GUIDE TO ENTERING STUDENT GRADES IN STUDENT SELF-SERVICE (DTSS)
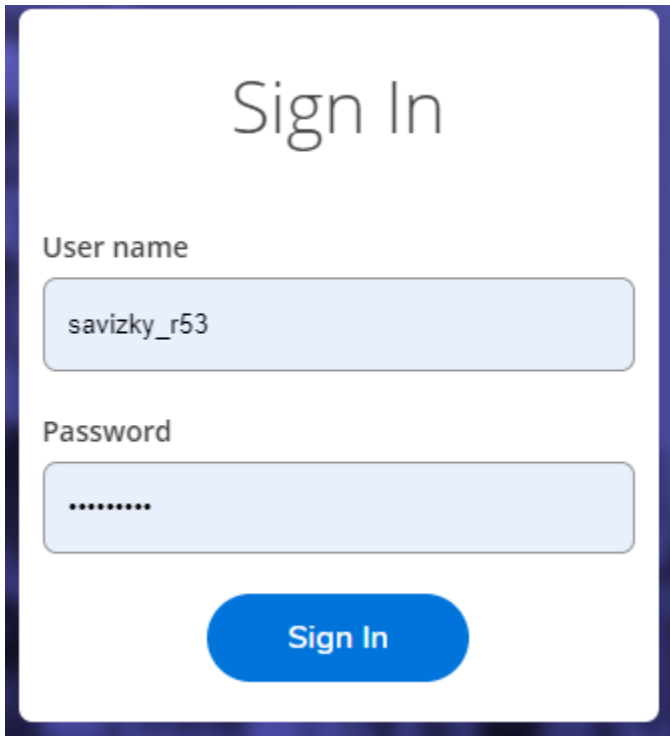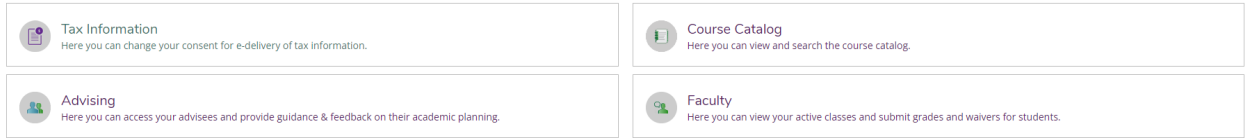
1) Go to Student Self-Service (DTSS) [Sign In - Cooper Union Student Application](#)
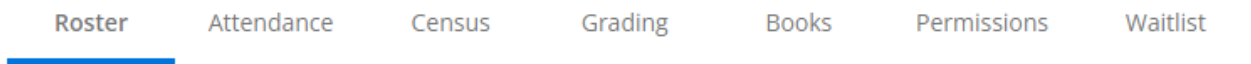2) Log in with username and password (if you're not sure, contact IT for help):

3) Click on "faculty" on the lower left box (your screen may differ)

4) Click on the class for which you would like to assign grades

5) Click on the "grading" tab (near the middle)

6) Click on the "final grade" tab

7) You should now see a roster with all of your students, and a pull-down menu where it says "Select Grade".

Final Grade

Select Grade

8) Choose the appropriate grade for that student from the pull-down menu (typically A, B, C, D or F for a class, N for a thesis class that has not been completed yet, I if an incomplete has been approved by the Dean's office. P or W should NOT be used)

Select Grade
A
B
C
D
F
P
I
N
W

9) Go through the roster and assign a grade for each student. The system will automatically save your grades for each person – there is no "submit" button. When you are done, either "sign out" on the top right corner if you are finished entering grades for all classes or click on "back to classes" (left side of the screen, near "Section Details") to repeat this process for any other classes you are teaching.

THE COOPER UNION   savizky_r53   Sign out

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Section Details
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