Submitting Final Grades with my.Harvard:
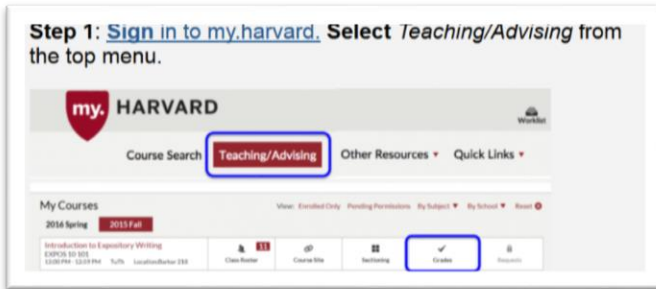
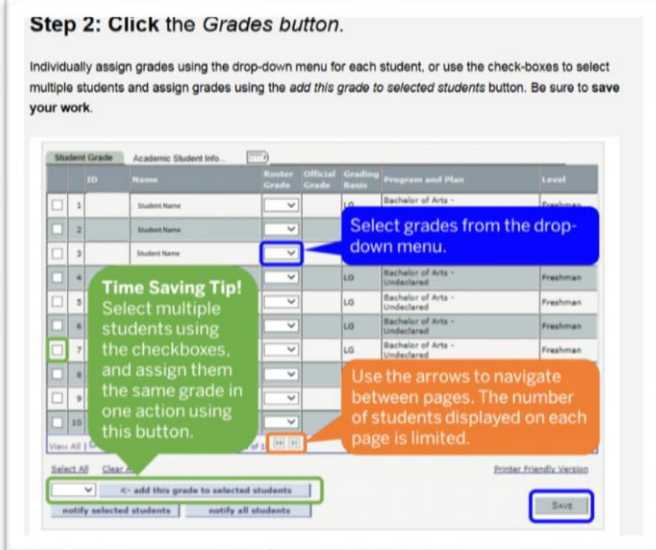**Step 1:** Sign in to my.harvard. **Select** *Teaching/Advising* from the top menu.

Step 2: Click the *Grades button.*

Individually assign grades using the drop-down menu for each student, or use the check-boxes to select multiple students and assign grades using the *add this grade to selected students* button. Be sure to **save your work.**
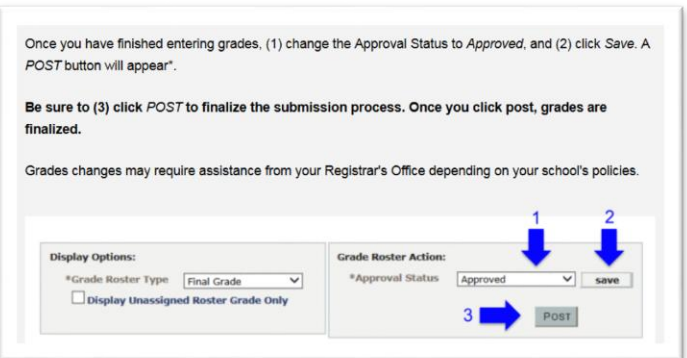

Step 3:

Once you have finished entering grades, (1) change the Approval Status to *Approved*, and (2) click *Save*. A *POST* button will appear*.

Be sure to (3) click *POST* to finalize the submission process. Once you click post, grades are finalized.

Grades changes may require assistance from your Registrar's Office depending on your school's policies.

Please use the additional links below to guide you through the process of assigning and submitting grades to the registrar:

Early Grading for Graduating Students
Grade Changes
Proxy Grading
Grading Permissions
Upload Grades (recommended for larger classes)
Upload Grades Using a Canvas File
Upload Grades Using a Custom File
Manually Enter Grades (recommended for small and medium sized classes)
Mid Term Reporting

Feedback: The instructor of record is expected to provide timely feedback to students. Exams or required papers should be returned, with grading and/or written comments, within a reasonable amount of time. Design critics should engage in regular desk critiques and/or reviews throughout the term and should be readily available after midterm and final reviews for individual interviews. In the case of core studios, critics are also required to conduct midterm assessment meetings with each student. The intent is to give students personal feedback on their performance throughout the course.

Returning Graded Work: Graded work should be returned confidentially. Blue books with students' names and grades should not be left out in the open or in mailboxes. Graded work should be returned in class, or a time to pick it up should be arranged. Academic Department office staff cannot be responsible for distributing papers to students.

Instructor of Record: For each course offered in the GSD, there is an instructor of record who holds an appointment as an officer of instruction at Harvard. When there are multiple sections or studios for a course, one studio or section leader is designated as instructor of record. When a course is team taught by several faculty or includes guests who do not hold faculty appointments, the individual faculty member designated as the instructor of record is responsible for the integrity of the entire course offering, for grading, and for other administrative requirements.

It is important to grade students on their academic performance in your class or studio regardless of their past or current performance in other courses, or the impact the grade might make on their overall academic status.