"How to" Record your Grades

To Log in go to www.frederick.edu and click on **PeopleSoft** in the top right hand corner of the home page

Enter your PeopleSoft **User ID**. If you are a full time faculty member, your ID is the first initial of your first name, followed by your last name. This is all in CAPITAL letters. If you are an adjunct instructor, your ID is a capital W followed by your FCC employee ID number. This FCC ID number is a 7 digit number that can be found on your pay stub in the top center area.

Enter your **password.** If you have never used the system before and are an adjunct instructor, you can change your password from the login screen. Just click on the "Reset My Password" link and follow the instructions; pay special attention to the fact that CAPITAL letters must be used. Once you login, you should change your password. From the startup menu; click on the link "Change my Password." Your password must be at least 8 characters long and must contain at least 1 digit.

If you have used the system before and have changed your password, you are responsible for knowing it. It is not stored in the system. If you do not remember your password and you are a full time faculty member with a "named account (first initial+last name) you must send an e-mail to helpdesk@frederick.edu. If you do not remember your password and you are an adjunct instructor click on "Change My Password" and follow the instructions.

Once logged in:
From the startup menu, click Self Service and Faculty Center and My Schedule.

The current term displays. **2010 Summer | Frederick Community College**   [change term]

To change terms, click on the [change term] button and select the term that you want to enter grades for and click on the [CONTINUE] continue button.

Your grade roster will be available approximately one week before the end of the class. The icon will not show until that time.

Select the class you want to grade by clicking on the [Grade Roster icon] Grade Roster grade roster icon in the 2nd column on the left side.

My Teaching Schedule > 2010 Summer > Frederick Community College						
	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
[icons]	HE 201-1 (258)	Stress Management (Lecture)	9	MoWe 5:00PM - 9:00PM	L Building Room 211	Jun 2, 2010- Jul 7, 2010

Your grade roster will display.

Roster Grade	Official Grade	Last Day Attended	Grade Basis
A ▼			GRD
A			GRD
B			GRD
C			GRD
D			GRD
F			
I			

Enter a letter grade or select the grade from the drop down box. If you have assigned a grade of I or F or; in the case of developmental classes, U, a date box will appear. Use the calendar to enter the last date of attendance for Financial Aid purposes.

If a student has stopped attending, but has not withdrawn, you should assign the grade that the student has earned (usually an F), faculty cannot assign a W grade.

If the student never attended your class, you should assign the grade that the student has earned (an F). When the system prompts you for the last date of attendance, please enter a date before the first day of classes so that it is clear that the student never attended.

If the student is auditing the class, you must assign a grade of AU. You need to look carefully at the grading basis to ensure that a student is an audit student.

You may not enter a grade of W. Only the system can assign a W grade.

When all grades and dates are entered, scroll to top of page and change the Approval Status to Approved and click on **SAVE**. **You must SAVE your work before exiting!** You will get a message stating your save was successful. You may **SAVE** anytime during your grade entry also.

Grade Roster Action:

*Approval Status [Approved ▼] [save]

If you have skipped any students, you will get a message. If you have skipped any dates needed for the Last Day Attended, you will be prompted to enter them. Change the Approval Status back to Not Reviewed and make your corrections and try the Approved and **SAVE** again.

When you are done with that class, you can print a copy of the roster by clicking on the "Printer Friendly Version" button. [Printer Friendly Version] Select File/Print from your browser to print.

Click on the [change class] change class button to return to your class list and select another class to grade or log out of the system.

Changing a Grade Once Grades Have Been Posted:
If you need to change a grade once they have been officially posted you may do so in two ways. You can come to the Welcome and Registration Center with a photo ID and fill out a Grade Change Form. Or, you can get the Grade Change Form from inside your PeopleSoft Account. The grade change form can be found inside the grade roster of the course. Click on the button to get a PDF of the form; fill it out and either drop it in Center or mail it to the Welcome Center.

Note: Some users have reported that they cannot access the FCC web site from their place of business. People working for Frederick County cannot get through the fire wall set up by their employer. The error message they see is: Page Can Not Be Displayed. If you get this message, you will need to try from another location.