Entering Grades using Self Service

Note: One of the biggest differences you will notice is there is no “Submit” button. Grades are saved and submitted as you move from record to record.

From the MY Way Home page, click on the Self Service button.

This will land you on the Self Service home page. You can access the grading using one of two methods:

1. On the left side under hamburger menu. Under Daily Work you should have a faculty option.
2. On the right side, one of the boxes should be labeled Faculty.
After clicking on the “Faculty” option, you should see a list of your Sections.

<table>
<thead>
<tr>
<th>Section</th>
<th>Times</th>
<th>Locations</th>
</tr>
</thead>
<tbody>
<tr>
<td>INFO-1001-1A: Information Systems &amp; Literacy</td>
<td>M/W 8:00 AM - 9:45 AM 9/5/2018 - 11/19/2018</td>
<td>Elkhorn Valley Campus, 159 On Campus</td>
</tr>
</tbody>
</table>

Click the link that corresponds to the section you want to grade, and this will take you to the class roster. Next, you will want to click on the “Grading” Tab and then click on the “Final Grade” Tab.

Grade each student by clicking on the dropdown list in the “Final Grade” column, and select the desired grade. **Note** “When selecting the Never Attended check box you MUST enter Last Date of Attendance”
If grade the grade selected is an “F” or “I” the “Last Date of Attendance” box will turn red, and a message will appear that a date is required in that box.

Note *When selecting the Never Attended check box you MUST enter Last Date of Attendance*

If you leave the page or exit Self Service, grades you entered before leaving will automatically be saved. The one exception is if the grade you entered is an “F” or “I” and you do not enter a date in the Last Date of Attendance box. The system will clear out the grade when you leave the page. If you want to assign a grade of “F” or “I” you must enter a date in the last date attended.

If you leave the page or exit Self Service before you finish entering in all the grades, you will be able to come back later and continue where you left off. The grade you entered before leaving will automatically be saved.

You can modify a grade ONLY if it has not been verified. Once a grade has been verified, you will not be able to edit/modify it in Self Service. Grades are verified after midnight, so if you need to make a grade change due to an error, you must submit a grade change form.
To go back to the section listing, use the “Back to Courses” link at the top of the page.

Note: Remember there is no “Submit” button. Grades are automatically submitted as you move from record to record.