



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**

On Line Grading through Web for Faculty

Step 1

Go to <http://www.ccsf.edu> from your Internet browser.

Step 2

Click on the



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.

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 Positive Attendance

If your course is a Positive Attendance Course you will see a column titled Attend Hours. You will use to column to post your Positive Attendance Hours.

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. You need only to record a grade of “**INC**” and Admissions and Records will assign a “**NC**” if the work is not made up.*

*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**

Developed by Garret Wong

04/01/10