

MyWebServices: Post Final Grades / Attendance Hours

Full-term classes are only available for grading 7 calendar days prior to the class end date to accommodate finals week. Short-term classes will be available for grading 1 calendar day prior to the class end date. Grades are due 5 working days after the end of the full-term and on-line grading for the term will no longer be available.

****Note**** Mac users are encouraged to use Mozilla Firefox browser when accessing MyWebServices

1. Log into MyWebServices. If you can't log on, scroll down to "What's My User Name" and/or "What's My Password" and follow the instructions. **You should be able to gain access to your user name and reset your password without contacting IS or A&R.**
2. From the homepage click on 'Final Grades / PosAttHrs' under the 'Faculty Submittals' heading.
3. Select the Term from the drop down menu and click the 'Submit' button.
4. Select the desired course by clicking in the box under 'Choose One' (a check mark will appear) then click the 'Submit' button at the bottom of the screen.
5. The following notice will appear while your class information is loading, this might take a few minutes please be patient: "You must press the submit button within 30 minutes. You will NOT be warned so please use caution so that you will not be timed out!"
6. The Positive Attendance / Grading page shows the general course information and all of the students currently enrolled. Under the grade column there is a drop down box for each student that allows you to select a grade. Click on the drop down box to see the options. Please fill out all available fields.

For positive attendance courses, type in attendance hours in the fields under the 'Attendance Hours' column. Students who have withdrawn from the course are listed on the lower portion of the screen and for the college to receive credit for their attendance their hours must also be recorded. If your course is full term you will not see these fields.

Take note of the warning on the top of the page that you have 30 minutes to submit your grade and/or attendance hours before being timed out.

Click the 'Submit' button at the bottom of the screen after 1) you have determined the grades / attendance hours for **all** of the students in your course 2) you have determined a portion of the grades / attendance hours but want to finish later or 3) you are about to be timed out and have yet to finish. You do not have to submit grades / attendance hours for every student in one session. You will be timed out of your session after 30 minutes. Your grades / attendance hours will not be saved / submitted if you are timed out, you must log in again to resume.

You can submit grades / attendance hours and change previously submitted grades / attendance hours within the specified grading period (5 days after the term ends).

7. Remember to Log Out when you are done with your session by clicking on 'Log Out' at the top of the screen.