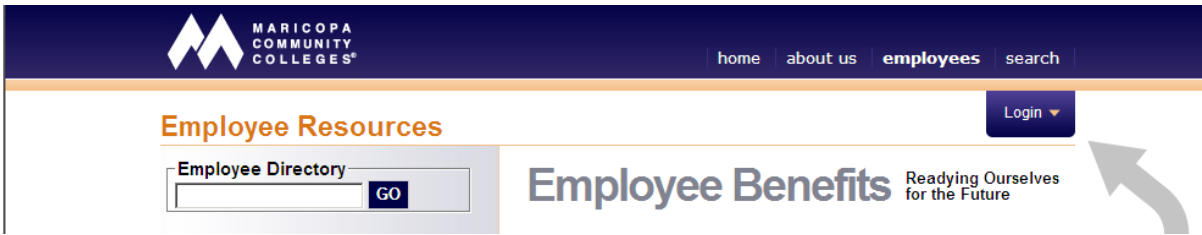


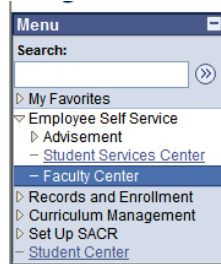
Four-Step Guide for Submitting Grades



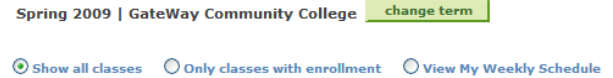
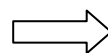
Start here! First, log on to www.maricopa.edu/employee and select Login. Then select SIS Login. At this screen, type your user ID and password. Note: If you are using a Macintosh computer, use Firefox.



Next, under the menu at the left of your screen, select Employee Self-Service then select Faculty Center.



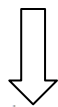
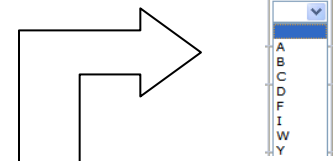
1. Default semester may NOT be the current semester. Click **change term** to see a list of semesters.



2. Click the icon to input grades. Click the icon to view your roster.

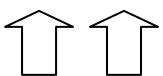
My Teaching Schedule > Spring 2009 > GateWay Community College						
Class	Class Name	Enrolled	Days and Time	Room	Class Dates	
PED 115-0001 L+L 10529	Lifetime Fitness (Lecture & Lab)	30	TBA	YMCA	Jan 17, 2009- May 15, 2009	

3. Select the grade from the drop down box.



41	30013551	<input type="text"/>	<input type="text"/>	<input type="text" value="Ujke, Michele Lynn"/>	<input type="text" value="W"/>	PZ	Degree and Cert Programs - Undeclared/ Associate in General Studies/ Undeclared/ Associate in G	Sophomore
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Grading Options. Note: Any grade of F, W, Y will require a last date of attendance and enrollment action reason. See below.



For a grade of F, W and Y, input date.

For a grade of F, W and Y, input reason.

Four-Step Guide for Submitting Grades

Enrollment Action Reason for grades of F, W and Y.

Enrollment Action Reason	Description
31	FAC-Student Ill/Hospitalized
32	FAC-Financial Problems
33	FAC-Employment Related
34	FAC-Technical Difficulties
35	FAC-Academic Difficulties
36	FAC-Family Related
38	FAC-Transportation
39	FAC-Personal/Confidential
41	FAC-Military Commitments
42	FAC-Excessive Absences
43	FAC-Never Attended
44	FAC-Student Moved
46	FAC-Placed in Alt Class/Sect
47	FAC-Death of Student
50	FAC-No Reason Given
51	FAC-Requirements Not Met
FMM	FAC-Military Mobilization

If student's name is underlined, that means you can email the student.

4. After selecting the grades, make sure to hit the **SAVE** button at the bottom of the screen. This will submit your grades to Glendale Community College. When you are finished, hit the **RETURN** button. **DO NOT use the Back button on your web browser menu.**

					Associate in	
5	30219542	Madriqal, Maria J	<input type="button" value="v"/>	Graded	Degree and Cert Programs - Undeclared/Trnsfr to Bachelor Degree Prg/Undeclared/Undeclared/	Sophomore
6	34617634	Medina, Joana	<input type="button" value="v"/>	Graded	Degree and Cert Programs - Associate in General Studies/AAS Nursing	Freshman
7	30014941	Richardson, David E	<input type="button" value="v"/>	Graded	Degree and Cert Programs - Undeclared/Undeclared	Freshman
8	34887457	Sigler, Brian M	<input type="button" value="v"/>	Graded	Degree and Cert Programs - Associate in Arts/Associate in Arts	Sophomore
9	34585943	Walker, Shirley A	<input type="button" value="v"/>	Graded	Degree and Cert Programs - AAS Respiratory Care	Sophomore
10	31193943	Williams, Sara Jean	<input type="button" value="v"/>	Graded	Degree and Cert Programs - AAS Nursing	Freshman

[PRINTER FRIENDLY VERSION](#)

[RETURN](#) [SAVE](#)

MEID Login Issues

If you encounter issues with your MEID login, please contact GCC Helpdesk at 623.845.3535 or helpdesk@gcmail.maricopa.edu.

Forgot Password?

Go back to the log in screen and select Forgot Your Password. If the system does not recognize your MEID, contact the helpdesk.