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Grading in Self-Service

Updated 11/14/2022

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# Step 1: Log into Self-Service

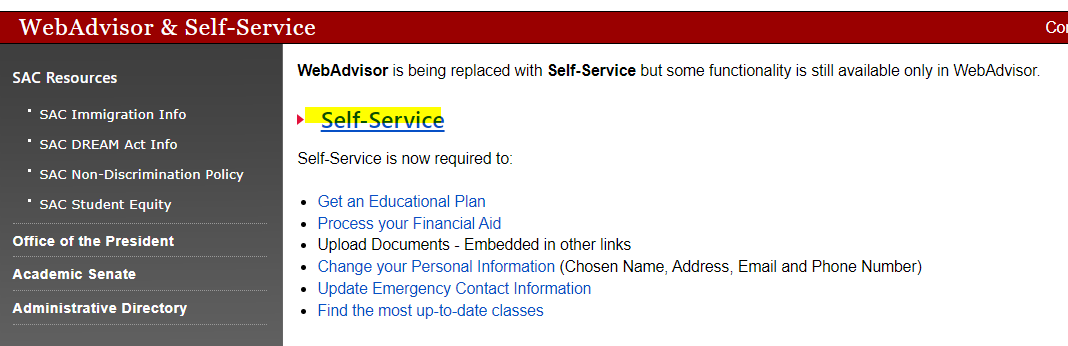
Log into Self-Service.

The direct link is <https://colss-prod.cloud.rsccd.edu/Student/>) but links can also be accessed by going to the [www.sac.edu](http://www.sac.edu) or [www.sccollege.edu](http://www.sccollege.edu) websites and clicking on the following:

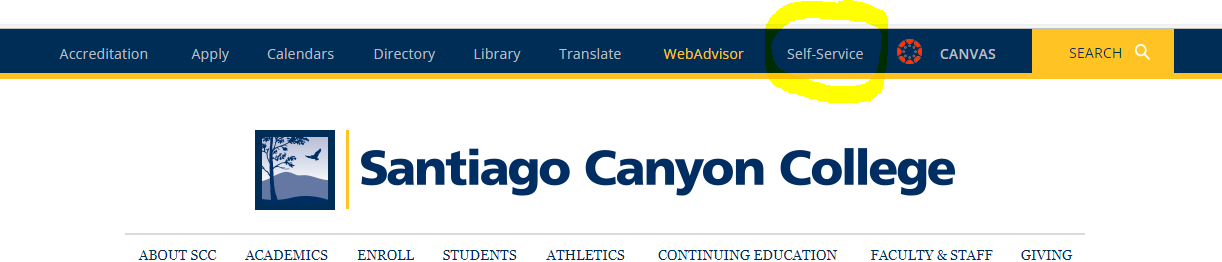
**From SAC’s website (**[**www.sac.edu**](http://www.sac.edu)**):**

Click on **WEBADVISOR** on the top navigation bar:  
Santa Ana College top navigation bar www.sac.edu


Click on Self-Service:



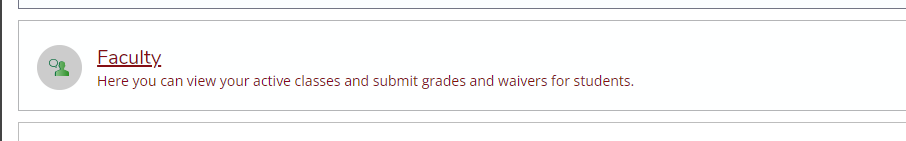
**From SCC’s website (**[**www.sccollege.edu**](http://www.sccollege.edu)**):**



Log in with your district email address as your username and the password you use to log into our systems.

