

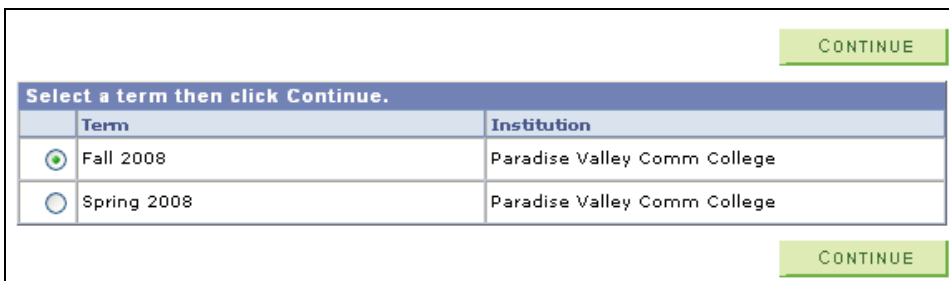
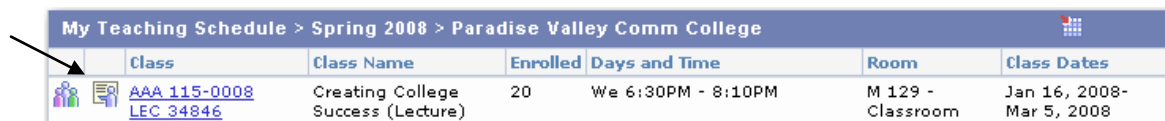



1. Start your browser (Internet Explorer for Windows or Firefox for Mac) and navigate to:  
**http://my.maricopa.edu**
2. Click the  tab.
3. Click **SIS login**.
4. Enter your **Maricopa Enterprise ID (MEID)** and **password** and click **Sign In**.
5. Click on **Employee Self Service** and then **Faculty Center**.
6. If you teach for more than one college and for multiple terms, you can select a different term/college by clicking the  button.
7. This will display a list of all the terms/colleges. Click the radio button to **select the term/college** you want to view. Then click **Continue**.



Select a term then click Continue.	
Term	Institution
<input checked="" type="radio"/> Fall 2008	Paradise Valley Comm College
<input type="radio"/> Spring 2008	Paradise Valley Comm College

8. Click the Grade Roster icon  for the class you wish to grade.



My Teaching Schedule > Spring 2008 > Paradise Valley Comm College						
Class	Class Name	Enrolled	Days and Time	Room	Class Dates	
 <a href="#">AAA 115-0008</a> <a href="#">LEC 34846</a>	Creating College Success (Lecture)	20	We 6:30PM - 8:10PM	M 129 - Classroom	Jan 16, 2008 - Mar 5, 2008	

9. It is recommended to use the **Transcript Note tab** to enter the grades. It is less busy looking, and **this tab contains a Note link that is required when entering an I grade**.



ID	Name	Roster Grade	Note
1 XXXXXXXXX	<a href="#">Albrecht, Barbara J</a>	<input type="text"/>	<a href="#">Note</a>
2 XXXXXXXXX	<a href="#">Hutchison, Cherie Jean</a>	<input type="text"/>	<a href="#">Note</a>

10. Use the drop-down boxes under the Roster Grade column to select and assign a grade to each student.


Grades will only be available for the grading basis attached to the student. For example, if a student has a P/Z Grading Basis the only grades that will appear are P, Z, W and I.


Student Grade		Transcript Note		EEE	
ID	Last Date of Attendance	Drop Reason	Name	Roster Grade	
1	XXXXXXXX	<input type="text"/>		Albrecht, Barbara J	F <a href="#">Note</a>
2	XXXXXXXX	<input type="text"/>	<input type="text"/>	Hutchison, Cherie Jean	W <a href="#">Note</a>

Click to enter Last Date of Attendance (F, Z, W, or Y grade)

Click to select Drop Reason (W or Y grade)


Use Note link to input Incomplete Grade information

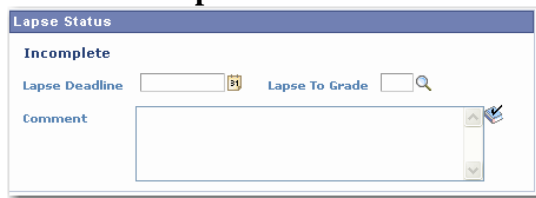
**Entering a Grade of F or Z** opens the Last Date of Attendance (LDA) field. A date must be entered before the grade roster can be saved. Click the  icon to select the LDA.

**Entering a Grade of W or Y** opens the LDA field along with the Drop Reason field. Click the  icon to display a list of Drop Reasons.



- Once grades have been added for each student, Click the **Save** button (bottom of screen).  
**Note:** Although it may not appear that your grades have been “submitted,” clicking Save is all that is required to submit your grades. Grades are posted to the students’ records through an automatic overnight process. You can verify this has occurred by viewing your grade roster the next day. You will see the posted grade in the Official Grade column, and you will no longer be able to change the grade from your online grade roster. **Once grades are posted, changes must be made by submitting a paper grade change form to the Admissions and Records office.**



### Entering a Grade of Incomplete:

- Select **I** (Incomplete) from the Roster Grade list.
- Click the **Note** link (**ensure you are on the Transcript Note tab**)
- Click the **Incomplete Detail** Button. 



The screenshot shows a form titled "Lapse Status" with the following fields:

- Incomplete** (header)
- Lapse Deadline**:  
- Lapse To Grade**:  
- Comment**:

- Click in the **Lapse Deadline** field. Click the  icon to select the deadline by which the student must complete the assignments. District policy only allows 7 months maximum from grade date.
- Use the  icon to enter the **Lapse to Grade**. This is the grade the student is to receive if they do not complete the work by the Lapse Deadline.
- Enter information in the **Comment field** as to what the student must accomplish to reach a desired grade.

**Note: It is highly recommended that you print 2 copies of the incomplete grade information; one for the student and one for your records.**

- Click the **OK** button twice to return to the grade roster.