



Wharton County Junior College

Access – Enter Grades

[Access Faculty Online Services](#)

Step 1 Click “Faculty and Advisors”

<p>Personal Information Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.</p> <p>Student Apply for Admission, Register, View your academic records.</p> <p>Financial Aid Apply for Financial Aid; View financial aid status and eligibility, accept award offers, and view loan applications.</p> <p>Faculty and Advisors Enter Grades and Registration Overrides, View Class Lists and Student Information</p> <p>Employee Time sheets, time off, benefits, leave or job data, paystubs, W2 forms, W4 data.</p>

Step 2 Select the Term - Click “Term Selection”; click the drop down arrow, highlight the term you wish to select and click “Submit”

<p>Faculty Services</p> <hr/> <p>Term Selection</p>	
<p>Select Term</p> <hr/> <p>Select the Term for processing then press the Submit</p>	
<p>Select a Term:</p> <p>Submit</p> <p>RELEASE: 8.7.1</p> <p>© 2016 Ellucian</p>	<p>CE Quarter 1-2016/Sep-Nov</p> <p>CE Quarter 4-2016/Jun-Aug</p> <p>Summer 2 2016</p> <p>CE Quarter 3-2016/Mar-May</p> <p>Summer 1 2016</p> <p>May Mini 2016</p> <p>CE Quarter-2/Dec-Feb</p> <p>Spring 2016</p>

Step 3 Select the CRN – one of your classes should appear in the CRN selection window.

<p>Faculty Services</p> <hr/> <p>Term Selection</p> <p>CRN Selection</p>

To change the selection, click the drop down arrow to the right of the field; highlight the appropriate CRN and click “Submit”.

<p>CRN: <input type="text" value="BIOL 1407 103: General Biology II- Core 030, 20677 (25)"/></p> <p>Submit</p>
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Step 4 Select “Final Grades”



Step 5 Enter Grades

Both primary and non-primary instructors with instructional assignments can access this page – the “electronic grade book”.

Click the down arrow to right of the grade field and click the appropriate grade to select.

For any student who has dropped, the message “Drop After Census Date” will appear in the “Registration Status” column. The drop date will also be shown. In the Grade column, “Not Gradable” will appear. (In this situation, the student will receive a “W” – you do not need to enter anything into the Grade column.

Note: ALL other students on the roster must receive a grade

⚠ Please submit the grades often. There is a 30 minute time limit starting at 02:14 pm on May 08, 2014 for this page.

Final Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
1	Adam, Eve	@00247805	3.000	**Registered** Jan 15, 2014	B	Y	None	None	15
2	Ali, Mohammad	@00313475	3.000	**Registered** Jan 15, 2014	F	N	03/10/2014		23
3	Baylor, Mary Hardin	@00227215	3.000	**Registered** Jan 15, 2014	None	N			24
4	Beard, Whiskers	@00313689	3.000	**Registered** Jan 15, 2014	B	Y	None	None	22
5	Ford, Gerald	@00140931	3.000	**Registered** Jan 15, 2014	D	Y	None	None	16
6	Gable, Clark	@00314803	3.000	**Registered**	SR	Y	None	None	20

Even if the student has not been attending class, a grade and “last attend date” must be entered.

Enter grades for all students. *As long as the grade drop down box is open, the scroll on your mouse will change the grade.*

Students who have been submitted as “Never attended” have been contacted by the Office of Admissions/Registration and notified that it is their responsibility to drop the course. If they continue to appear on the roster, a grade should be entered.

Step 6: Review grades for accuracy. **Don't leave grades for any student blank.**

Step 7: Click "Submit" (at bottom left) frequently when entering grades. If you do not click "Submit" while entering grades and 30 minutes pass, you will be logged out and all changes will be lost!


 Please submit the grades often. There is a 30 minute time limit starting at 02:14 pm on May 08, 2014 for this page.

Grade Roll Procedure

The Office of Admissions/Registration will perform multiple grade 'rolls' beginning with the Spring 2014 term. The "grade roll" process involves transferring the grades entered and placing them on the student's permanent record.

This is another reason to click "Submit" often.

Notice the "Rolled" column indicating whether the grade has rolled or not.

 Please submit the grades often. There is a 30 minute time limit starting at 02:14 pm on May 08, 2014 for this page.

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As long as there is an "N" in the "Rolled" column, the **grade may be changed**.

If the grade must be changed after it has been rolled onto the permanent record, please contact the Office of Admissions/Registration as soon as possible for the appropriate procedure to change the grade.

Note: Remind students that they may view grades through Online Services. (Grades will not be mailed). Grades become available to students after they are "rolled" to history by the Office of Admissions/Registration.