Job Aid – Faculty Grade Entry
Updated: March 7, 2011

Background:
Faculty will be able to enter Final Grades for Credit and Skills courses.

*Note: Faculty Grade Entry is not allowed for Mid-Term Grades. Instructor(s) should continue to submit their Mid-Term grades and action codes to the College Registrar for entry. An email will be sent to the Instructor(s) preferred email address 7 days prior to the class session end date as a notification that final grade rosters are available to begin grade entry. For example, if the CDL session ends on 03/15/2011, the instructor will receive their email (see sample below) on 03/08/2011 notifying them the grade roster is available for final grade entry. Follow the instructions in the email and make note of the deadline date(s).

** Deadline date(s) represents the class session end date +4 days and allows time for campus review. For example, if the session ends on 03/15/2011, the deadline for grade entry will be 03/19/2011. However, the system will allow you to enter in your final grades until the system shuts down for End of Term Processing.

<table>
<thead>
<tr>
<th>Instructor:</th>
<th>Joe Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email Addr.:</td>
<td><a href="mailto:JInstructor@ccc.edu">JInstructor@ccc.edu</a></td>
</tr>
</tbody>
</table>

Final grade rosters have been automatically generated for the following class(es):

<table>
<thead>
<tr>
<th>Campus</th>
<th>Session</th>
<th>Course</th>
<th>Sect</th>
<th>Class #</th>
<th>Comp</th>
<th>Description</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>DA</td>
<td>CDL</td>
<td>HUM 201</td>
<td>WW1</td>
<td>79852</td>
<td>LEC</td>
<td>General Course I Hum</td>
<td>03/19/2011</td>
</tr>
<tr>
<td>HW</td>
<td>CDL</td>
<td>HUM 201</td>
<td>WW</td>
<td>79719</td>
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<td>03/19/2011</td>
</tr>
</tbody>
</table>

Login to MyFaculty.ccc.edu (http://myfaculty.ccc.edu) to submit your final grades no later than above deadline dates(s).

Please note late submissions of final grades impacts the student’s Academic Performance. If you have any questions, please contact your Registrar’s Office.

Thank you.
PeopleSoft Navigation for Faculty Self-Service:
1. Login to myfaculty.ccc.edu using your Novell Username and Password.
2. Under Management, select Record Grades.
3. Under **Grade Rosters**, select the Term for which you wish to view a roster to enter grades.

4. Under **Course Title**, select the Course Title of the roster you wish to view.
Scenario A: If you see the message: *One or more of your grade rosters has an enrollment mismatch. Please click the Regenerate Roster button to enable grade roster entry*, click on the button **Regenerate Roster**.

![Screen shot of Regenerate Roster option](image)

Scenario B: If you click on **Regenerate Roster** and you already saved grades, you will receive the message below. If you click “Cancel”, it will abort the grade roster fix. However, you will not be able to enter grades until you click “OK” to fix the Grade Roster.

![Screen shot of warning message](image)

5. In the **Roster Grade** column, begin to enter each student’s grade or click on Lookup button to select student grades.

![Screen shot of Roster Grade](image)
Attention: If the students’ grade is an Incomplete or I, a Note link will appear. Click on the Note link. The Student Incomplete page will appear. In the Note section, the Instructor should enter the course work the student needs to complete to receive a final grade. This information is required before you can submit your final grades.

Click OK to return to Grade Roster.

6. Continue entry of grades for each student. Verify that each grade has been entered correctly. After ALL final grades have been entered and verified, click on Save. The Submit button will appear. Click on Submit. Note: The Submit button will not appear until all grades have been entered.
7. The **Submit Final Grades** page will appear. Enter your password in both **Enter Password** and **Confirm Password** fields. When you enter your password and click **OK**, you are verifying that all grades entered are final and accurate.

**Note:** Clicking **OK** finalizes your grade list and submits final grades to the Registrars’ office. Clicking **CANCEL**, will allow you to go back to make any changes. You will receive the above message: *Final grade submission canceled*. Click **OK**.
8. After you have completed the verification, the Grade Roster page will appear. The Approval Status has changed to Ready for Review. Submitted by will show the ID and name of the faculty member who submitted the grades. Date/Time will show the time the grade roster was submitted.

9. If you need to enter grades for another course, click on the link Select a Different Class and follow steps beginning with Step #3. If not, you can click on Return to Learning Management or Sign Out. Always remember to Sign Out after you have completed your grade entries.

Note: After submitting the grades, an email verification (sample email below) will be sent to the Instructor’s preferred email address who is assigned to the class.

End of Process.