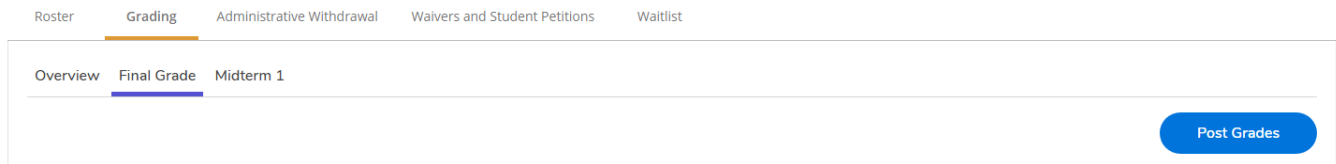# Submitting Final Grades into myOTC

1. https://my.otc.edu/ and log in
   a. If you have any issues, please contact the helpdesk 417-447-7548 or helpdesk@otc.edu

2. After log in, select Faculty section in the lower right corner

3. Select correct course within correct semester

4. Click *Grading* tab above student names

5. Then *Final Grade* tab

6. Manually enter the final letter grade for each student
   - Only enter a Last Date of Attendance* (LDA) for students with an F
   - W and an LDA should appear for students dropped from your course

7. Once grades are entered, review for accuracy

8. After review, select Post Grades on the upper right side
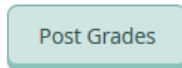
*The Last Date of Attendance (LDA) should be the last day the student attended class for in-person classes. Attendance for online class is defined as a student having active participation in an academically-related activity. The student is not counted as attending for just logging into the course. Some amount of work must be submitted.