

## Submit Grades via myACC

1. Log into **myACC** and select the Faculty/Instructor tab.

2. Locate the Faculty Grade Assignment channel on the right side of the screen.

a. This channel is editable; if you do not see your courses for the current semester, click Preferences and edit the channel settings so the current semester courses appear.

b. Select Final Grade from the drop down options.

c. Select the course(s) that needs to be graded (notebook icon indicates missing grades).

3. The Grade drop-down will display the valid grades based on the course grading mode.

4. Locate the first student to be graded, select the grade, then proceed to the next student.

5. **Failing grades** ("F", "U/F") require the Last Attend Date to be entered.

- **No Show** (student never attended the course)
  1. **These students must be identified prior to the course census date.** If you did not report them by the census date for your course and they are still on your roster, please contact the Registrar immediately. **Do not enter an F grade for a no show student.**
- **Student attended the first few courses and then stopped coming.**
  1. **Last Date of Attendance:** Enter the last day the student actually attended the course...i.e. the student attended the first three courses of my Wednesday only course which began on January 19; the date of the third Wednesday was February 3.

6. **Incomplete Grades** are entered online, along with the incomplete final grade and extension date. To enter a grade of "Incomplete"
  - a. Select "I" in the Grade field, hit Submit
  - b. The "Incomplete Final Grade" will default to an "F" and the "Extension Date" will default to the end of the next semester. These two fields may be changed:
    - i. **Incomplete Final Grade** is the grade the student will earn if they submit no additional work; this can be changed from the default grade of "F".
    - ii. **Extension Date** is the maximum amount of time that a student has to complete the course requirements. This date may be shortened, but may not be extended.

**Course Information**  
[Creative Writing I - ENG 221 101](#)  
 CRN: 22842  
 Students Registered: 19

⚠ Please submit the grades often. There is a 30 minute time limit starting at 01:11 pm on Sep 14, 2010 for this page.

⚠ The extension date default is May 10, 2010. The extension date may have constraints according to level.

**Incomplete Final Grades**

Record Number	Student Name	ID	Grade Rolled	Incomplete Final Grade	Extension Date MM/DD/YYYY	Extension Date Constraints
1	<a href="#">Briggs-Jackson, Darcy G.</a>	S00025924	N	F	05/10/2010	On or before default date.

Submit Cancel Reset

- iii. Once the Incomplete Final Grade and Extension Date are set as appropriate, hit Submit.
- iv. ACC Business Process is for the faculty to email the student at their student email address (from the faculty's Arapahoe or other CCCS institution email address) confirming that the Incomplete grade has been posted, what work the student needs to complete, and the Extension Date for the work to be completed. Faculty are welcome to copy themselves (their ACC work email address) on the email to retain for their records.

7. Status changes to green check once all grades posted.

**Faculty Grade Assignment**

[Preferences](#)

Arapahoe Community College

Final Grades

**Grade Status**

Status	Course Title	Dept	CSN	Term	CRN	Session	Enrolled
Completed	College						
✓	<a href="#">101: Student Experience</a>	AAA	101	Spring 2017	33031	101	16

#### PLEASE NOTE THE FOLLOWING:

- Click the Submit button frequently, so entered grades will not be lost if the system goes down. Entries not submitted will be lost if no activity occurs on the page for longer than 10 minutes.
- Students who WITHDRAW from a course will automatically receive a W in the Grade Box.
- Students who are Waitlisted for a course cannot be graded—thus, it is important to make sure that all students attending your class have actually registered for the course.