HOW TO RECORD GRADES IN CARDINAL STATION

Log on to Cardinal Station. Select “Student/Faculty Self-Service” from the My Menu box in the upper left hand corner the screen.
Select “Instructor” from the My Menu box in the upper left hand corner.
Select “Record Grades” from the My Menu box.
Select the Term, in this example “Fall 2005.”
Select the Course Title, in this case “Professional Ethics” for which the grades will be inputted.
Ensure the Final Grade appears in the Roster Type box. Then scroll down to the students’ name on the Roster.
Record the appropriate grade in the Grade Input box on the same line as the students’ name.

Complete the input and hit the “Save” button on the bottom of the page when done.