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Entering Grades using Self Service

Note: One of the biggest differences you will notice is there is no **"Submit"** button. Grades are saved and submitted as you move from record to record.

From the Unity Home page, click on the Apps dropdown.



From the Apps dropdown, click on Links.

	Home	Feed	Sites 🗸	People	App	s v
Apps	Links	-	_			
25Live					C	^
Acaden	nic Calend	ar			C	
Advise					C	
Budget	System, R	eports & (Cost Center S	Summaries	C	

Under Links, scroll down and click on Self Service.

	Home	Feed	Sites 🗸	People	Apps 🗸	
Apps	Links					
manton		_			· •	
MCC C	ampus Ma	ips			C	
MCC P	olice				C	
MyHub					C	
MyWay					C	
OneDriv	ve				C	
Proced	ure Memo	randums			đ	
Recruit					C	
Self Se	rvice				C	
SHARE					C	

This will land you on the Self Service home page. You can access grading using one of two methods:

- 1. On the left side under hamburger menu. Under Daily Work, you should have a faculty option.
- 2. On the right side, one of the boxes should be labeled Faculty.



After clicking on the "Faculty" option, you should see a list of your Sections.

2018 Credit Fall		
Section	Times	Locations
INFO-1001-4D: Information Systems & Literacy	T/Th 10:00 AM - 11:45 AM 9/4/2018 - 11/15/2018	Fort Bldg 023, 324 On Campus
INFO-1001-1A: Information Systems & Literacy	M/W 8:00 AM - 9:45 AM 9/5/2018 - 11/19/2018	Elkhorn Valley Campus, 159 On Campus

Click the link that corresponds to the section you want to grade, and this will take you to the class roster. Next, you will want to click on the "Grading" Tab and then click on the "Final Grade" Tab.

Roster	Attendance	Grading	Books	Permissions	
Overvie	w	Final Grade			

Grade each student by clicking on the dropdown list in the "Final Grade" column, and select the desired grade.

	Student Name	Student ID 🗘 Never	ed û	Last Date of Attendance	Final Grade	Expiration Date	Class Level 🗘 Credits
٢	10000 August 10	-		A016/3339	A •	M/d/yyyy	SOPHOMORE 4.50
٢	1000 (1000 - 1			M/d/3999	A .	Midlyyyy	SOPHOMORE 4.50
Ð	C		0	Mitryyyy	Select grade	Midlyyyy	FRESHMAN 4.50
۲			D.	MUDININ	A B C	M/d/yyyy	FRESHMAN 4.50
٢	-		D	M0153333	D F I	Wdyyyy	SOPHOMORE 4.50
۲				M/d/9999	R Q R*	Mid/yyyy	SOPHOMORE 4.50
Ð			-	Millyny	Z* Select grade	Mid/yyyy	FRESHMAN 4.50

If grade the grade selected is an **"F"** or **"I"** the <u>"Last Date of Attendance"</u> box will turn red, and a message will appear that a date is required in that box.

Overview Final Grade Midterm 1 Student Name Student ID Never Attended Last Date of Attendance Final Grade Expiration Date Class Level Image: Class Level Image: Class Class Level Image: Class Class Class Class Level Image: Class C	Roster Attendance C	Census Grading	Books Permissions					
Student Name Student ID Never Attended Last Date of Attendance Final Grade Expiration Date Class Level Class Level 1058825 M/d/JJJJJ M/d/JJJJJ F M/d/JJJJJ FRESHMAN	Overview Final Grade Mid	iterm 1						
1058825 Mid/yyyy FRESHMAN	Student Name	Student ID	🗘 Never Attended	👶 Last Date of Attendance	🗘 Final Grade	💲 Expiration Date	🗘 Class Level	Ç Credit
Farnsworth, Addison N.	Farnsworth, Addison N.	1058825		M/d/yyyy	F	► M/d/yyyy	FRESHMAN	4.50

If you leave the page or exit Self Service, grades you entered before leaving will automatically be saved. The one exception is if the grade you entered is an "F" or "I" and you do not enter a date in the Last Date of Attendance box. The system will clear out the grade when you leave the page. If you want to assign a grade of "F" or "I" you must enter a date in the last date attended.

	Student Name	^ Student ID ℃	Neve: C	Last Date of Attendance	Final Grade	Expiration Date	Class Level
٢	-			M/0/333	A •	Mrd/yyyy	SOPHOMORE 4,50
٢	Research States			Mitthyyyy	· •	M/d/yyyy	SOPHOMORE 4.50
۲				Mittiggyyy	Select grade	Mildlyyyy	FRESHMAN 4.50
۲				Midlyyyy	в •	M/d/yyyy	FRESHMAN 4.50

If you leave the page or exit Self Service before you finish entering in all the grades, you will be able to come back later and continue where you left off. The grade you entered before leaving will automatically be saved.

You can modify a grade ONLY if it has not been verified. Once a grade has been verified, you will not be able to edit/modify it in Self Service. Grades are verified after midnight, so if you need to make a grade change due to an error, you must submit a grade change form.

	Student Name	^ Student ID ↓	Never ^ Attended ~	Last Date of Attendance	Ŷ	Final Grade	÷	Expiration Date	\$ Class Level	Credits
8	10000			Mayyyy		A .	•	M/d/yyyy	SOPHOMORE	4.50
8	(march 1997)		D	M/0/9999		A .	•	M/d/yyyy	SOPHOMORE	4.50
Ð				M(1)))))		Select grade	•	M/d/yyyy	FRESHMAN	4.50
Ð				Maliyyyy		Select grade	•	Mirdzyyyy	FRESHMAN	4.50
Ð				Million		Select grade		M/d/yyyy	SOPHOMORE	4.50

To go back to the section listing, use the "Back to Courses" link at the top of the page.

 Daily Work •
 Faculty •
 Faculty Overview

 Section Details
 •

 < Back to Courses</td>
 •

 INFO-1001-4D: Information Systems & Literacy

 2018 Credit Fall

 Fort Omaha Campus

T/Th 10:00 AM - 11:45 AM 9/4/2018 - 11/15/2018 Fort Bldg 023, 324 On Campus

Seats Available 4 of 20

Note: Remember there is no **"Submit"** button. Grades are automatically submitted as you move from record to record.