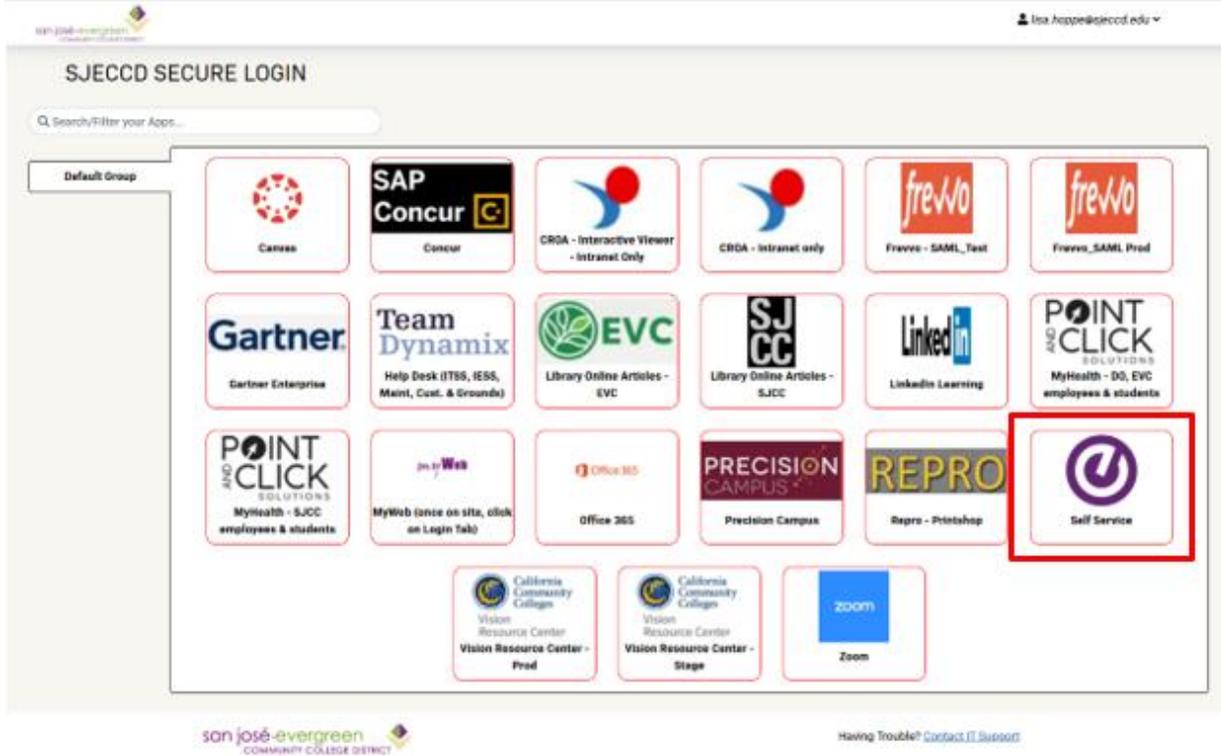
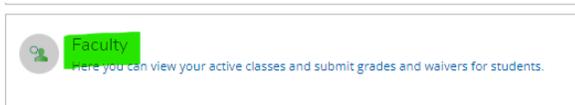


Grading Instructions

1) Login to Self Service using [Single-Sign On](#)



2) To access Faculty Self-Service, click on the Faculty tab.



3) Once in the Faculty Overview screen, click on the Course Section link to view section information.

The screenshot shows the 'Faculty Overview' screen. At the top, there is a navigation bar with 'Daily Work', 'Faculty', and 'Faculty Overview'. Below the navigation bar, there is a section titled 'Manage your courses by selecting a section below'. The table below shows course sections for three different terms.

Fall 2022 Regular					
Section	Times	Locations	Availability	Books	Census Dates
ENGL-001B-102 English Composition	8/29/2022 - 12/15/2022	Online	30 / 30 / 0		

Summer 2022 Reg.					
Section	Times	Locations	Availability	Books	Census Dates
ENGL-001B-102 English Composition	6/20/2022 - 7/29/2022	Online	34 / 35 / 0		5/28/2022 Census

Fall 2021 Regular					
Section	Times	Locations	Availability	Books	Census Dates
ENGL-001B-102 English Composition	8/30/2021 - 12/16/2021	Online	0 / 30 / 11		

3) Select the Grading tab.

Section Details
[Back to Courses](#)

PSYCH-030-201: Intro to Bio Psychology
Summer 2022 Regular
Evergreen Valley College
6/6/2022 - 7/7/2022
Online, CANVAS Online, Asynchronous

Seats Available 3 / 47 / 0

[Deadline Dates](#)

Waitlisted 0

Roster Drop Roster Census **Grading** Permissions Waitlist

Overview **Final Grade**

Final grading completed on 7/13/2022 at 5:24 PM by Nagi, Baijit D.

Student Name	Student ID	Final Grade	Expiration Date	Class Level	Credits
[Redacted]	[Redacted]	C	M/d/yyyy		3

Post Grades

4) Select the grade from the drop down box for each student.

**Note that the expiration date is only used when issuing Incomplete grades.*

Select Grade

- A
- B
- C
- P
- D
- F
- FW
- IA
- IB
- IC
- ID
- IF
- INP
- IPP
- NP

Select Grade

5) When all grades have been assigned click on **POST GRADES**. Grades are now finalized (with a date/time of submission).

a. **Grades are due 5 business days after the conclusion of the term.**

i. **Example:** the term ends 8/11/2022 – grades are due 8/18/2022 at 5:00 PM

b. Contact Tiffani.Lam@evc.edu if you have made a grading error.

Post Grades

Final grading completed on 7/13/2022 at 5:24 PM by [Redacted]

Credits
3