



Grading in Self-Service

Updated 11/14/2022

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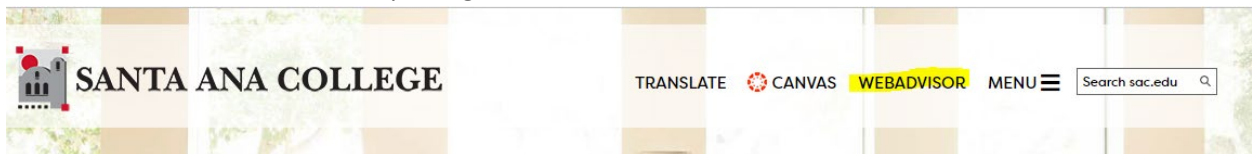
Step 1: Log into Self-Service

Log into Self-Service.

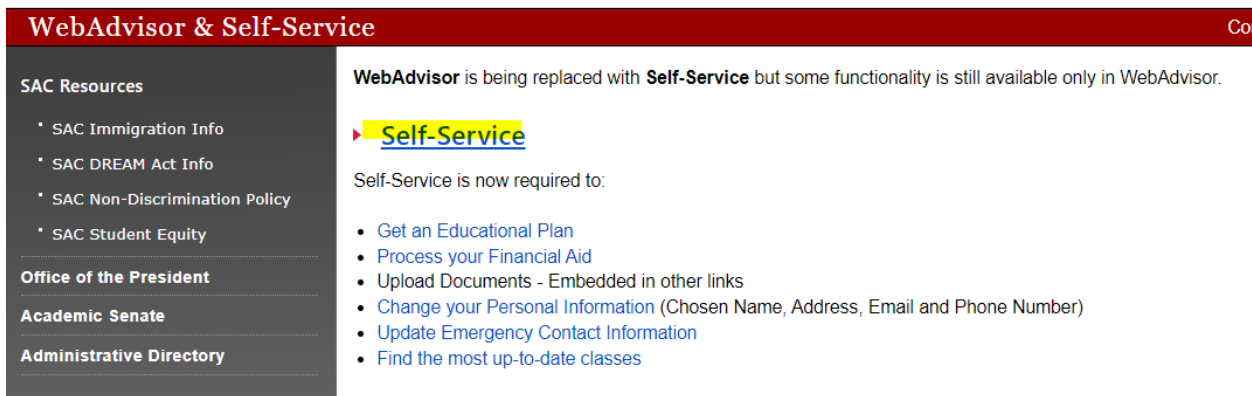
The direct link is <https://colss-prod.cloud.rscgd.edu/Student/>) but links can also be accessed by going to the www.sac.edu or www.sccollege.edu websites and clicking on the following:

From SAC's website (www.sac.edu):

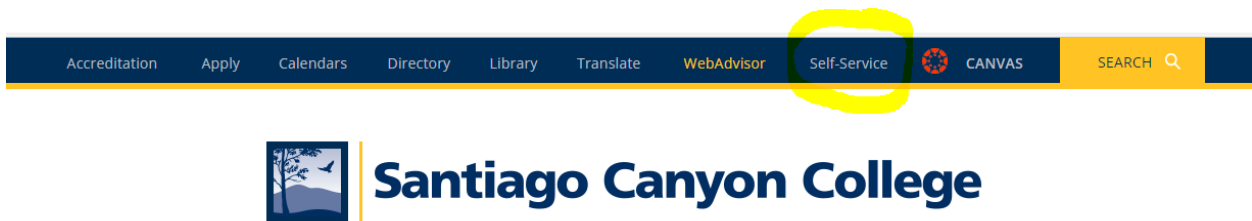
Click on **WEBADVISOR** on the top navigation bar:



Click on Self-Service:



From SCC's website (www.sccollege.edu):

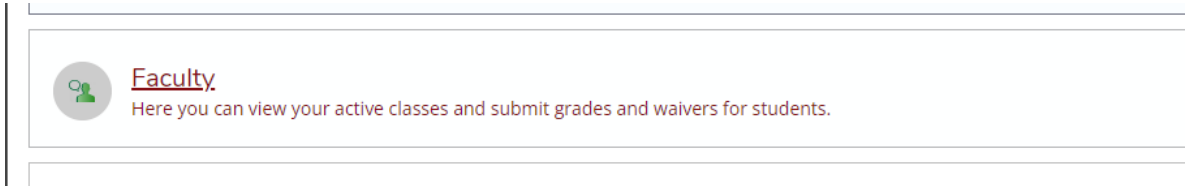


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Log in with your district email address as your username and the password you use to log into our systems.

