On Line Grading through Web for Faculty

Step 1
Go to http://www.ccsf.edu from your Internet browser.

Step 2
Click on the Register for Classes (Web4) button.

Step 3
Look to the right side of the new windows and type in your User ID and PIN.
Note: Your user ID is your new employee ID number that was sent to you by Human Resources, e.g., W00011111, or you can enter your Social Security Number. If you have not already changed your PIN number it is your birthdate, e.g., 091472.

Step 4
At the Main Menu click on Faculty Services.

Step 5
At the Faculty and Advisor Menu click on Faculty Mid-Term and Final Grade Menu.

Step 6
At the Faculty Grade Menu click on Course Grading Status.

Step 7
At the Select Term Form, select Fall 2002 Term then click on Submit Term.

Step 8
At the Grade Status Form scroll down to the bottom of the page and check the BOX under the Change Grade Entry Status? , then click Submit indicating that you wish to enter your grades on the Web. The NO under the I will Grade My Classes on the Web BOX will be changed to a YES.

Step 9
If it is time to submit your mid-term or final grades according to the dates indicated on the Grade Status Form, scroll down to the bottom of the page and click on Mid-Term Grades Go To Mid-Term Grades or Final Grades Submit Final Grades whichever is appropriate.

Step 10
At the CRN Selection Form, select the CRN for the class you wish to grade then click on the Submit CRN Button.

Step 11
At the Faculty Mid-Term or Final Grade Worksheet, whichever is appropriate, move your mouse to the Mid-Term or Final Grade pull-down menu and select the grade to be recorded. If your enrollment is above 35 students you will have multiple grade worksheets. Once you have completed recording grades on the first page, click on the Submit Changes and the bottom of the page, then simply click on the next set of pages Records 36-48 and so on.

IMPORTANT: You must Save Changes when you have completed recording your grades.

NOTE: For security reasons, if you leave your computer for more than 20 minutes the system will automatically log you out. If you anticipate this happening, make sure that you save all your changes or else your entries will not be saved.

Step 12
After you submit all your changes click on the Mid-Term or Final Grade Listing Link at the bottom of the form, REVIEW your entries, MAKE changes, if needed, PRINT out a copy and KEEP it for your records.

Web for Faculty
Mid-Term & Final Grades/Positive Attendance at http://www.ccsf.edu

CCSF faculty now has the ability to report their mid-term and final grades on the Web. This easy, convenient and efficient method of posting grades for your students is secure and has been successfully tested. We encourage you to utilize this new grading tool.

This booklet will assist you by providing step-by-step instructions on Faculty Web Grading.

Available Hours
Monday through Saturday
6:00 am – 11:45 pm
Step 13
Once you have printed a copy of your mid-term or final grade listings, click on Return to Mid-Term or Final Grade whichever is appropriate and select the next CRN to be graded and follow steps 10 through 13.

Step 14
Once you have GRADED all your classes, REVIEWED your entries, SUBMITTED all your changes and PRINTED copies of your grade listings for your records, log off by clicking on the [X] at the top of your screen.

Tips for Successful Web Grading

Mid-Term Grading
If the letter “C” appears in the GrMode Field you are only permitted to post a grade of “CR”, “NC” or “W”.

If the letter “L” appears in the GrMode Field you are only permitted to post an “A”, “B”, “C”, “D”, “F” or “W”.

If a student already has a grade of “W” posted, Do NOT attempt to enter a grade for the student. If you believe the student should NOT be withdrawn, contact the Office of Admissions and Records at 239-3839.

Final Grades
If the letter “C” appears in the GrMode Field you are only permitted to record a “CR”, “NC”, “INC” and “ICR”.

If the letter “L” appears in the GrMode Field you are only permitted to record a “A”, “B”, “C”, “D”, “F”, “I/A”, “I/B”, “I/C”, “I/D” and “I/F”.

Posting Incompletes
With Web Grading it is no longer necessary to complete and submit a Record of Incomplete Form need only to record the grade to be assigned if the student does not make up the required work within the specified time as mandated by College policy.

Example: If you wish to record an Incomplete for a student and the grade to be assigned by Admissions and Records is a “F” if the student does not make up the work within the specific time lines; simply record an “I/F” as a final grade. Admissions and Records will automatically post the “F” if the work is not completed. Same applies for a student who has chosen to be graded on a credit/no credit basis.

If the student makes up the required work, you will need to continue to complete and submit a Removal of Incomplete Grade Form.

Missing Students
If a student does NOT appear on your Web grade sheet, that student may have dropped prior to the date a “W” must be assigned, or the student failed to register for the class. Inquiries regarding student enrollment should be directed to Registration Center 239-3860.

Computer Access
Computers capable of running Web for Faculty are available in all CCSF computer labs.

Help Desk?
If you need assistance with Web Grading contact the Help Desk at 239.3358, or by email gwong@ccsf.edu Monday through Thursday 8:00 am to 4:30 pm and Friday 8:00 am to 12:00 pm.

A Note on Security
To protect your students’ privacy, if you are using Web for Faculty on a common access PC, be sure to quit the browser before leaving the terminal.

Your PIN Number
Once you have clicked on the Login Secure Area button and have moved to the User Login screen you may change your PIN to a more memorable number by following the simple instructions under the heading CHANGING YOUR PIN NUMBER.

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