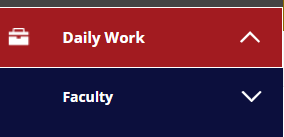
# Step 2: From your Self-Service Home page, select the Faculty menu:

Click on the Faculty tile on your Home page:

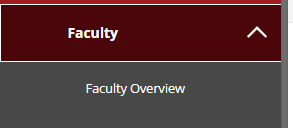


--OR—

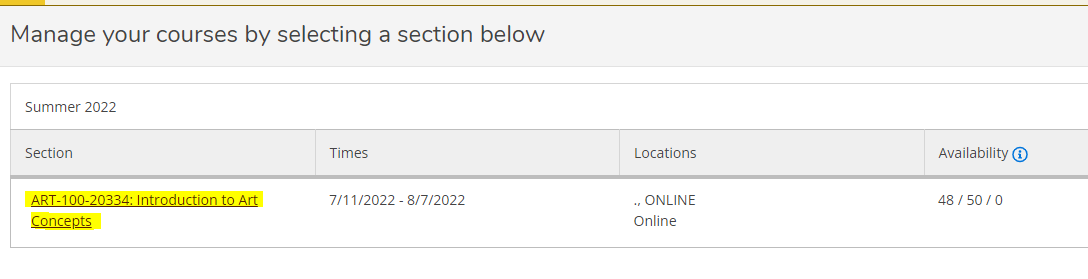
You can access the **Faculty** menu in the left navigation by expanding the **Daily Work** menu (briefcase icon):



# Step3: Expand the Faculty menu by clicking on the down arrow and then click on **Faculty Overview**:

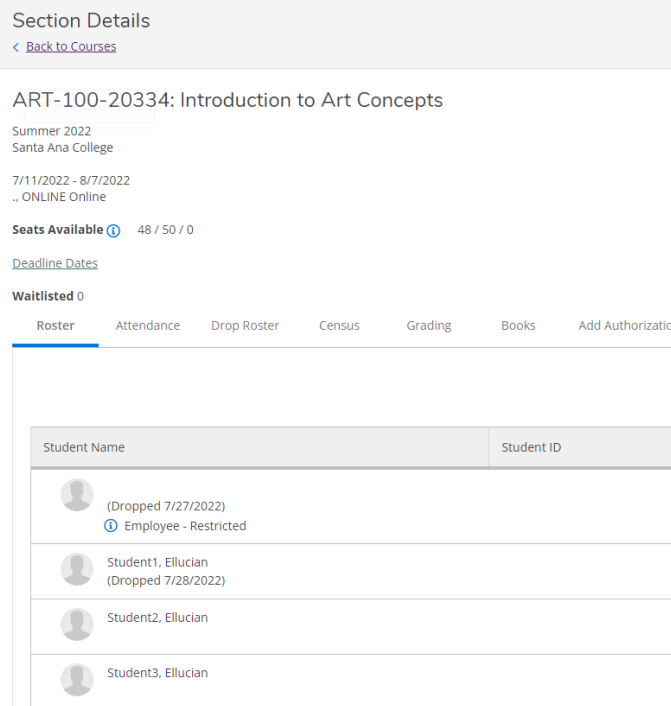


# Step 4: Sections that you are teaching are organized by term. Scroll to find the section that you want to drop students and select the section by clicking on the section name:

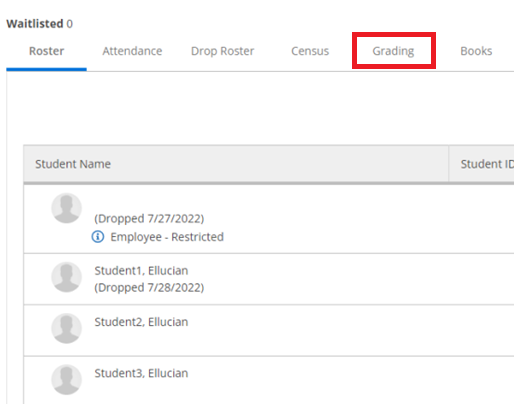


# Step 5: Your Section Details will open.

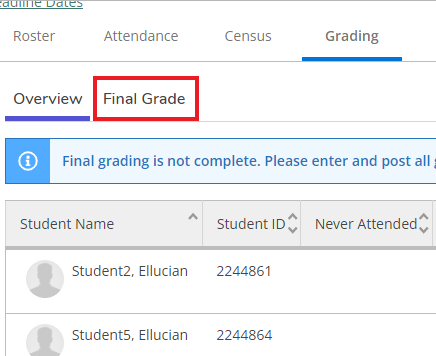
By default, your roster will be displayed towards the bottom of the Section Details page:

