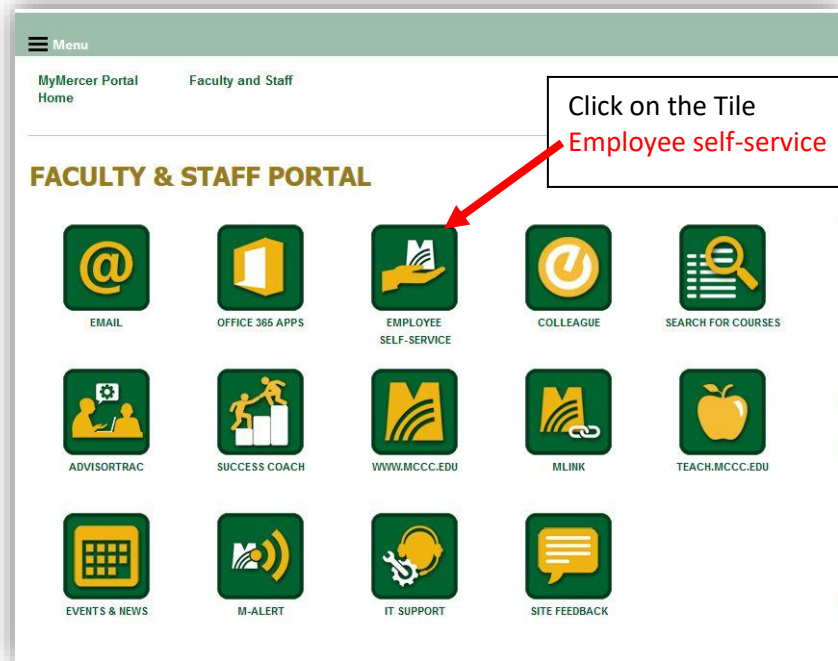


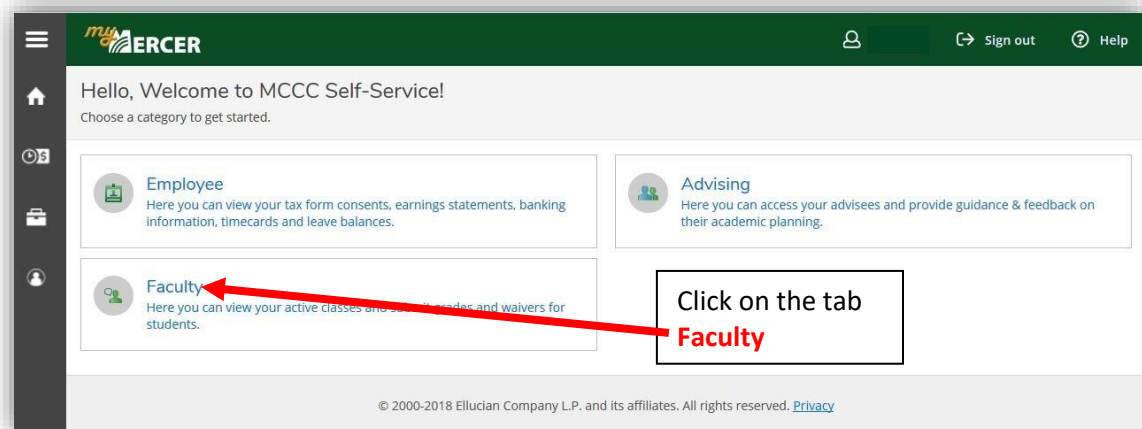
Self-Service Faculty Viewing your Roster and Entering Final Grades

To access Self-Service login into the Faculty/Staff portal (<http://www.mccc.edu/mymercer.shtml>)

Once logged into the portal click on the “Employee Self-Service” tile.



