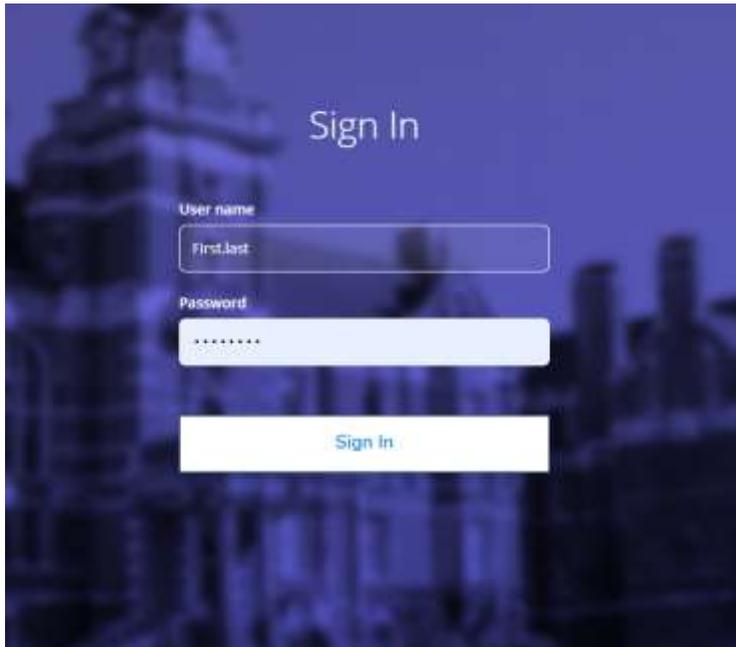


Midterm and Final Grade Entry in Self-Service

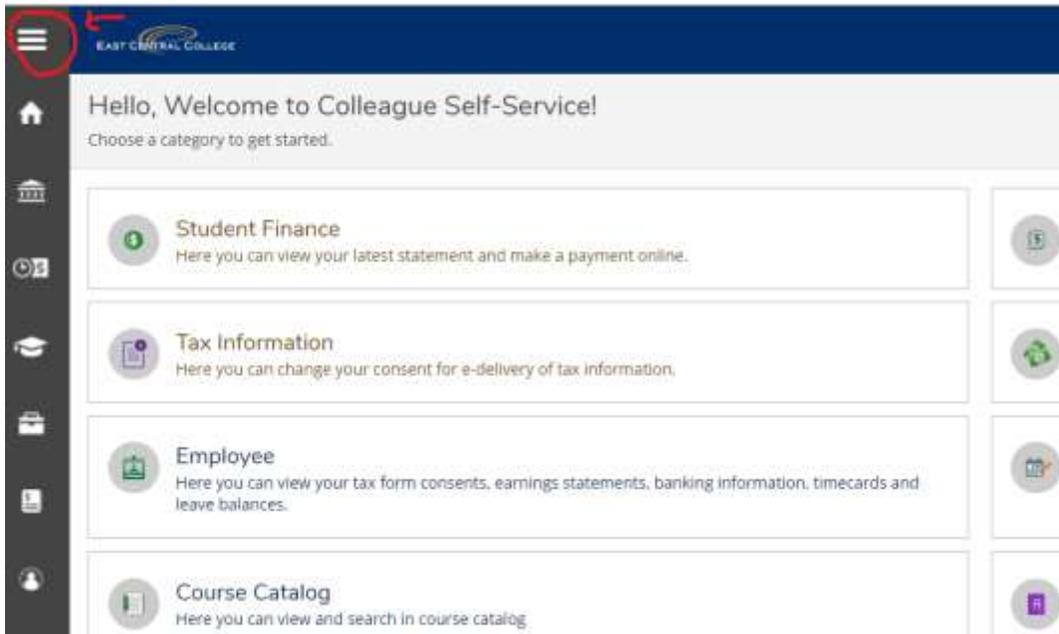
Final Grade Entry Directions

<https://selfservice.eastcentral.edu/Student/Account/Login>

1. Log in to Self-Service



2. Click on the menu button



3. Select Daily Work > Faculty > Faculty Overview

Midterm and Final Grade Entry in Self-Service

The screenshot shows the East Central College self-service portal. The left sidebar contains a navigation menu with the following items: Home, Financial Information, Employment, Academics, Daily Work, Advising, Faculty, Faculty Overview (circled in red), Student Finance Admin, and Emergency Info Access. The main content area displays a welcome message and several service tiles: Student Finance, Tax Information, Employee, Course Catalog, Graduation Overview, and Advising.

4. Click on course to grade.

The screenshot shows the 'Faculty Overview' page. The breadcrumb trail is 'Daily Work > Faculty > Faculty Overview'. The heading is 'Manage your courses by selecting a section below'. Below this is a table for the 2019 Fall semester.

Section	Times	Locations
CQI-101-A20: Foundation of Student Success	M/W 9:30 AM - 10:25 AM 8/19/2019 - 10/9/2019	Hansen Hall, 402 Seminar
ACC-115-H11: Accounting Tech/Quickbooks	T 11:00 AM - 12:20 PM 8/19/2019 - 12/10/2019 T 12:15 AM - 12:16 AM 8/19/2019 - 12/10/2019	Hansen Hall, 145 Hybrid ARRanged, ARR Attendance Tracking

5. Select the "Grading" tab. Then select "Final Grades."
 - a. If the grade of 'F' is given, the last date of attendance is required for Title IV calculations.

Midterm and Final Grade Entry in Self-Service

- b. An Incomplete grade requires a Contract for Incomplete form to be filled out between the instructor and student and it must be submitted to the Registrar's Office. An Expiration date no later than the end of the following semester (i.e. 5/10/23) must be provided.
- c. Courses that were audited receive an 'H' for "Hearer."
- d. P/NP or P/F are only used for specific courses.
- e. 'WX' is not a grade option. It is a withdrawal status.

Use the drop down menu to enter grades. Not all grades need to be entered at one time. Faculty can return to the page at a later time to make updates prior to grades being due. Once grade entry is complete, click on the Post Grades button to save and verify grades.

Final grades cannot be changed by faculty once posted. The Registrar's Office will need to be notified of any changes or corrections. Requests for changes can be made via email up until the time grades are due. If the changes occur after grades are due, the faculty member must fill out a Change of Grade form and submit it to their respective dean.

COL-101-A20: Foundation of Student Success
2019 Fall
East Central - Union
MW 9:30 AM - 10:25 AM
8/19/2019 - 12/10/2019
Hudson HSE 402 Seminar
Seats Available 2 of 25

Roller Attendance **Grading** Books Remissions Waitlist

Overview **Final Grade** Midterm 1

Post Grades

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
[REDACTED]	[REDACTED]	<input type="checkbox"/>	MM/yyyy	Select Grade	MM/yyyy	Freshman	1
[REDACTED]	[REDACTED]	<input type="checkbox"/>	MM/yyyy	Select Grade	MM/yyyy	Freshman	1
[REDACTED]	[REDACTED]	<input type="checkbox"/>	MM/yyyy	Select Grade	MM/yyyy	Freshman	1