

Instructions for Accessing Class Roster, Dropping No Shows, and Submitting Grades

1. Logon to *MyCSI* on the CSI webpage: http://www.csi.edu/currentStudents_/eagleWeb/index.html
2. On the *MyCSI* page, login or retrieve your pin.
3. Enter “Y” in the box and click “Go to MyCSI login.”
4. Enter your CSI ID# and Pin #. Click “login.”
5. On the *MyCSI* College of Southern Home page, click “Faculty” (located in the first gold banner, between “Employee Info” and “Campus life”).
6. On the Faculty > Default page, click “view course list” in the Grade Entry box (third column, last box; you will need to scroll to the right.)
7. In the Grade Entry – Grading Course List box, select the appropriate “term” and then click “search.”
8. Click on a course link to view the course roster, to drop “no shows,” and to enter “Final Grades.”
 - To drop “no shows,” select “WS” and then click “Save.”
 - To enter final grades, select the grade and then click “Save.” You do not need to enter “Midterm Grade,” “Absences,” or “Clock Hours.”
 - Print a copy of the transaction for your records.