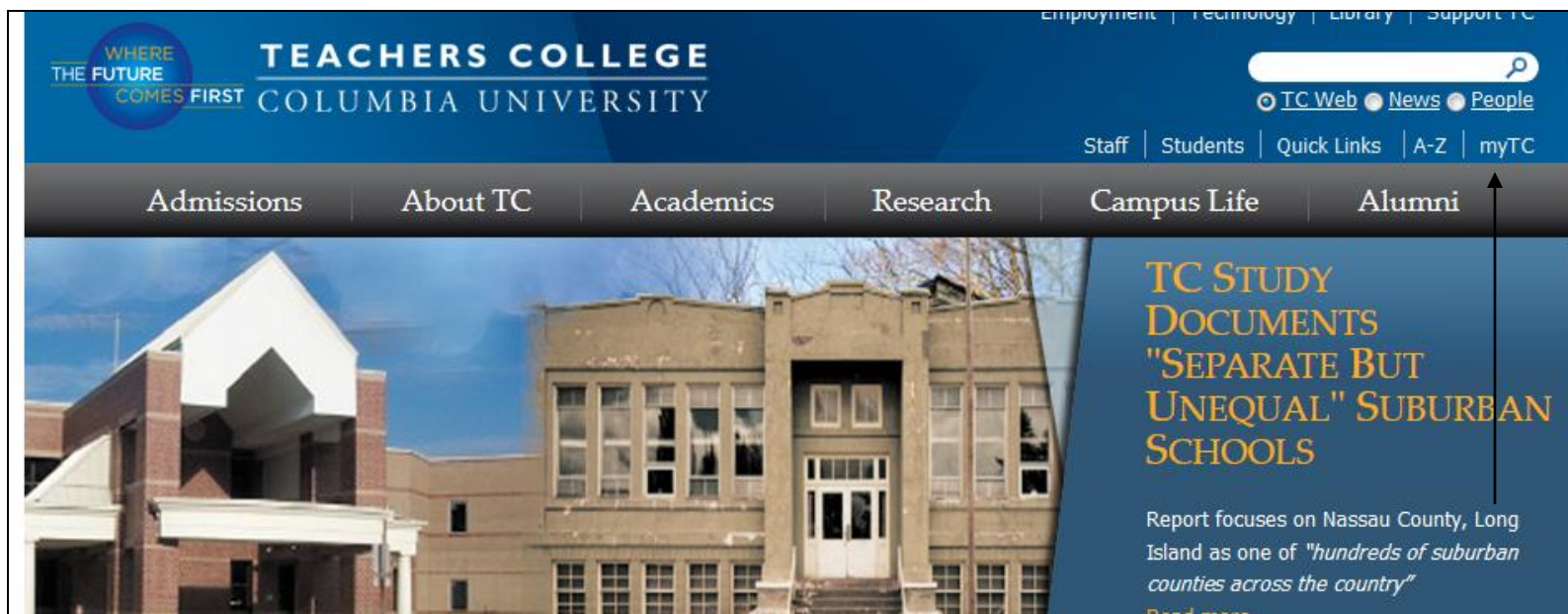


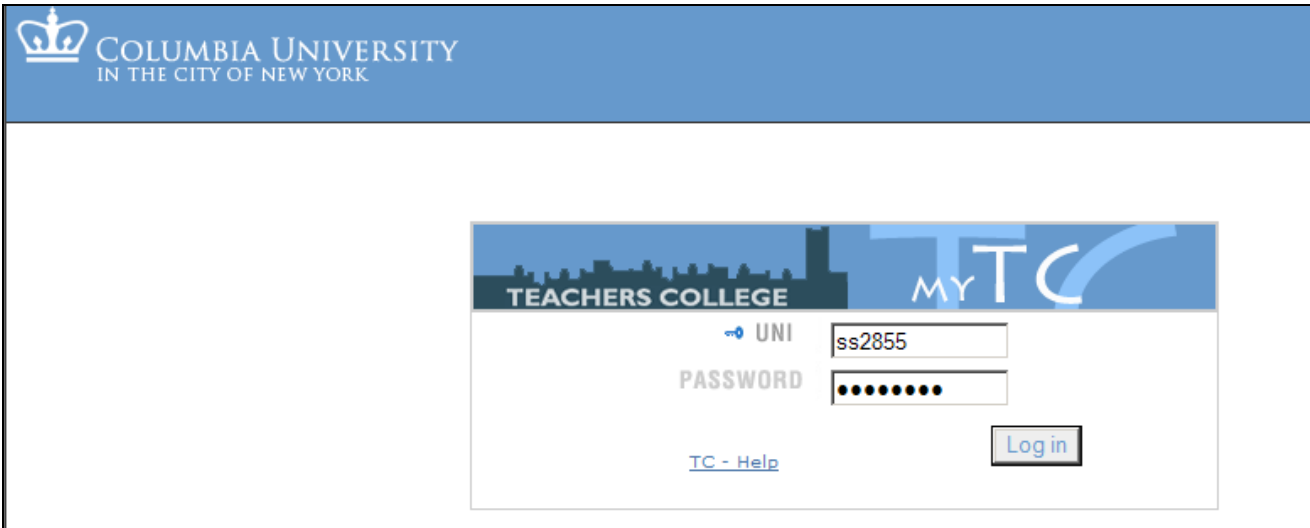
Procedures for Entering Grades Online

- 1). Enter Faculty Self-Service through the portal. Click on “MyTC” near the upper right corner of TC’s homepage:
<http://www.tc.edu>.



- 2). You will be prompted for your UNI and your password. The UNI is the first part of your TC email account; e.g., if your TC email account is ss1234@tc.columbia.edu, your UNI is ss1234. Please remember not to share your password with anyone. The portal contains highly sensitive and private employee information.

If you don't recall your password, please contact Academic Computing to have your password reset. For further information, please visit the FAQ's under the Academic Computing Support for Faculty webpage:
<http://www.tc.columbia.edu/Computing/support/>



3). Once in the portal, click on the Courses tab.



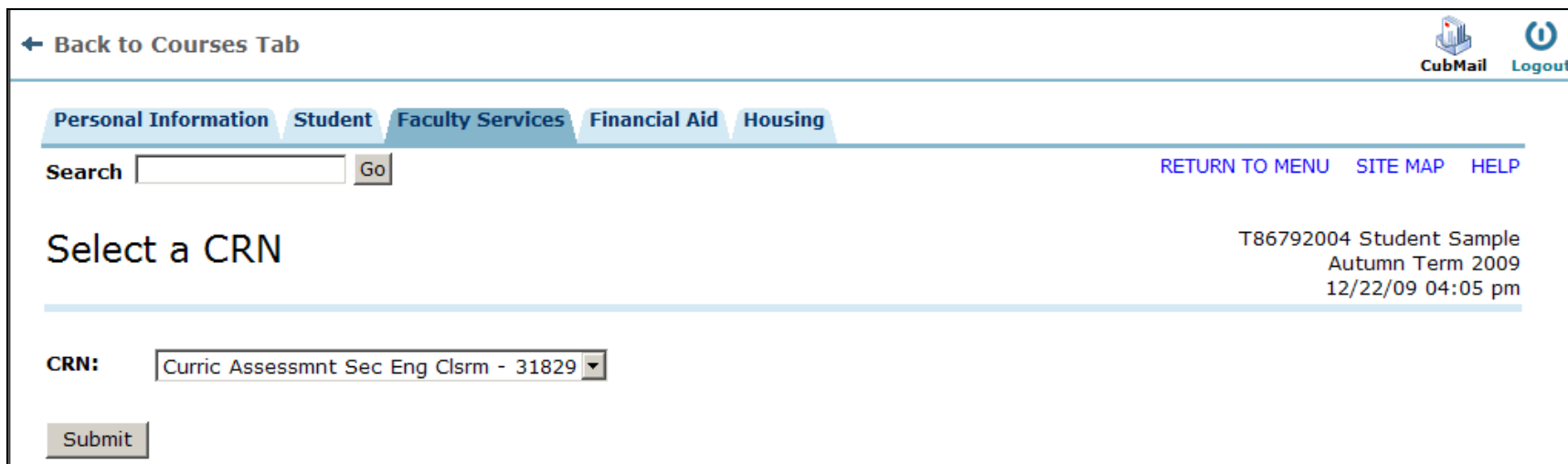
4). In the Faculty Services and Advisor Access box, click on Enter Final Grades.