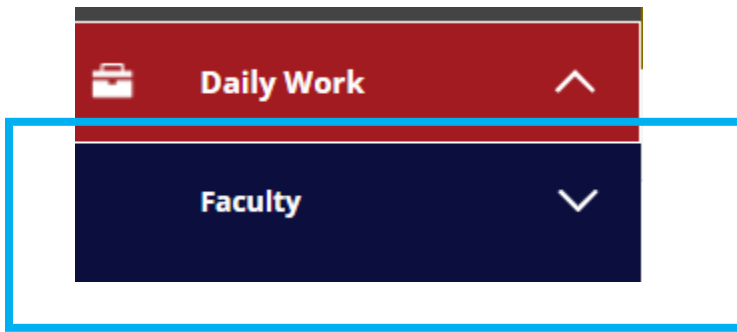
Step 2: From your Self-Service Home page, select the Faculty menu:

Click on the Faculty tile on your Home page:

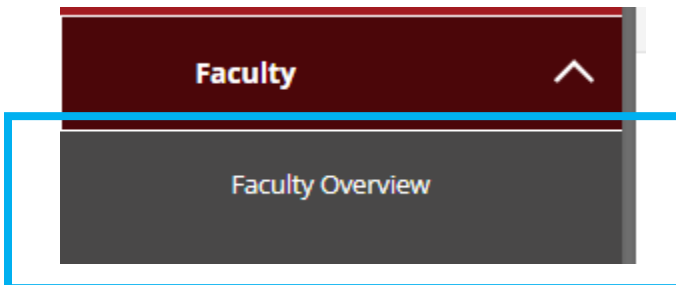


--OR--

You can access the **Faculty** menu in the left navigation by expanding the **Daily Work** menu (briefcase icon):



Step3: Expand the Faculty menu by clicking on the down arrow and then click on **Faculty Overview**:



Step 4: Sections that you are teaching are organized by term. Scroll to find the section that you want to drop students and select the section by clicking on the section name:

Manage your courses by selecting a section below

Summer 2022			
Section	Times	Locations	Availability ⓘ
ART-100-20334: Introduction to Art Concepts	7/11/2022 - 8/7/2022	.. ONLINE Online	48 / 50 / 0

Step 5: Your Section Details will open.

By default, your roster will be displayed towards the bottom of the Section Details page:

Section Details
[← Back to Courses](#)

ART-100-20334: Introduction to Art Concepts
 Summer 2022
 Santa Ana College

7/11/2022 - 8/7/2022
 .. ONLINE Online

Seats Available ⓘ 48 / 50 / 0

[Deadline Dates](#)

Waitlisted 0






Roster Attendance Drop Roster Census Grading Books Add Authorizatic

Student Name	Student ID
(Dropped 7/27/2022) ⓘ Employee - Restricted	
Student1, Ellucian (Dropped 7/28/2022)	
Student2, Ellucian	
Student3, Ellucian	

Step 6: Click on the **Grading** tab to open the **Grading Overview**:

Waitlisted 0

Roster Attendance Drop Roster Census **Grading** Books


Student Name	Student ID
 (Dropped 7/27/2022)  Employee - Restricted	
 Student1, Ellucian (Dropped 7/28/2022)	
 Student2, Ellucian	
 Student3, Ellucian	



Step 7: Click on the **Final Grade** tab:

[Admin Dates](#)

