# **View Class Roster/Record Grades**

## **Overview**

This document provides you with instructions on how to view the class roster and record grades at the end of the term. You will be notified when the grade rosters are available. Prior to that time, you will be unable to view your grade rosters for grade entry.

# Sign on/Sign out using MyESCC Portal

### Step 1 – Sign on

To sign on to MyESCC, you need to go to the MyESCC portal, which is accessible from the ESCC website (<u>es.vccs.edu</u>) or (<u>my.vccs.edu</u>). Please note that you will need to enter your username, which is the same as your VCCS ID, and password to access this system.



If you do not know your username, you may click on the link found on this page to access your username.

Enter the appropriate information to access your username.

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VCCS   JOHN TYLER COMMUNITY COLLEGE	PLEASE LOG IN.
To look up your username and create or reset your password, please enter all of the information below. The information that you provide must match exactly what you used when you filled out your college admissions application. First Name Last Name Birthdate (MMDDYY) SSN	
Privacy Policy   Terms of Service   Contact Us	2

Once you have accessed the myESCC portal, click onto the VCCS SIS89:Student Information System link to access PeopleSoft.

#### Step 3 – Sign out

When your work is completed in PeopleSoft, you may sign out of the system by clicking the sign out link found in the top, far-right corner of the page. Please note that when you sign out, your **EMPLID** or sign on ID is retained.

Be sure to **close the PeopleSoft window** and click the **LOGOUT** link from myESCC to completely sign out of the system.

# Accessing Class Rosters and Record Grades

Now, that you have accessed PeopleSoft, use the following navigation to access your information.

#### Navigation: Self Service>Faculty Center

#### Step 1

Verify that the correct term is displayed. If you need to select a different term, click the **change term** button and select the appropriate term from the list.



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Once the correct term and classes listed are confirmed, you may view the **Class Roster**, by clicking on the appropriate icon or clicking the class roster tab.

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# **Class Roster**

Favorites   Main Menu -> Self Service -> Faculty Center -> My Schedule	
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Faculty Center Search	
my schedule class roster grade roster	
Class Roster	
View FERPA Statement	
2011 Fall   Regular Academic Session   John Tyler Community College   Credit	
▼ <u>ITE 115 - 01A (26634)</u> change class	
Introduction to Computer Applications and Concepts (Lecture)	
Days and Times Room Instructor Dates   MoWe 8:30AM-9:45AM Bird Hall B142 LaToria Tookes 08/2/2/011 - 12/17/2/011	
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Enrollment Capacity 25 Enrolled 24	
Enrolled Students Find   🖾   🗮 First 🗖 1-24 of 24 🖥	Last
Notify ID Name Email Main Phone Home Phone Home Phone Basis Units Program and Plan Advisor(s)	
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**Step 3** To record grades, you may select the **Grade Roster** icon from the Faculty Center page or click on the grade roster tab.

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You should now be able to view your grade roster for any one class. Use the drop down arrow to choose either midterm grade or final grade for Grade Roster Type. It is important that you are in the correct area (midterm or final) before entering grades.

# Grade Roster

avorites Main Menu >	Self Service > Faculty	Center > My Schedule			
La Toria Tookes					
Fac	culty Center	s	earch		
my schedul	le	class roster	grade roster		
Grade Roster					
			View FERPA State	ment	
2011 Fall   Regular Aca	ademic Session   John T	vler Community College   Credit			
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Introduction to C	Computer Applications a	nd Concepts (Lecture)			
Days and Times	Room	Instructor	Dates		
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Student Grade	<b></b>				
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Click in the **Roster Grade** field for each student and enter the appropriate grade. You may also click the **Drop down button** (down arrow) to select from the valid grade values for a given student. Continue entering the grades until complete by tabbing or clicking the next field. Be sure to enter the last date of attendance for any "F" grades assigned.

## Step 6

Once completed, change the Approval Status to **Ready for Review**.

Verify all entries and click **Save**.

Change the Approval Status to **Approved** and **Save**.

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		Request Grade	Change			
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	Grade	Attendance	Grade	Basis	Program and Plan	Level
	A		A	GRD	CSC Business Information Mgmt	Freshmar
2	A		A	GRD	Degree, Certificate, or CSC - Business Management	Sophomo
3	F	04/07/2011	F	GRD	Non Degree Seeking - Pending Curr Approval	First Time Freshman
4	A		A	GRD	Degree, Certificate, or CSC - Bus Mgmt - Adm Mgmt Tech	Sophomo
5			w	wтн	Degree, Certificate, or CSC - Human Services - Criminology	Sophomo
6	D		D	GRD	Degree, Certificate, or CSC - Info Sys Tech- Cmp Program	Freshmar
7	A		A	GRD	Degree, Certificate, or CSC -	Sophomo
	D		D	GRD	Degree, Certificate, or CSC -	Freshman
9	в		в	GRD	Degree, Certificate, or CSC -	Sophomo
10	A		A	GRD	Degree, Certificate, or CSC -	Sophomo
11	A		A	GRD	Degree, Certificate, or CSC - Information Technology	Sophomo