

## **myACCESS Grading**

*Whether you maintain your gradebooks using Excel, Blackboard, or with paper and pencil, beginning Summer 2009, you will post official Midterm Enrollment Verifications and Final Grades using myACCESS.*

### **Accessing the Grading Form in myACCESS**

- Log in to *myACCESS*.
- Click the *myACCESS for Faculty* button.
- Click the *Midtem Verification/Final Grading* link.
- Use the dropdown box to select the appropriate term.
- Click *Submit*.
- The Midterm Verification/Final Grading page, which lists your course for the selected term, will display. Use the dropdown box to select either *Midterm Verification* or *Final Grading*. Select a specific course by clicking the radio button next to the course name.
- Click *Submit*.
- The Midterm Enrollment Verification or Final Grading input page for the selected course will display.

### **Printing the Midterm Enrollment Verification or Final Grading screen**

Printing the Midterm Enrollment Verification or Final Grading screen is quick and easy using the Internet Explorer, Safari, or Firefox browsers. However, since printing anything from a browser doesn't always give the results you expect the first time, use the browser's Print Preview option first.

While viewing the grading screen in myACCESS:

- Click *Print Preview* from the browser's File menu (Mac users, select Print and click the Preview button at the bottom of the dialog box).
- If needed, change the page orientation from Portrait to Landscape to allow more information on the right side of the page to display.
- When finished, click *Print*.

### **Saving the Completed Forms in Digital Format**

After entering grading information (Midterm Enrollment Verification or Final Grades) in *myACCESS*, instructors may want to save a digital version of the *myACCESS* grade pages. Here are two methods.

**Print Screen for PC users:**

- View the appropriate grade screen in *myACCESS*
- In the *myACCESS* window, press the *Print Screen* key on the keyboard (usually located at the top right of the keyboard). This will place a 'picture' of the screen into your computer clipboard.
- Go to the Microsoft Word window and *Paste* the contents of the clipboard onto the page.
- Review the Word document to make sure that you have captured all of the students in the course. You may have to return to the *myACCESS* window and scroll down to view additional students. Make sure that you capture any additional students with another *Print Screen* and the paste in the Word document. (You may have to repeat the *Print Screen* and paste several times if you have a large class).
- Save the Word document.

**Print Screen for Mac users:**

- While the Mac has a similar "print screen" function, it is easier to save the screen as PDF (see instructions below).

**PDF for Mac users:**

- While viewing the appropriate grade screen, select *Print* from the File menu
- Select *PDF/Save as PDF*.
- The PDF document may be saved.

**PDF for PC users:**

Users can easily save screens as PDF if the user has Adobe Acrobat PDF creation software (not Reader), or if a PDF plug-in has already been installed.

- Select *Print* from the File menu.
- In the "Select Printer" box, select the utility that creates PDF files.
- Click *Print*.
- The PDF document may be saved.