Step 1: Navigate to eppscholar.sccoe.org and select Instructor login in the Login dropdown. See red arrow below.
Step 2: In the Instructor login page, type in your user name and password.

Note: You will receive your username and password in a separate email. All faculty usernames start with the letter T. If you prefer to have your email address as your username instead of the system generated username, please email cegutierrez@sccoe.org with your preferred username to initiate the change.
Step 3: In instructor profile, navigate to the Courses tab on the menu, and select the course you need to grade. Click on the number or course title listed under the Course-Section No. header to open the course. See red arrow below.
Step 4: With course selected, click the **Grading Sheet** tab on the on the sub menu and navigate to the bottom of the page until you find **Class List**. Underneath the header **Class List**, you will find a grading table with the students who enrolled in the course listed alphabetically. See red arrow above to find Grading Sheet and the blue arrows below to find Class List.
How To Use The Class List Grading Table

To input grades, instructors should use the dropdown menu located to the right of the title EPIC Final Grade (S.1)

To mark a grade complete:
- Use letter grade, NP or Withdrawn
- Fill in completion date
- Check off Instructor Approved box
- Click save

Note: One marked complete, final grade can only be changed by office staff

How to mark In Progress:
- Select In Progress from the dropdown grading options
- In the Student Notes, add information regarding the In Progress status, such as assignment or final grade due date
- Click Save

Note: Students can not view student notes

For questions about how to use the grading table, please email Celina Gutierrez at cegutierrez@sccoe.org