

FINAL GRADING STEPS

Login to myaccess.cod.edu

The screenshot shows the myACCESS 3.1 login page for a guest user. The page has a dark green header with the College of DuPage logo and navigation links for LOG IN, MAIN MENU, and CONTACT US. The main content area is white with a light gray background pattern. On the left, there is a 'Welcome Guest!' message and instructions for using myACCESS. On the right, there is a vertical menu with four options: myACCESS for non-credit enrollment, myACCESS for Students, Search for Credit Classes, and I'm New to myACCESS. The footer contains the myACCESS 3.1 logo, powered by DATATEL, and navigation links for I'm New to myACCESS, What's My Password?, LOG IN, MAIN MENU, and CONTACT US.

College of DuPage

LOG IN | MAIN MENU | CONTACT US

Welcome Guest!

myACCESS gives students, staff, and the community access to the college's information services.

Select one of the labeled bars to the right:

- [myACCESS for non-credit enrollment](#) - provides non-credit courses and seminars for adults, youth, and the Older Adult Institute. Registration is processed through Instant Enrollment. There is no need to submit an application or obtain a login.
- [myACCESS for Students](#) - provides ability to search for credit class offerings. Admitted students can register and maintain their account.

myACCESS best viewed using Internet Explorer at 1024x768 (Mac users use Firefox)
System maintenance is performed daily from 2AM-6AM.

myACCESS for non-credit enrollment

myACCESS for Students

Search for Credit Classes

I'm New to myACCESS

I'm New to myACCESS | What's My Password?

LOG IN | MAIN MENU | CONTACT US

myACCESS 3.1
powered by DATATEL

Click on the myACCESS for Faculty bar

The screenshot shows the myACCESS 3.1 login page for a faculty user. The page has a dark green header with the College of DuPage logo and navigation links for CHANGE PASSWORD, LOG OUT, MAIN MENU, and CONTACT US. The main content area is white with a light gray background pattern. On the left, there is a 'Welcome Carolyn!' message and instructions for using myACCESS. On the right, there is a vertical menu with four options: myACCESS for non-credit enrollment, myACCESS for Students, myACCESS for Employees, and myACCESS for Faculty. The footer contains the myACCESS 3.1 logo, powered by DATATEL, and navigation links for CHANGE PASSWORD, LOG OUT, MAIN MENU, and CONTACT US.

College of DuPage

CHANGE PASSWORD | LOG OUT | MAIN MENU | CONTACT US

Welcome Carolyn!

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- [myACCESS for Students](#) - provides ability to search for credit class offerings. Admitted students can register and maintain their account.

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myACCESS for non-credit enrollment

myACCESS for Students

myACCESS for Employees

myACCESS for Faculty

I'm New to myACCESS | What's My Password?

CHANGE PASSWORD | LOG OUT | MAIN MENU | CONTACT US

myACCESS 3.1

Click on the Midterm Verification/Final Grading link

FACULTY - MYACCESS FOR FACULTY MENU Welcome Carolyn!

User Account

- [I'm New to myACCESS](#)
- [What's My Login ID For myACCESS?](#)
- [What's my password?](#)
- [Personal Contact Information Change Request](#)

Communication

- [My Documents](#)

Personal Profile

- [Position Summary](#)
- [Leave Plan Summary](#)
- [My Stipends](#)

Faculty Information

- [My Advisees](#)
- [Advisees](#)
- [Class Roster](#)
- [Midterm Verification/Final Grading](#)
- [Search For Credit Classes](#)
- [Student educational planning](#)
- [Student Profile](#)

Select the term to be graded.

FACULTY

Midterm Verification/Final Grading

Select a term or date range to restrict your class list

Term Start Date End Date

Select Final Grading from the drop down box **AND** select the class that is “ready” to be graded. (The midterm verification for the class must be submitted prior to posting final grades.)
Click **SUBMIT**.

Verification / Final Grading

Final Grading or Midterm Verification

| Choose One | Class Name and Title | Start Date | End Date | Midterm Date | Meeting Times | Days of Week | Term | Midterm Verification | Final Grading |
|----------------------------------|--------------------------------------|------------|----------|--------------|-------------------|--------------|--------|----------------------|---------------|
| <input checked="" type="radio"/> | ABE-0700-001 Reading Skills Devel I | 08/24/09 | 12/17/09 | 06/12/09 | 08:00AM - 08:50AM | MWF | 2009FA | SUBMITTED | READY |
| <input type="radio"/> | ENGLI-0490-001 Basic Writing | 08/28/09 | 12/18/09 | 06/12/09 | 06:00PM - 09:50PM | F | 2009FA | SUBMITTED | COMPLETED |
| <input checked="" type="radio"/> | ENGLI-1101-050 English Composition 1 | 08/24/09 | 12/17/09 | 06/12/09 | 06:30PM - 09:20PM | M | 2009FA | SUBMITTED | COMPLETED |
| <input type="radio"/> | ENGLI-1101-051 English Composition 1 | 08/24/09 | 12/17/09 | 06/12/09 | 08:00AM - 09:50AM | MWF | 2009FA | SUBMITTED | READY |
| <input checked="" type="radio"/> | ENGLI-1101-052 English Composition 1 | 08/24/09 | 12/17/09 | 06/12/09 | 01:00PM - 02:50PM | MWF | 2009FA | SUBMITTED | READY |
| <input type="radio"/> | ENGLI-1101-065 English Composition 1 | 08/24/09 | 12/18/09 | 06/12/09 | 10:00AM - 11:20AM | MW | 2009FA | SUBMITTED | READY |

SUBMIT

Enter the final grades in the Final Grade column for all students listed under “Students to be Graded”. Any student given a grade of F, LW or W needs a Last Date of Attendance or Never Attended indicator.

The students who have withdrawn since the class started are listed at the bottom under “Withdrawn Students”. These students need a Last Date Attended or Never Attended indicator.

Once you click “Submit”, the Final Grading status for the class will be “Completed”. You will be able to modify these grades until the status changes to “Posted”. This status means that the grades have been posted to the students’ records.

FACULTY Welcome James!

Final Grading

* = Required

| Class Name | Title | Location | Term | Credits | CEUs |
|---------------|-----------------------|-------------|-----------|---------|------|
| ENGL-1101-051 | English Composition 1 | Main Campus | Fall 2009 | 3.00 | |

Instructor
Dr James E. Allen

| Students To Be Graded | ID | Reg. Status | Final Grade | Pas/Aud | Last Date of Attendance | Never Attended | Midterm Verification | Cross-Listed Section | * |
|-----------------------|---------|-------------|-------------|---------|-------------------------|--------------------------|----------------------|----------------------|---|
| Morrison, Karen L. | 0052409 | N | | | | <input type="checkbox"/> | A | | |
| Sim30, Charles M. | 0049267 | N | | | | <input type="checkbox"/> | A | | |

Withdrawn Students ID Reg. Status Final Grade Last Date of Attendance Never Attended Midterm Verification

Please check that all grades entered are correct before clicking Submit

SUBMIT

Congratulations – you are done!

FACULTY

Grading Confirmation Form

Class Name ENGL-1101-051
 Title English Composition 1
 Location Main Campus
 Term Fall 2009

Instructor
Dr James E. Allen

** Your changes have been saved. Modified records are shown below **

| Student | ID | Reg. Status | Final Grade | Expire Date | Last Date of Attendance | Never Attended | Midterm Verification |
|--------------------|---------|-------------|-------------|-------------|-------------------------|----------------|----------------------|
| Morrison, Karen L. | 0052409 | N | B | | | | |
| Sim30, Charles M. | 0049267 | N | C | | | | |

OK