The screenshot shows a web portal interface. On the left is a vertical navigation menu with links such as 'TC Home Page', 'TC Apps', and 'TC Policy Library'. The main content area is divided into sections: 'Courses' (with links to Moodle and Blackboard), 'Faculty Services and Advisor Access' (with links to 'Enter Final Grades', 'Faculty Detail Schedule', 'Summary Class List', and 'Faculty Services'), and 'Student Grades'. An arrow points to the 'Enter Final Grades' link. On the right, there is an 'Account Balance' section showing '\$0.00' and links for 'View eBill' and 'Make a Payment'.

5). In the Select Term drop down box, the current grading term will appear (in this example, Autumn 2009). Click on Submit.

The screenshot shows a 'Select Term' form. At the top, there are navigation tabs for 'Personal Information', 'Student', 'Faculty Services', 'Financial Aid', and 'Housing'. Below the tabs is a search bar with a 'Go' button and links for 'RETURN TO MENU', 'SITE MAP', and 'HELP'. The main heading is 'Select Term'. To the right, it displays 'T86792004 Student Sample' and the date '12/22/09 04:02 pm'. Below this is a dropdown menu labeled 'Select a Term:' with 'Autumn Term 2009' selected. At the bottom left is a 'Submit' button with an arrow pointing to it.

