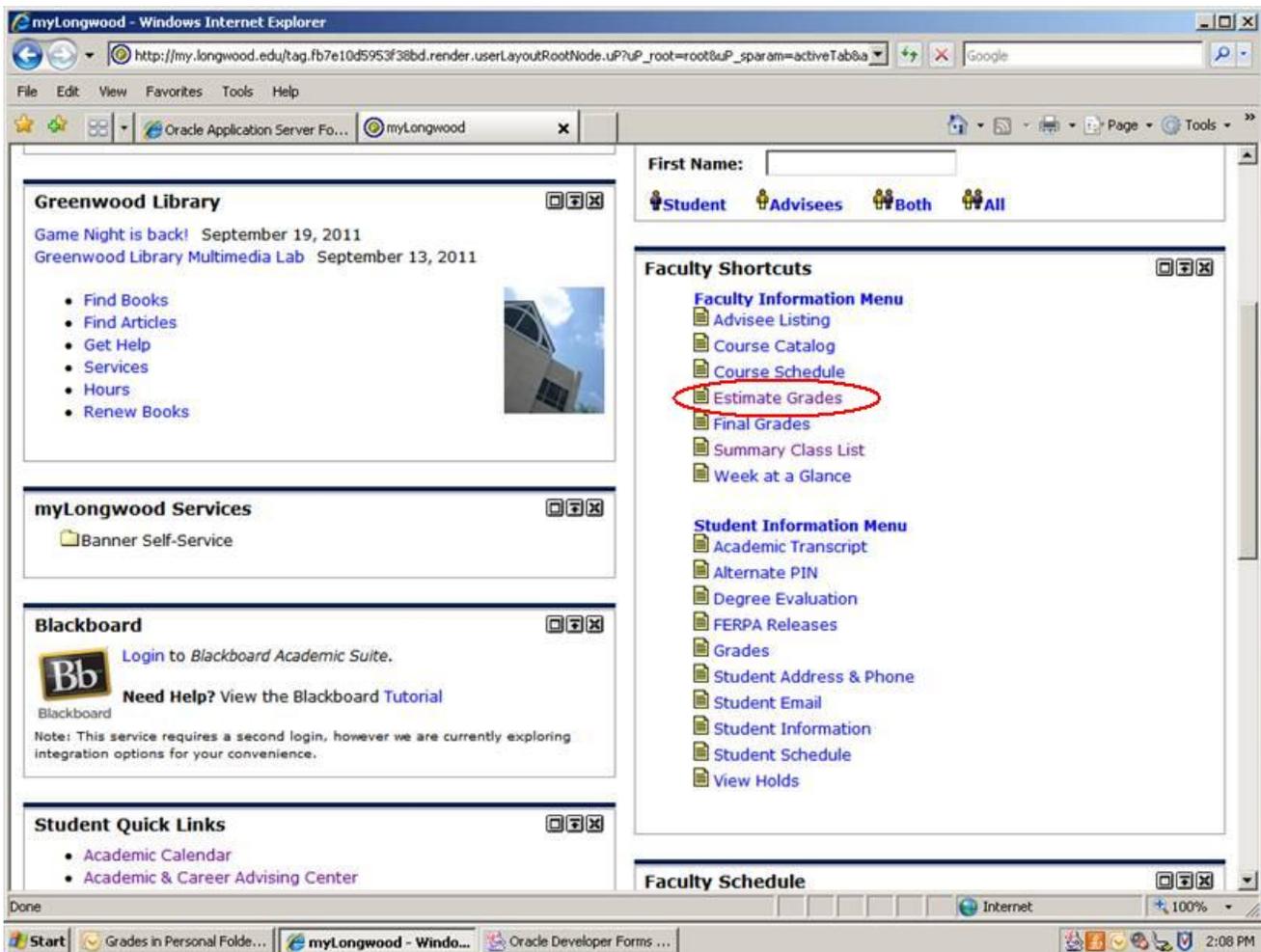


1. Open *myLongwood* using your LancerNet ID and Password
2. Go to *Faculty* tab
3. Go to Faculty Shortcuts.
4. Under Faculty Information Menu, select *Estimate Grades*.



5. Select *Current Term* and a list of your courses should be displayed.

DO NOT choose Faculty Grade Assignment for Mid-Term Grade Estimates.

