

ENTERING GRADES (PEOPLESOFT 9.0)

1. Log In - Go to www.vhcc.edu. Click on **MyVHCC** on the right hand side of the page. Enter your Username and password and click Log In. If you do not know your username, you can click on [Look up your username and set your password](#) or [I cannot access my account](#). If you have problems with your username or password, contact Tammy McCracken for assistance or e-mail the Help Desk.
2. Click [VCCS SIS: Student Information System](#)
3. The system should automatically go to [Self Service](#)
4. Click [Faculty Center/My Schedule](#) Another option is select [Faculty Center/Grade Roster](#)
5. A list of the classes that you are teaching for a particular term will appear.

My Schedule - Microsoft Internet Explorer provided by VHCC

https://ps-sis-90test.vccs.edu/ps/ps/EMPLOYEE/HRMS/c/SA_LEARNING_MANAGEMENT.SS_FACULTY.GBL?FolderPath=PORTA

Oracle SIS/HR TEST

Patricia Eastridge

Faculty Center | Advisor Center | Search

my schedule | class roster | grade roster

Faculty Center

My Schedule

2012 Spring | Virginia Highlands Comm Coll | [change term](#) | [My Exam Schedule](#)

Select display option: Show All Classes Show Enrolled Classes Only

Icon Legend: Class Roster Grade Roster Learning Management

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
HMS 197-K3 (33074)	Coop Education (Cooperative Education)	1	Mo 1:07AM - 1:08AM	LRC-225 Adm Sup Tech Classroom	Jan 9, 2012- May 10, 2012

[View Weekly Teaching Schedule](#) [Go to top](#)


My Exam Schedule > 2012 Spring > Virginia Highlands Comm Coll

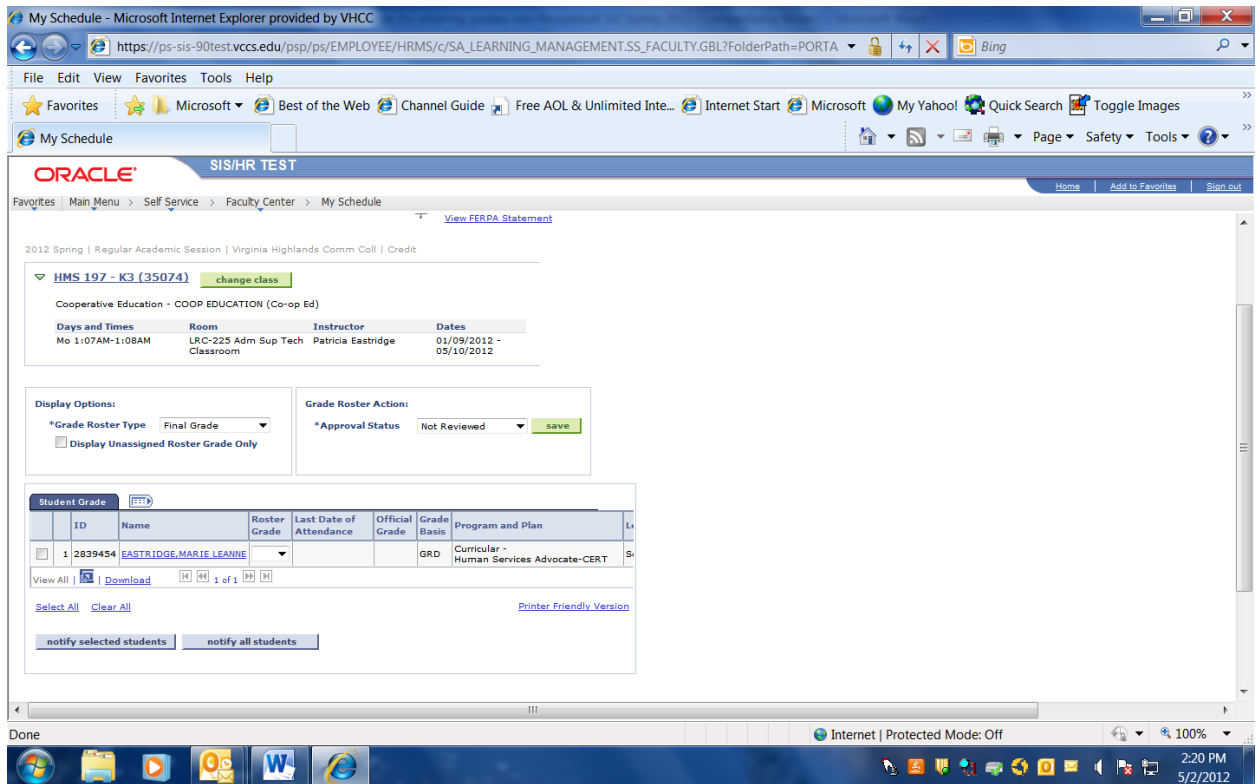
You have no final exams scheduled at this time.

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Internet | Protected Mode: Off | 100% | 2:19 PM 5/2/2012

If the correct term doesn't appear click the [change term](#) box. Select the term and click **CONTINUE**.

6. View Grade Rosters – to access your grade roster click  on the left of the class you wish to enter grades. This will make your grade roster appear.



7. The **Approval Status** is **Not Reviewed**.
 Enter the grades – you can enter the letter grade or click the dropdown box and it will show the grades you can select.
 Reminder: if you enter the grade of an “F” or “U” another box will appear beside the grade asking for the Last Date of Attendance. You must put in the last date that the student attended the class or you cannot SAVE the grades. If a student attended the entire class and still earned an “F” or “U,” record the date of the exam as the last date of attendance. (Format: MMDDYYYY) You can also click the calendar button and select the date.

 Click the **SAVE** button beside the Approval Status.
8. Change the **Approval Status** to **Ready for Review**.
 Review grades. If changes need to be made, repeat #7.
 Click the **SAVE** button beside the Approval Status.
9. Change the **Approval Status** to **Approved**
 Click the **SAVE** button beside the Approval Status.
10. Click **Change Class** to be able to select another class.
11. When finished remember to Sign out.