

ENTRY OF FINAL GRADES USING WEB SELF-SERVICE

This semester faculty may use the Web Self-Service product to enter final grades for their classes. Grades must be entered no later than Monday, May 12, 2008 at 10:00am. There **MUST** be a grade for each student on your roster. If a student has not completed the requirements of the course and you are going to allow them to complete the requirements, you must enter an "I" (Incomplete) grade. All incompletes must be approved by Roger Griffith. The paperwork for incompletes is available at the front desk. If you enter a grade incorrectly, you may change it on-line up until grades are rolled on May 15. After that date, you must submit a grade change form.

If you have not been in the Web Self-Service Module, use the following directions:

Go to the NRCTC homepage at www.newriver.edu and click on the link to Web Self-Service. You will be asked to enter a **User ID** and **Pin**. For **User ID**, enter your Social Security Number with no spaces or dashes. For you **Pin**, enter your birth date in MMDDYY order with no spaces or slashes. If your month or day of birth is less than 10, precede the number with an "0", i.e., 010176.

Next, you will be asked to re-enter your old pin, which is your birth date and then to enter a new pin, **which must be six numbers (no more, no less)**. Be sure to remember your pin; you will always need it to log on. Next, you will be asked to create a security question and answer. This will be used in case you forget your pin. If you answer this correctly in that case, your pin will be reset back to your birthday and you begin all over again.

After you are in the Web Self-Service, choose the Faculty Services section. Select the Term Code. Then choose the Final Grades option. Using the drop-down box, select the class for which you wish to enter grades. The grades that you can use are validated on each student. Students who have withdrawn from your course are not listed. When you have entered a grade for each student, click the SUBMIT button at the bottom. You may change a grade for a student up until the Registrar's Office rolls the grades on May 15. The program suggests that you submit grades at least every ten minutes, because inactivity will cause the program to close. You can submit as often as you like as you go down a roster. After you complete your grade entry, print the results by going to File, Print at the top bar of your browser.

When you have completed entering your grades for a class, please send an email to mmohn@bluefieldstate.edu, indicating the CRN, the Course number and name and any qualifying remarks such as "Incomplete form to follow". This will enable her to track which course grades are still outstanding. We ask that all faculty still submit a signed copy of their grades to the Registrar's Office.

If you have any questions, please call Donna Lewis at 647-6566 or Deena Rodgers at 647-6565.