message.
12. When you have completed the final grade roll, press **<ENTER>** then press **<F-2>**<sup>2</sup>
13. At the Class Administration Menu, type **<PR>** (Print Roster), then enter the **<Reference Number>** and press **<ENTER>**
14. **Sign the class roster and submit it to your Department Chair, along with the supporting documentation if you awarded any grades of “F” or “I.”**
15. **To exit from Odyssey**, click on the **< X >** on the top right corner of the screen and then select close session.

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<sup>1</sup> The last day of attendance is the last day on record that the student attended the class. If the student never attended class and did not withdraw, or was never purged, enter the first day of classes. If the student completed the course, enter the last day of classes.

<sup>2</sup> Changes to the electronic grade roll can be made by the faculty member before the deadline date. After the deadline, you must submit a Change of Grade form, along with supporting documentation justifying the change. Changes to grades that are older than one (1) academic year should be processed as Grade Appeals.