



## FINAL GRADE INSTRUCTIONS

### myMCTC WEB for FACULTY FINAL GRADE ENTRY INSTRUCTIONS

Please review the following instructions carefully before attempting to enter grades.

Choose the **Faculty & Advisors Menu**:

Select **FINAL GRADES** - The final grades option provides the ability for the faculty member to enter final grades for students in a particular course. **If a course is taught by more than one person, only the primary instructor is allowed to enter grades.**

Choose the appropriate term and click **Submit Term**:

**Fall 2010 (201101) Available for entry 9:00 a.m. December 9<sup>th</sup> until noon December 16th.**

**Select the course** you will be grading from the pull-down menu. Courses will appear for which you are identified as the primary instructor.

Click **Submit CRN**.

**Post grades** - Enter the grade and click on the next box to move down the list. Please be sure to review the registration status of each student. A status code of "WC" or "TW" indicates that the student has withdrawn and the student must receive a "W" grade. Refer to the pull-down menu for valid grades for the course level. For each **incomplete** grade awarded online, you must submit the Incomplete Grade Documentation Form directly to your Department Dean.

**You must enter a grade for every student on the list.**

#### **STUDENTS ASSIGNED F OR NC GRADES:**

To assist the Office of Student Financial Aid in determining continued financial aid eligibility, if an F or NC grade is reported, please indicate, if available, the student's last date of attendance at an academically related activity in the space provided to the right of the grade reported. This must be in the following format MM/DD/YYYY – example 02/11/2010. If the student completed the course earning an F or NC through normal evaluation of academic performance, a date is not required. If you have questions regarding the requested information, please contact Lisa Penix in the Financial Aid Office at 696-3262 or [rowe2@mctc.edu](mailto:rowe2@mctc.edu).

**If you have more than 25 students registered for a course, you must submit grades for the first 25 students and then select the option at the bottom of the page to continue entering grades for the remaining students.**

When you finish, click **Submit Changes**. You will receive a confirmation message at the top of the Grade Sheet.

You may move to another course by choosing **CRN Selection** or you may exit the system. (If you are returned inadvertently to the Menu, please click Final Grades again.)

Please check all grade entries before exiting.

**If a grade was entered incorrectly, you may change the grade before it is rolled into academic history. After a grade has been rolled to history, it cannot be changed via the Web.**

**Please do not wait until the deadline to attempt to enter grades online as the server may unexpectedly be unavailable.**

If you encounter problems or have any questions, please contact Martha Barnett at 696-3824 or Matthew Hunter at 696-3088. Our e-mail is [registrar@mctc.edu](mailto:registrar@mctc.edu)

If you have sign-on problems with myMCTC, please contact Chris Stevens at 696-3248 or [cstevens@mctc.edu](mailto:cstevens@mctc.edu)

Thank you,

*Martha Barnett*

*Matthew Hunter*

Office of the Registrar