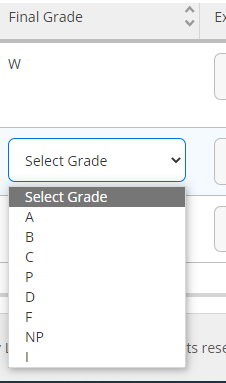


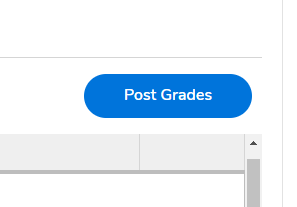
# Step 6: Click on the **Grading** tab to open the **Grading Overview**:

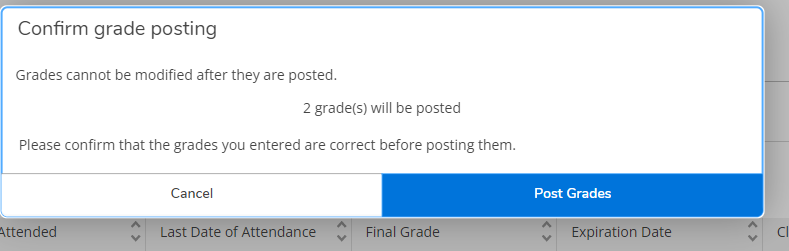


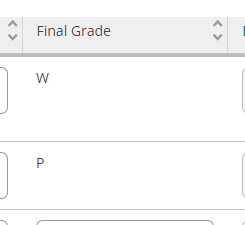
# Step 7: Click on the **Final Grade tab**:

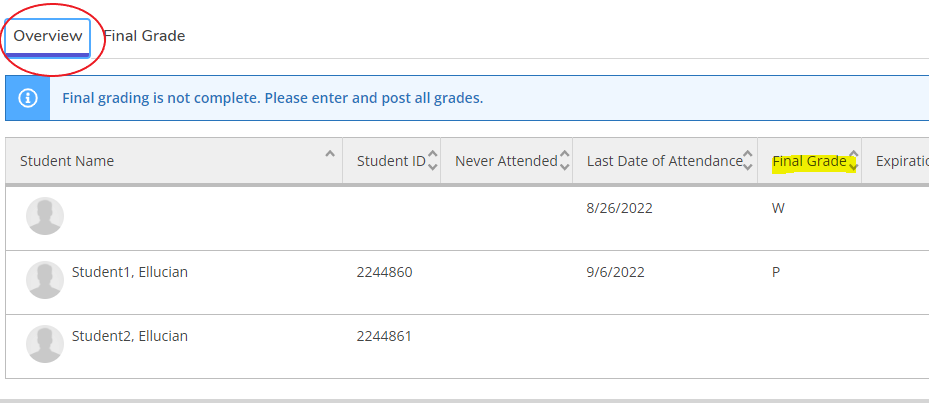


Step 8: Select a grade from the drop-down under the Final Grade column:  


Step 9: Once you have entered all of your grades, click on the blue Post Grades button at the top, right-hand corner of your grading roster:  


Step 10: You will be presented with a grade post confirmation pop-up. Click on Post Grades to confirm:  
  


Step 11: If your grades have posted successfully, the grades will no longer be editable (the drop-down will disappear):  


Step 12: To view your posted grades, click on the Overview tab:  


# Notes on Grading

* You do not have to grade your students at the same time. You can post grades a little at a time if you prefer, but you MUST post the grades for them to become final and verified.
* Once you’ve clicked on Post Grades and confirmed you can not go back and change your grades.