Grading:

This function will allow you to submit either your Midterm or Final grades for courses assigned to you. A word of caution: the PVC Services website is not designed for long periods of idle time. You should have your grades ready to be entered before bringing up the grading screen. If you wait too long between grade entries, the system could time you out. This would require you to re-login. In addition, if you were in the middle of entering grades for a section, any entry done prior to being timed out will be lost.

Using the dropdown arrow, select the term you wish to view and then click "submit."
Next, choose whether this is Midterm or Final grading…

Also select which course is to be graded.

Should you forget to select the Final or Midterm option you will see the following error message…

Once you have selected Final or Midterm grading, the roster for the course section you selected will display.

You can now enter grades where appropriate.

The 'Status' column indicates whether the class was registered as "N"ew or "A"dded later. Faculty who teach face to face courses are encouraged to take attendance (even if positive attendance is not required).

Note that currently the system REQUIRES "Last Date of Attendance" to be entered if a final grade of "F" is given. "Last Date of Attendance" dates could then be entered when appropriate. Special programs on campus (Financial Aid, EOPS, and Veterans) have requested the "Last Date of Attendance" be entered for program eligibility purposes.

"Never Attended" should **NOT** be noted on the midterm or final grade rosters. These students should have been dropped through the "No Show" process.

For all positive attendance hour courses: Instructors will be required to submit their attendance rosters, sign and submit them to the Admissions & Records Office. Scanned or faxed copies will be accepted with instructor's signature intact. Note: Positive attendance classes are typically non-credit courses, i.e. ABE or NBE, or classes with TBA "To Be Arranged" as part of the course meeting schedule.

The student information system will not allow invalid grade entries, for example a "W" grade. You will be required to correct them before you are able to submit your grades. Keep in mind that grade errors will not display immediately upon entry. The system does not evaluate the grade entry until after you click "submit" for the entire roster.

If the student has elected to take a particular class as pass/no pass, or if the section itself is set up as pass/no pass, any grade entered here will be translated by the system to P/NP.

Incomplete Grades

Incomplete grades may not be entered online; contracts may be obtained in the Admissions & Records Office and are due during the final grading period.

Only those students who had a grade entered correctly will display on the confirmation screen. Should you notice any errors, you simply return to the grade entry screen and correct them.

NOTE: YOU MAY CONTINUE TO MAKE CHANGES AND/OR INPUT GRADES UNTIL THE DIRECTOR OF ADMISSIONS & RECORDS DECLARES THEM 'VERIFIED'.

Final grades are not official until the Director of Admissions & Records Office runs the grade verification process. Once grades have been verified, you will be required to complete and submit a "**Grade Change Form**" to make changes. Students will not be able to see their grades until they have been made official.

Be sure to reference the "Submission Dates Calendar" (published each semester by the Director of Admissions & Records) for appropriate due dates for grade submission.