

Germanna SIS User's Guide for Faculty

Rev. October 09, 2009



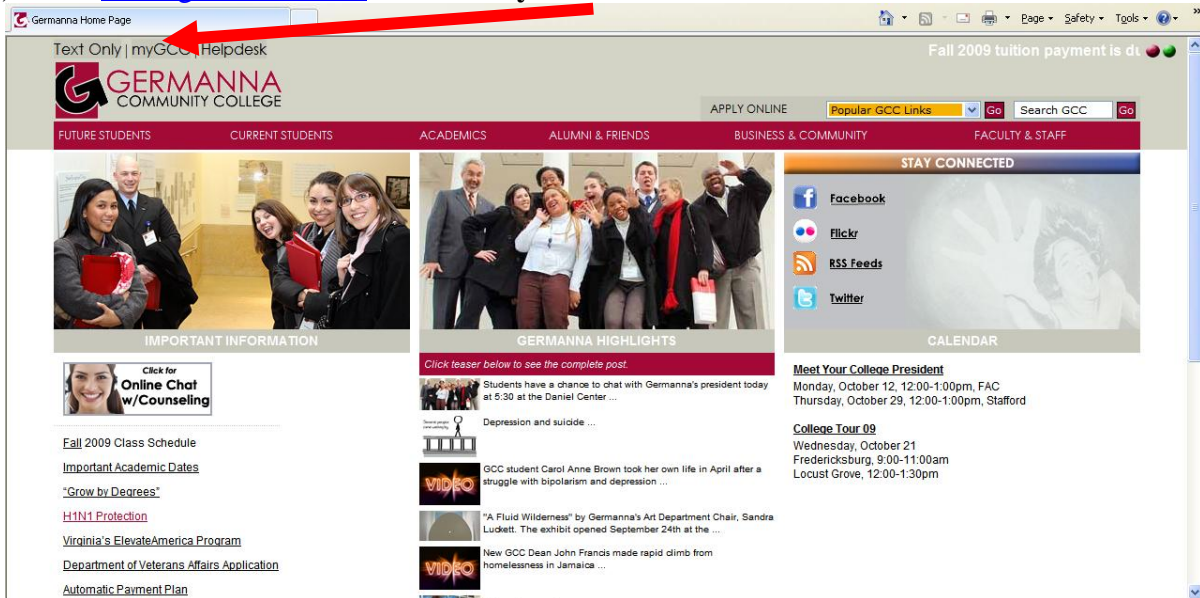
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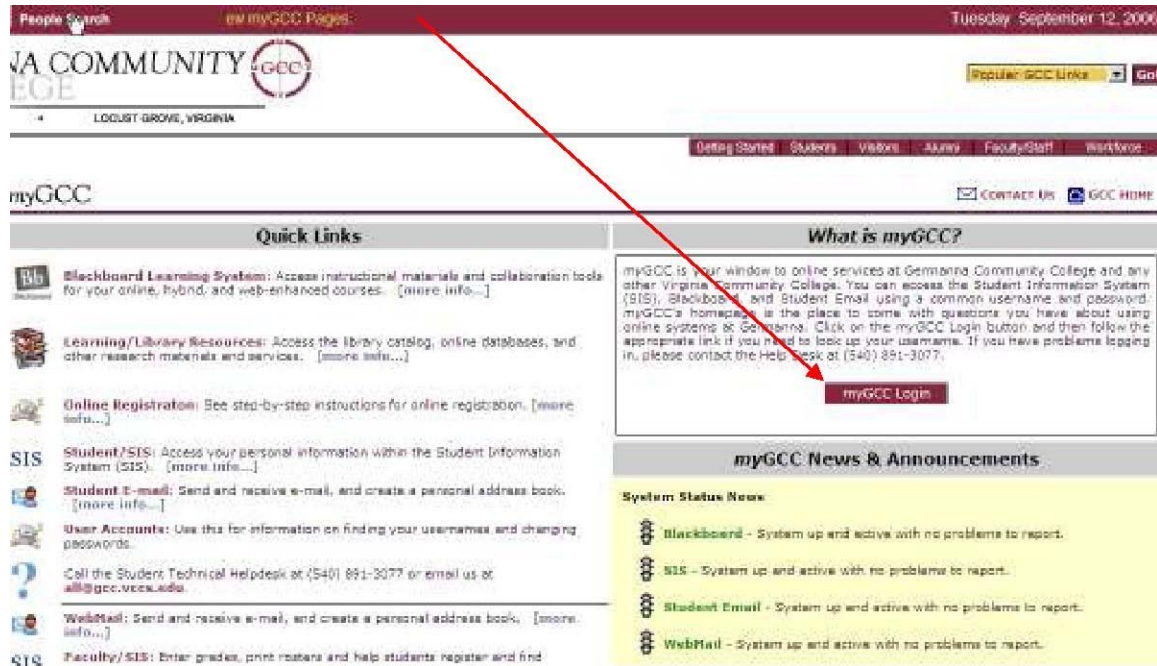
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I. How to login:

