

TO: CREDIT FACULTY

FROM: Robin Rihacek, Director
Admissions, Registration & Records

RE: FINAL GRADES

ICCB Regulations require instructors to indicate the date that a student stops attending any given course. Therefore, attendance is important to record keeping. State reimbursement to SSC is also dependent upon these dates. Please indicate if a student completely stopped attending your course at anytime during the term. This corresponding "Instructor F" will become the final grade. You may not issue nor change an U (audit) or W (withdrawal). **You cannot issue a letter grade if the student has stopped attending.**

ALL FINAL GRADES are to be submitted electronically, **on or before**, 10:00 a.m. on the date indicated for this term on the current academic calendar.

1. Sign in to the "FacultyWebAccess System" using your Faculty ID (Social Security Number without any dashes) and pin that has been provided to you by the Office of Academic Services. Note: The "FacultyWebAccess System" is down and unavailable every evening from 10:00 p.m. until Midnight, except for Wednesday night when it is down and unavailable from 10:00 p.m. until 7:00 a.m. (Thursday).
2. Click onto the "Grade/Attendance Tab".
3. A list of available course rosters for your current term will then appear.
4. Highlight and click onto the course you want to process.
5. Mark a grade, or a stopped attendance, for each student in that course. (This should not include students who have withdrawn, audited, or who have previously received an Instructor "F".) If you need to have a student readmitted to any of your courses contact Tenial Stacker or Robin Rihacek.
6. Double check for omissions, as you will not be able to submit this page if there is an omission on the page.
7. If you need a copy of your submission, print it prior to submitting.
8. Review all entries prior to clicking the "Final Submission Button", as this cannot be edited or changed after submission. You should receive the message "**The sheet was successfully closed**" for all submissions.
9. For security purposes, be sure to click on "**Logout**" at the top of the page when you have entered all of your grade information, as this will also close your browser.