- 6). Choose the course title and CRN for the course that you wish to enter grades for from the drop down box. Click on Submit.



The screenshot shows a web application interface. At the top left, there is a link "← Back to Courses Tab". At the top right, there are icons for "CubMail" and "Logout". Below these are navigation tabs: "Personal Information", "Student", "Faculty Services", "Financial Aid", and "Housing". A search bar is present with a "Go" button. To the right of the search bar are links for "RETURN TO MENU", "SITE MAP", and "HELP". The main heading is "Select a CRN". On the right side, there is user information: "T86792004 Student Sample", "Autumn Term 2009", and "12/22/09 04:05 pm". Below the heading, there is a label "CRN:" followed by a dropdown menu showing "Curric Assessmnt Sec Eng Clsrm - 31829". At the bottom left, there is a "Submit" button.

- 7). In the grade box, select the earned grade for each student. You will only be able to select grades defined for the grade mode that was set for the course or those students who have an approved alternate grade request on file with the Registrar; e.g., you will only be allowed to enter pass/fail grades for a course where the grade mode is set as pass/fail. If there is a problem with the grade mode for the course, please contact Nelson Pabón or Suzanne Tesoro.

If there is a student on the roster who did not attend your course or stopped attending during the term, please do not assign a grade. Instead send a note to the Office of the Registrar indicating that the student never attended the course or if applicable, the approximate date the student stopped attending the course.


Please take especial note of the "Graduating This Term" column. A "YES" will appear next to the name of any student who has applied to graduate on the next available graduation date. To expedite processing, it is imperative that the Registrar's Office receives grades for graduating students as soon as you have those grades available.

Course Information


Fieldwork: Art Education - A&HA 4202 002


CRN: 51328

Students Registered: 1

 Please submit the grades often. There is a 30 minute time limit starting at 11:30 am on 05/30/14 for this page.

Final Grades

Graduating This Term?	Student Name	ID	Credits	Grade	Grade Mode
NO	Abingdon-Student, Sarah	Confidential T23923102	2.000	None ▼	Letter grade 

 Please submit the grades often. There is a 30 minute time limit starting at 11:30 am on 05/30/14 for this page.

[[Term Selection](#) | [CRN Selection](#)]


- 8). Once you have finished entering the grades, click on “Submit”. **Grades will only be saved to the Information System when you have clicked on “Submit.”** After you submit your grades, you should see a message at the top of the screen that says “The changes you made were saved successfully.”


Course Information

Fieldwork: Art Education - A&HA 4202 002


CRN: 51328


Students Registered: 1

 Please submit the grades often. There is a 30 minute time limit starting at 11:31 am on 05/30/14 for this page.

 The grades you entered were saved successfully.

Final Grades


Graduating This Term?	Student Name	ID	Credits	Grade	Grade Mode
NO	Abingdon-Student, Sarah	Confidential T23923102	2.000	B	Letter grade 


 Please submit the grades often. There is a 30 minute time limit starting at 11:31 am on 05/30/14 for this page.

[\[Term Selection | CRN Selection \]](#)

- 9). If you wish to enter grades for another course, click on “CRN selection” at the top or bottom of the screen. You will then see a drop down box of the CRN’s and course numbers for your courses. Select the CRN for the course, and click on submit. Then click on “Final Grades”.

a.

Final Grades						
Graduating This Term?	Student Name	ID	Credits	Grade	Grade Mode	
NO	Abingdon-Student, Sarah	Confidential T23923102	2.000	B ▾	Letter grade	

 **Please submit the grades often. There is a 30 minute time limit starting at 11:31 am on 05/30/14 for this page.**

[\[Term Selection | CRN Selection \]](#)

b. After selecting the next course, repeat the process for grade entry as described above.

Personal Information Student Faculty Services Financial Aid

Search Go

Select a CRN

CRN: A&HA 4202 002: Fieldwork: Art Education, 51328 (1) ▼

Submit

[Enter CRN Directly]

- 10). Do not enter grades for any 8900 courses. Doctoral Dissertation Advisement courses are not graded.
- 11). Once grades are submitted, they are final (other than the grade of Incomplete) and may not be changed. If you made an error, you must submit a written request to the Office of the Registrar. Please be sure to include an explanation for the change.
- 12). Online grading is only available for entering final grades for the current term. To submit a change of grade for an Incomplete, you must submit your request in writing.
- 13). Grades will be posted to the student's academic record daily starting the day after the term ends.
- 14). Any questions or problems, please contact the Registrar's Office at (212) 678-4050 or registrar@tc.edu.