

How to Submit Final Grades in Cougar Tracks

At the end of each semester, faculty input their student's final grades from their Canvas gradebook(s) to their faculty Cougar Tracks for Instruction. There are just a few steps to follow. If you notice any errors in your account or are having difficulties please reach out.

Cougar Track Tabs - Student Grades

1. Login to your **Cougar Tracks**
2. Open the **Faculty & Advisors Tab**
3. Select the **Final Grades** option

You will then be prompted to select the term specific information. (current term)

- Select the appropriate term you are grading
- Select the CRN you are inputting grades for

Helpful Tip:

Instructors are only allowed to grade a maximum of 25 students at a time.

If your class is large enough you will have an option to grade by rows.

Example: (1-25) (26-35)

- Grade first row & save grades
- Select second row
- Grade second row & save grades

If you are grading for multiple courses:

- Choose **Term Selection** at the very bottom of the page to move on to the next course. (see arrow)

Cougar Tracks Tabs - Student Grades

The first screenshot shows the main menu with the 'Faculty and Advisors' tab selected. The 'Final Grades' option is highlighted in a red box.

The second screenshot shows the 'Select Term' and 'Select a CRN' screens. The 'Current Term' is selected, and the CRN 'BUSN 1500 40: Introduction to Business, 54069 (33)' is chosen. A red box highlights the 'Submit' button.

The third screenshot shows the 'Final Grades' page for 'Introduction to Business - BUSN 1500 40'. The 'Record Sets: 1 - 25 26 - 34' is circled in red, and a red box highlights the 'Grade' column in the table.

The fourth screenshot shows the bottom of the page with the 'Term Selection' button highlighted by a red box and an arrow pointing to it.

Record Number	Student Name	ID	Credits	Registration	Status	Grade	Rolls	Last Attend	Date	Attend Hours	Registration Number
1			3.000	**Web Registered**	A		Y	None	None	10	
2			3.000	**Web Registered**	A		Y	None	None	32	

Contact our DE support team by emailing DESUPPORT@TaftCollege.edu or calling 661-763-7917.