














# Grading

Grades are due by 12:00 PM (Noon) the day after your last day of classes.

## 1. Select Faculty Tab

Hello, Welcome to Colleague Self-Service!

Choose a category to get started.

 <b>Student Finance</b> Here you can view your latest statement and make a payment online.	 <b>Financial Aid</b> Here you can access financial aid data, forms, etc.
 <b>Tax Information</b> Here you can change your consent for e-delivery of tax information.	 <b>Employee</b> Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.
 <b>Student Planning</b> Here you can search for courses, plan your terms, and schedule & register your course sections.	 <b>Course Catalog</b> Here you can view and search the course catalog.
 <b>Grades</b> Here you can view your grades by term.	 <b>Graduation Overview</b> Here you can view and submit a graduation application.
 <b>Transcript Requests</b> Here you can view and request a transcript.	 <b>Advising</b> Here you can access your advisers and provide guidance & feedback on their academic planning.
 <b>Faculty</b> Here you can view your active classes and submit grades and waivers for students.	 <b>Student Finance Admin</b> Here you can view the Student Finance information as a student would so you can help the student with any questions.
 <b>Financial Aid Counseling</b> Here you can view the Financial Aid Hub information as a student would so you can help the student answer any questions.	

## 2. Select your class

Manage your courses by selecting a section below

Fall 2021			
Section	Times	Locations	Books
<a href="#">BUS-135-0901: Principles of Supervision</a>	M/T/WTh/F/Sa/Su - 8/16/2021 - 12/11/2021	Distance Education Virtual Rm., INET Classroom Hours	

Spring 2021			
Section	Times	Locations	Books
<a href="#">BUS-135-0901: Principles of Supervision</a>	TBD 1/11/2021 - 5/12/2021	Distance Education Virtual Rm., INET Classroom Hours	

## 3. Select Grading Tab and then Final Grade

BUS-135-0901: Principles of Supervision

Spring 2021  
Online



TBD  
1/11/2021 - 5/12/2021  
Distance Education Virtual Rm., INET Classroom Hours

Seats Available 10 of 40

[Deadline Dates](#)

Waitlisted 0

Roster Attendance **Grading** Books Permissions

Overview		Final Grade						
Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits	
		<input type="checkbox"/>	Mid/yyyy	Select Grade	Mid/yyyy	Sophomore Associate	3	
		<input type="checkbox"/>	Mid/yyyy	Select Grade	Mid/yyyy	Sophomore Associate	3	

#### 4. Use the drop-down box to select the final grade for the student

Roster Attendance **Grading** Books Permissions

Overview **Final Grade**

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
		<input type="checkbox"/>	M/d/yyyy	Select Grade	M/d/yyyy	Sophomore Associate	3
		<input type="checkbox"/>	M/d/yyyy	A	M/d/yyyy	Sophomore Associate	3
		<input type="checkbox"/>	M/d/yyyy	B	M/d/yyyy	Sophomore Associate	3
		<input type="checkbox"/>	M/d/yyyy	P3	M/d/yyyy	Sophomore Associate	3
		<input type="checkbox"/>	M/d/yyyy	P2	M/d/yyyy	Sophomore Associate	3
		<input type="checkbox"/>	M/d/yyyy	C	M/d/yyyy	Sophomore Associate	3
		<input type="checkbox"/>	M/d/yyyy	P1	M/d/yyyy	Sophomore Associate	3
		<input type="checkbox"/>	M/d/yyyy	D	M/d/yyyy	Sophomore Associate	3
		<input type="checkbox"/>	M/d/yyyy	S	M/d/yyyy	Sophomore Associate	3
		<input type="checkbox"/>	M/d/yyyy	F	M/d/yyyy	Sophomore Associate	3
		<input type="checkbox"/>	M/d/yyyy	I	M/d/yyyy	Sophomore Associate	3
		<input type="checkbox"/>	M/d/yyyy	R	M/d/yyyy	Sophomore Associate	3
		<input type="checkbox"/>	M/d/yyyy	NC	M/d/yyyy	Sophomore Associate	3
		<input type="checkbox"/>	M/d/yyyy	TP3	M/d/yyyy	Sophomore Associate	3
		<input type="checkbox"/>	M/d/yyyy	Select Grade	M/d/yyyy	Sophomore Associate	3

#### 5. Once you've entered in all your grades, select **Post Grades**

**Post Grades**

Expiration Date Class Level Credits

### Incomplete Grades

Incomplete grades require an **Expiration Date**. When entering in an I – Incomplete grade, you will see this red warning box to enter in the Expiration Date.

Expiration dates can be found on the Refund, Withdrawal and Incomplete Dates on the Registrar's website: <https://www.faytechcc.edu/campus-life/curriculum-registration/>

Overview **Final Grade**

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
		<input type="checkbox"/>	M/d/yyyy	I	M/d/yyyy	Sophomore Associate	3

Expiration date is required  
Last Date of Attendance or Never Attended Flag is required

### F Grades

F grades require a **Last Date of Attendance**. When entering in an F grade, you will see this red warning box, to remind you to enter in the Last Date of Attendance.

Roster Attendance **Grading** Books Permissions

Overview **Final Grade**

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
		<input type="checkbox"/>	M/d/yyyy	F	M/d/yyyy	Sophomore Associate	3

Last Date of Attendance or Never Attended Flag is required