


# Entering Midterm or Final Grades in MyRecords

1. Go to [myrecords.bw.edu](http://myrecords.bw.edu) and log in with your BW username and password.
2. Choose the “Faculty” Module



**Faculty**  
Here you can view your active classes and submit grades and waivers for students.

3. Click on the course that you wish to enter grades.

Fall Semester 2019	
Section	Times
<a href="#">BUS-358-S05: Business Communications</a>	M/W/F 1:00 PM - 1:50 PM 8/26/2019 - 12/13/2019

4. Select the “Grading” tab and then either “Final Grade” (or “Midterm 1”). In the Final Grade column, use the drop-down menu to indicate your final grade for each student. When you are finished, click the “Post Grades” button. This cannot be un-done! (Note: The “Post Grades” button only appears when entering FINAL grades.)



**BUS-358-S05: Business Communications**

Fall Semester 2019  
Berea Campus  
M/W/F 1:00 PM - 1:50 PM  
8/26/2019 - 12/13/2019  
Kamm Hall, 216 Lecture  
Seats Available 0 of 20  
[Deadline Dates](#)

**Post Grades**

Roster **Grading** Waitlist

Overview **Final Grade** Midterm 1

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Midterm 1
 Mr. Brian Brown	1234567			A-		
 Ms. Giana Gold	7654321			A		

5. Need more help? Watch this video tutorial! <http://tiny.cc/jvkfjz>