



TIDEWATER COMMUNITY COLLEGE

## VCCS/SIS –V8.9

### Instructor Quick Reference Guide

July 17, 2008



### Web Access to the Student Information System - Version 8.9

Faculty may access SIS V8.9 by first clicking on on the college homepage: www.tcc.edu

The first time you login using your **Username** the system will prompt you through the creation of your **New Password**.

If you have not been assigned a Username, contact your Academic Dean. You may also call the **Help Desk at 822-2457** or the **College Information Center at 822-1122** for assistance.

Select VCCS SIS89: Student Information System to access the SIS.

Click the “Self Service” Link

Locate the Faculty Center Icon and Click the Faculty Center Link



#### Faculty Center

Use the Faculty center to manage all your class, student and advisee related activities.

## Class Rosters

faculty center

Under the **Faculty Center Tab**, you will find “**My Teaching Schedule**” listed below for your specified term.

Class	Class Name	Enrolled	Days and Time	Room	Class Dates
ITE 115-008P LEC 40591	Intro Computer Apps & Concepts (Lecture)	23	TBA	TBA	Jan 7, 2009- May 5, 2008

Click the “**Class Roster Button**” to access the Class Roster.

If the term and/or class are not listed you should contact your academic division to verify class assignment(s).

The next page is the **Class Roster**. You should know the following:

You can **print your roster** by selecting **File** then **Print** from your browser or click the button labeled “**Printer Friendly Version**”.

[PRINTER FRIENDLY VERSION](#)

Using the **Enrollment Status** drop-down box, you may list **All students** or only those who have **Enrolled or Dropped**. **Waiting** is not a valid selection.

You can **download** the students’ information into a **spreadsheet** by clicking the Spreadsheet Icon at the top. If your pop-up blockers are preventing you from downloading, hold the CTRL key down during the process.

Enrollment Status: Enrolled change

Total Students: 7    Enroll Capacity: 24

Enrolled Students		Customize	Find	First	1-7 of 7	Last
ID	Name	Grade	Units	Program and Plan	Level	
<input type="checkbox"/> 1	Suzie	Graded	4.00	Curricular - Management/General Studies/General Studies/Social Sciences/Administrative Assistant/Medical Office S	Freshman	
<input type="checkbox"/> 2	Tommie	Graded	4.00	Curricular - Non Degree Transfer/Liberal Arts/Liberal Arts	Sophomore	
<input type="checkbox"/> 3	Janie	Graded	4.00	Curricular - Upgrading Emp Skills/Upgrading Emp Skills/Science/Science	Sophomore	
<input type="checkbox"/> 4	Antoinette	Graded	4.00	Curricular - Personal Satisfaction/Hs-Joint Enroll/Business Administration/General Studies	Freshman	
<input type="checkbox"/> 5	Candy	Graded	4.00	Curricular - General Studies/Phy Thpy	Freshman	

At this time you can also use the **Notify Buttons**. You can either notify only selected students or all of the students listed on your roster.

[NOTIFY SELECTED STUDENTS](#)

[NOTIFY LISTED STUDENTS](#)



Ensure the integrity of the **grading process** and **validity of TCC transcripts** by **protecting your Username and Password**.

# Grade Posting

**Step #1 – Logon to the myTCC and navigate to the Faculty Center.**

Locate and the Click the **Grade Roster Icon** on the right side of the class information.

**Step #2 – Ensure that the “Approval Status” box on the grade roster shows “Not Reviewed” before proceeding.**

\*Grade Roster Type Final Grade  
\*Approval Status Not Reviewed

Display Unassigned Roster Grade Only

Access to All Values

<- add this grade to all students <- add this requirement designation to all students

Student Grade	ID	Name	Roster Grade	Last Date of Attendance	Official Grade	Program and Plan	Level
<input type="checkbox"/>	1	Suzie	A			Curricular - Liberal Arts	Sophomore
<input type="checkbox"/>	2	Janie	C			Curricular - General Studies/Nursing	Sophomore
<input type="checkbox"/>	3	John	B			Curricular - Accounting	Freshman
<input type="checkbox"/>	4	Juan	F	05/01/2006		Curricular - Health Science-Vet Tech	Sophomore

You can click on the check box next to “**Display Unassigned Roster Grade Only**”. This view will include those students who do not have a grade. This makes entering the grades easier.

Select the first grade input box under the Grade Input column and enter the student’s grade.

**\*\* If you do not see grades listed in the drop down box, see “Additional Tips” below.\*\***

Using the “**Tab**” key, move to the next grade input box and enter the next student’s grade. Repeat this process until all grades have been entered.

Enter the last date of attendance whenever an “**F**” or “**U**” grade is assigned or the student drops the class and receives an “**F**”. If the student’s last date of attendance is unknown, contact Enrollment Services or the Division Office to determine the date of the actual withdrawal and use that date instead. The format of the date is MMDDYY, for example 013106 means 1/31/06.

**- Review the completed roster.** If all students have been graded in the “Not Reviewed Status”, Click the save button.



Then, click the down arrow on the “Approval Status” box and then click on “Approved.”

Select Save again at the bottom of the page.



Review the on-line grade roster **24 hours** after submission to insure that the grades posted successfully. **NOTE:** After you save your grades as “Approved”, they are **permanently** posted to the system. You must use the manual grade change process and form to make corrections. Forms are available in your **Academic Dean’s** office.

## Grade Policies You Should Review

**Assigning an “I” or “W”**  
- For each student receiving an “I” grade, an **Incomplete Grade Form** must be submitted to the Academic Dean within 24 hours of the final examination. A signed grade roster must also accompany the form.

**“W” grades cannot be assigned using the online grade roster.** An “F” should be assigned and a **Grade Change Form** must be submitted **immediately to the Academic Dean** to request a grade to a “W”. A signed grade roster must also accompany the form.

**Student Not on Final Grade Roster**  
If the name of a student, who attended your class and received a grade, is not on the final grade roster, **please submit the following information by e-mail to your Academic Dean:**

- Term
- Class prefix, number, section code, class Id#
- Student’s name, SIS ID and grade earned
- **Your name and telephone number**

**Grades are due 24 hours after the final exam**

*Refer to the College’s Grades Plan - found at Inside TCC for additional details regarding grading policies and submission.*

### Additional Tips:

#### Setting User Preferences:

In Faculty Center, click on the My Info drop down box. Select User Preferences, and click the arrow. TCC should default for the Institution. Select Credit for the Academic Career. Enter the term you want as your default (2074 for fall 07). Click Save and click to return to Faculty Center.

#### If you are teaching at more than one college:

In Faculty Center, click the Change Term Button. Select the term and college that applies.