

Online Grading Instructions

Before you log in to Self Service...

Carefully read these Step-by-Step Instructions for Submitting Grades Online first.

After you have carefully reviewed these instructions, then click on this link to log into [Self Service](#).

1. Enter your **X number** and **pin**. Click on the **Login** button

Login

[HELP](#) [EXIT](#)



Please enter your user Identification Number (ID) and your Personal Identification Number (PIN). When finished, click Login.

When you are done with your session, please Exit and close your browser to protect your privacy.

Note: User ID's beginning with X must be capitalized.

Accepted applicants seeking financial aid may obtain user ID and PIN from Financial Aid Office.

User ID:

PIN:

Login

Forgot PIN?

RELEASE: 7.3

2. Click on the **Faculty Services**

Faculty Services

Search

[SITE MAP](#) [HELP](#) [EXIT](#)

Main Menu

Welcome **Instructor's Name** to the Otis College of Art and Design Web!

3. From the Faculty Services menu, select **Final Grades**

Faculty Services

Search

Go

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)



Faculty Services

[Term Selection](#)
[CRN Selection](#)
[Faculty Detail Schedule](#)
[Faculty Schedule by Day and Time](#)
[Detail Class List](#)
[Summary Class List](#)
[Detail Wait List](#)
[Summary Wait List](#)
[Mid Term Grades](#)
[Final Grades](#)
[Registration Overrides](#)
[Registration Add/Drop](#)

4. Select the **Term** from the drop down menu and click on the **Submit** button

Faculty Services

Search

Go

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Select Term



Select the Term for processing then press the Submit Term button.

Select a Term:

Fall 2007 ▼
Fall 2007
Summer 2007
Spring 2007
Fall 2006

Submit


- Choose the class from the drop down menu. Classes with Primary instructors appear only in this section. Click the **Submit** button

Faculty Services

Search

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Select CRN

 Please enter the CRN you wish to access, or select a different term from the menu.

CRN:

- Technologies + Ecologies I - 30005
- Technologies + Ecologies I - 30005
- Integr Learning: Vernon - 30320

[\[Enter Section Identifier \(CRN\) Directly \]](#)

- Choose a **Grade** from the drop down menu. Once the grades are entered for each student, Click the **Submit** button.

Technologies + Ecologies I - ARLI 260 A

CRN: 30005
Students Registered: 4

 Please submit the grades often. There is a 20 minute time limit for submitting grades at 10:00 AM.

Final Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled L
1	Last, First	X20000000	3.000	Web Registered Apr 24, 2007	C	[]
2	Last, First	X20000000	3.000	Web Registered Apr 25, 2007	None	[]
3	Last, First	X20000000	3.000	Web Registered May 11, 2007	None	[]

- None
- A
- A-
- B
- B+
- B
- C
- C+
- C-
- D
- F
- GM
- I
- NP
- UW
- W

7. If you have another class to grade, click on **Return to Previous** and select the next class.

Final Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled
1	Last,First	X20000000	3.000	Web Registered Apr 24, 2007	C- D F GM I NP UW W	N
2	Last,First	X20000000	3.000	Web Registered Apr 25, 2007	None	N
3	Last,First	X20000000	3.000	Web Registered May 11, 2007	None	N

Submit Reset



Please submit the grades often. There is a 20 minute time limit starting at 11:

[Return to Previous](#)

[\[Term Selection | CRN Selection | Class List | Faculty Detail Schedule | Mid-Term Grades](#)

8. When you are finished grading your classes, you will see the circled message. Click **Exit** and log out completely.

Course Information

Technologies + Ecologies I - ARLI 260 A

CRN: 30005

Students Registered: 4



Please submit the grades often. There is a 20 minute time limit starting at 04

The changes you made were saved successfully.

Final Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled
---------------	--------------	----	---------	---------------------	-------	--------

9. Turn in your attendance sheets to your department. Make a copy of your grades for your Dept. and you're done.