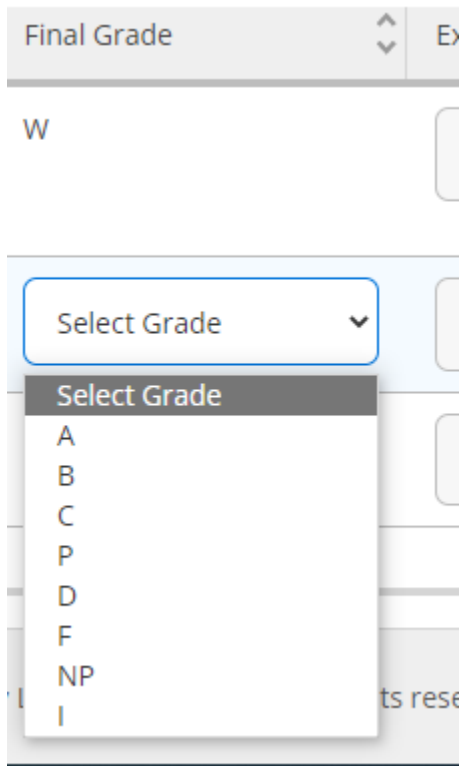
Roster Attendance Census **Grading**

Overview **Final Grade**

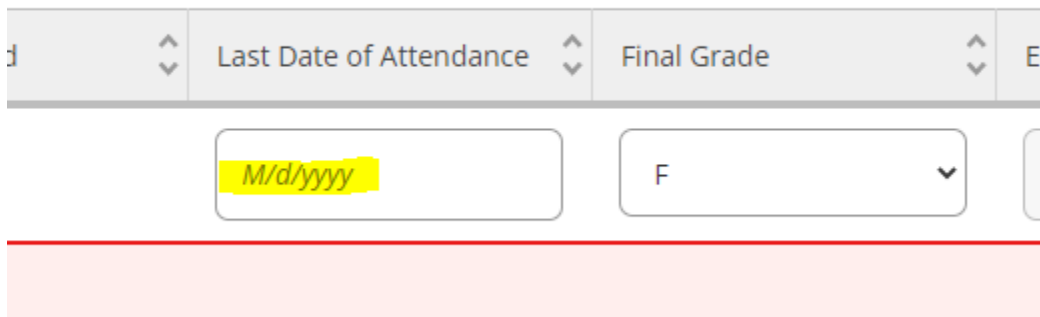
 Final grading is not complete. Please enter and post all

Student Name ^	Student ID ^	Never Attended ^
 Student2, Ellucian	2244861	
 Student5, Ellucian	2244864	

Step 8: Select a grade from the drop-down under the Final Grade column:

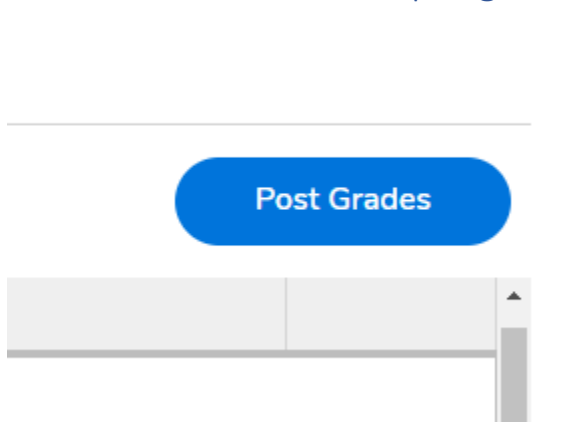


NOTE: If you are grading a College Credit course and you want to give a student a grade of “F” enter the student’s last date of attendance into the Last Date of Attendance field for that student. Enter in your date in the format shown: m/d/yyyy (it will not accept a 2-digit year):



Last Date of Attendance	Final Grade	Exp
11/18/2022	F	M

Step 9: Once you have entered all of your grades, click on the blue Post Grades button at the top, right-hand corner of your grading roster:



Step 10: You will be presented with a grade post confirmation pop-up. Click on Post Grades to confirm:

Confirm grade posting

Grades cannot be modified after they are posted.

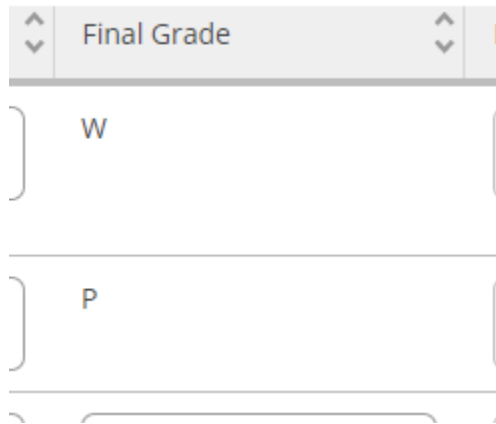
2 grade(s) will be posted

Please confirm that the grades you entered are correct before posting them.

Cancel
Post Grades

Attended	Last Date of Attendance	Final Grade	Expiration Date	Cl
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Step 11: If your grades have posted successfully, the grades will no longer be editable (the drop-down will disappear):



Step 12: To view your posted grades, click on the Overview tab:

The screenshot shows the 'Overview' tab selected in a navigation bar. Below the navigation bar is a notification bar with an information icon and the text: "Final grading is not complete. Please enter and post all grades." Below the notification bar is a table with the following columns: Student Name, Student ID, Never Attended, Last Date of Attendance, Final Grade, and Expiration Date. The table contains three rows of student data.

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date
			8/26/2022	W	
Student1, Ellucian	2244860		9/6/2022	P	
Student2, Ellucian	2244861				

Notes on Grading

- You do not have to grade your students at the same time. You can post grades a little at a time if you prefer, but you **MUST** post the grades for them to become final and verified.
- Once you've clicked on Post Grades and confirmed you can not go back and change your grades.