

How to Submit Final Grades on MyOleMiss

1. Click the MyOleMiss button on the University of Mississippi webpage.
2. Enter your Web ID and Password.
3. Once in MyOleMiss click the “Faculty” tab.
4. Click “class info” under the faculty tab.
5. On the left-hand-side click “class rolls and grades.”
6. Select academic term and submit.
7. Your class section(s) should appear.
8. Click on the “submit final grades” button (this button will not appear until the first day of exam week so you will have to wait until then to submit grades).
9. Once you have entered your grades, you will have the option to “save grades as complete” or “save grades as in progress.” Click the button “save grades as complete” in order to officially submit your grades.
10. Once you have submitted as complete, print off your final grades and bring them to the C&I office (Guyton 316).