

## myACCESS self service website – Helpful tips for faculty

### 1.) View your class rosters

- Go to [myaccess.cod.edu](http://myaccess.cod.edu) website.
- Click on *LOG IN* (on the upper right side of the home page).
- Enter your myACCESS ID and password then click SUBMIT.
- On the right side of the menu, click on the gold bar labeled “myACCESS for Faculty”.
- Under the **Faculty Information** heading, click on Class Roster.
- Select a term from the drop down box and click SUBMIT.
- Choose one class and click SUBMIT.
- The Class Roster results page lists all the students in your class.
- To view more information about an individual student - select their **Student Profile** (in the right hand column) and click SUBMIT.

### 2.) View Student Profile (for student NOT on your roster)

- Go to [myaccess.cod.edu](http://myaccess.cod.edu) website.
- Click on *LOG IN* (on the upper right side of the home page).
- Enter your myACCESS ID and password then click SUBMIT.
- On the right side of the menu, click on the gold bar labeled “myACCESS for Faculty”.
- Under the **Faculty Information** heading, click on Student Profile.
- You need to enter the student’s ID (the seven digit COD ID), then click SUBMIT.
- You will see their information. Additional links for Transcript and Test Summary will open up new windows.

### 3.) Grading – midterm and final

- Go to [myaccess.cod.edu](http://myaccess.cod.edu) website.
- Click on *LOG IN* (on the upper right side of the home page).
- Enter your myACCESS ID and password then click SUBMIT.
- On the right side of the menu, click on the gold bar labeled “myACCESS for Faculty”.
- Under the **Faculty Information** heading, click on Midterm Verification/Final Grading.
- Select a term from the drop down box and click SUBMIT.
- Select Midterm Verification or Final Grading from the drop down box, choose one class and click SUBMIT. (Follow related hints below.)

#### Midterm Verification

- Enter a valid verification status code for each student - A (active), N (non-pursuit), W (to be withdrawn).
- If a W is entered, either a Last Date of Attendance or Never Attended indicator is required.
- If you choose Never Attended, a status of N or W is required.

#### Final Grading

- Grades cannot be entered for a class until after the midterm verification is “SUBMITTED”.
- Enter a valid grade for all enrolled students.
- Enter a Last Date Attended or Never Attended indicator for students with grades of F, LW, and W.
- Dropped Students do not need to be graded, they only need a Last Date Attended or Never Attended indicator.
- Once Final Grades are submitted, the class grading status will change from Ready to Completed.

- You can return to this screen and modify grades until the class status has been changed to “POSTED”.
- Final Grades are posted to the students’ transcripts nightly.
- Final Grades are due 3 business days after the end date of your class. The end date is shown on the course menu screen when selecting which course to grade.

#### **4.) Questions**

- About using myACCESS, please contact the TLC at 3085.
- About login or technical issues, please contact the IT Help Desk at 4357.
- About grading procedures, please contact the Grades Department at 2440 or 2445.