

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 visit the CUIT [Manage My UNI](#) page and follow the steps for Forgot My Password.

myTC Login

UNI

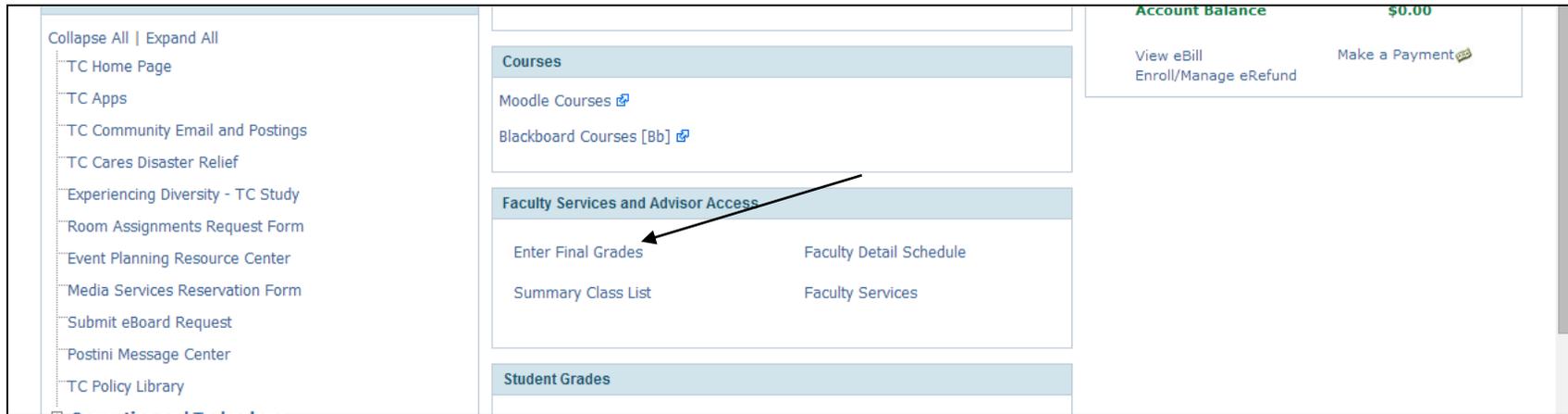
Password

Login

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

The screenshot displays the myTC portal interface. At the top, a banner features the Teachers College logo and the text 'MYTC COLUMBIA UNIVERSITY'. Below the banner, a navigation bar contains tabs for 'Welcome', 'Courses', 'Community', 'TC Services', 'Research', and 'Search & Help'. An arrow points to the 'Courses' tab. To the right of the navigation bar, there are links for 'CubMail' and 'Logout', and the date 'December 22, 2009'. The main content area is divided into several widgets: 'My Bookmarks' with links like 'How to add bookmarks here.', 'Test Hosted Blackboard', and 'Testing People Admin'; 'Campus Announcements' with a 'PUBLIC SAFETY ANNOUNCEMENT'; 'Course Announcements' listing 'A_H 5004 001: Radical Aesthetics and Education' and 'HBSN 6940 001: Indp Study-Nursing Research'; and a 'Weather' widget for 'New York, NY (10027)' showing '35° F' and 'Feels like 29° F'.

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



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



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.

← Back to Courses Tab

 [CubMail](#)  [Logout](#)

[Personal Information](#) [Student](#) [Faculty Services](#) [Financial Aid](#) [Housing](#)

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

Select a CRN

T86792004 Student Sample
Autumn Term 2009
12/22/09 04:05 pm

CRN:

- 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.