Once you are re-directed into Self-Service on the home page click on the tab “Faculty”



On your Faculty Overview page click on the course to view your roster and enter grades.

myERCCER

Daily Work · Faculty · Faculty Overview

Manage your courses by selecting a section below

Spring 2019 S

Section	Times	Locations	Books
SPA-101- Beginning Spanish I	M/W - - - AM	Math/Science/Allied Health, Lecture	

Fall 2018 F10

Section	Times	Locations	Books
SPA-101- Beginning Spanish I	M/W - - - PM - PM		

Fall 2018 F

Section	Times	Locations	Books
SPA-151- Intermediate Spanish	T/Th - - - AM - - AM	Liberal Arts, Lecture	

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Click on link to course to enter grades

The next page Section Details click on the tab “Grading” and “Final Grade”

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Daily Work · Faculty · Faculty Overview

Section Details

[Back to Courses](#)

SPA-101 Beginning Spanish I

Fall 2018 F10
West Windsor Campus

M/W - - - PM - PM

Math/Science/Allied Health, I Lecture

Seats Available 6 of 25

Roster Attendance **Grading** Books Permissions

Overview **Final Grade** Midterm 1

Please enter missing final grade(s).

Student Name	Student ID	Never Attended	Attendance	Grade	Date	Midterm 1	Class Level	Credits
						1		

- Click on **Grading**
- Then click on **Final Grade**

Final Grade Entry

On the roster page, you will see your students listed with a drop down under the “Final Grade” column. Click on this drop down and select the grade for the student. This page will also allow you to enter “Never Attended” or enter the “Last Date of Attendance” (LDA).

The screenshot shows the 'Section Details' page for SPA-101 Beginning Spanish I. The 'Grading' tab is selected. A table lists students with columns for Student Name, Student ID, Never Attended, Last Date of Attendance, Final Grade, Expiration Date, Class Level, and Credits. A red arrow points to the 'Select grad' dropdown in the 'Final Grade' column of the first row. A callout box contains the text: 'Click on the drop down under the “Final Grade” column to select the grade'.

This screenshot shows the same SPA-101 course page, but the 'Final Grade' dropdown menu is open, displaying a list of grade options: A, A-, B+, B, B-, C+, C, D, F, I, WI, WN, and X. A red arrow points to the 'A' option. A callout box contains the text: 'Select grades from the drop down'.

Select the grade for the student and continue to the next student until you're done. That's it. There's no "Submit" button or "save". Once you select the grade from the drop down, the final grade is recorded.

F' Grade entry: If final grade is an F (Failing) grade you must also enter the LDA (Last Date of Attendance). A red error message will appear and you will not be allowed to enter the F grade until you have also entered a LDA (note that year entry is 4 digits). Once red error message disappears, the grade has been entered.

I' Grade Entry: if final grade is an I (Incomplete) you must also enter both the LDA and an expiration date. The expiration date must be no later than the last day of the next semester (Fall or Spring). Note that year entry is 4 digits. Again, a red error message will appear until both of those are entered. Be aware that if an "I" grade is not changed by the expiration date Colleague will automatically change the I grade to an "F" grade.

The screenshot shows the 'myMERCER' Faculty Overview page for SPA-101. The 'Grading' tab is selected, and the 'Final Grade' sub-tab is active. A table lists students with columns for Student Name, Student ID, Never Attended, Last Date of Attendance, Final Grade, Expiration Date, Class Level, and Credits. Red arrows point to the 'Last Date of Attendance' and 'Expiration Date' input fields for the first two students.

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
[Profile Icon]	0:	<input type="checkbox"/>	M/d/yyyy	Select grad	M/d/yyyy	Sophomore	3
[Profile Icon]	0:	<input type="checkbox"/>	M/d/yyyy	Select grad	M/d/yyyy	Sophomore	3
[Profile Icon]	0:	<input type="checkbox"/>	M/d/yyyy	Select grad	M/d/yyyy	Freshman	3
[Profile Icon]	0:	<input type="checkbox"/>	M/d/yyyy	Select grad	M/d/yyyy	Sophomore	3

- For an **F** grade the **LDA** (last date of attendance) must be entered with the Final grade
- For an **I** grade the **LDA** (last date of attendance) and **Expiration date** be entered with the Final grade