1) Go to www.germanna.edu and click **myGCC**

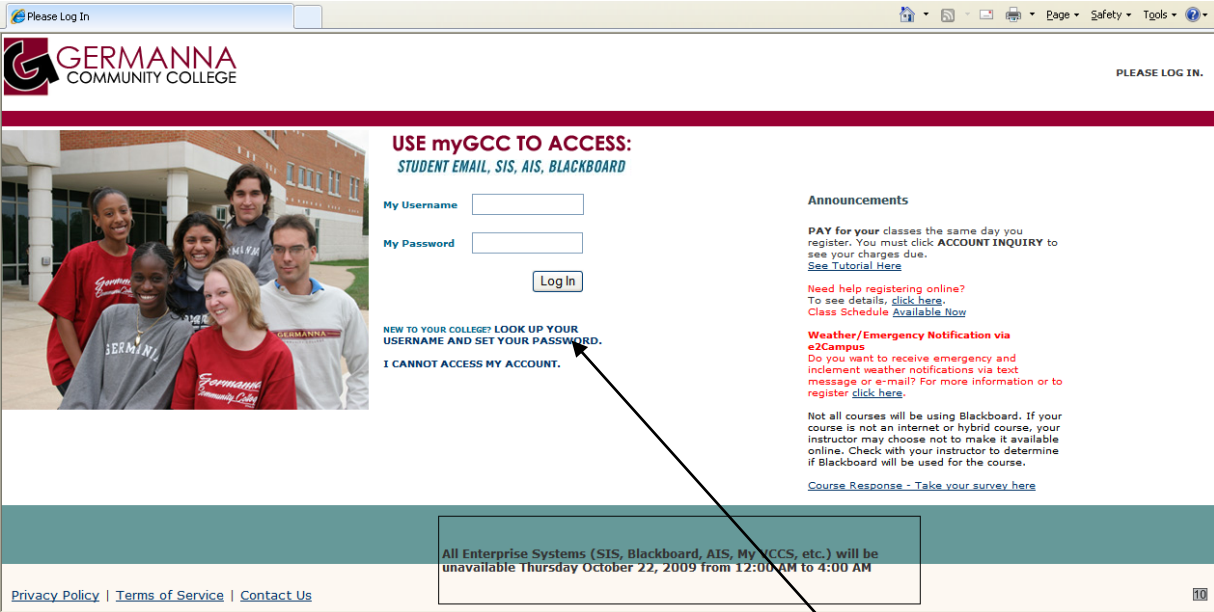


2) Click **Login to myGCC**



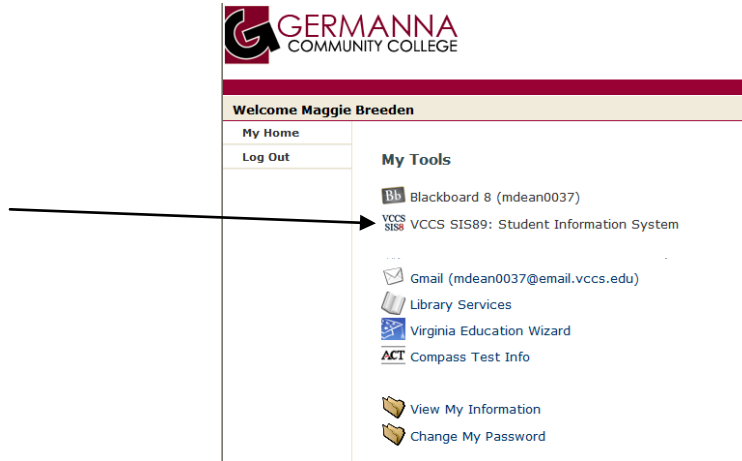
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3) Enter your username and password



Note: if you do not know your username and password, go through the link for “Look up your user name and get your password.” below the login button.

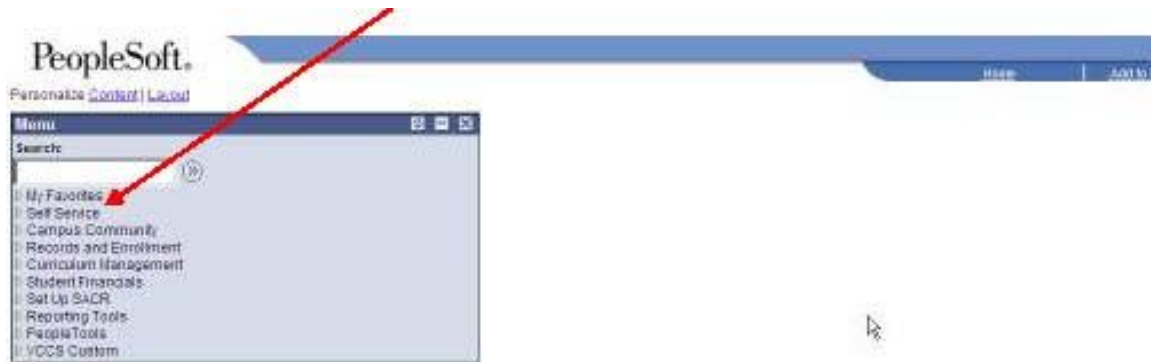
4) Click on [VCCS SIS8.9: Student Information System](#)



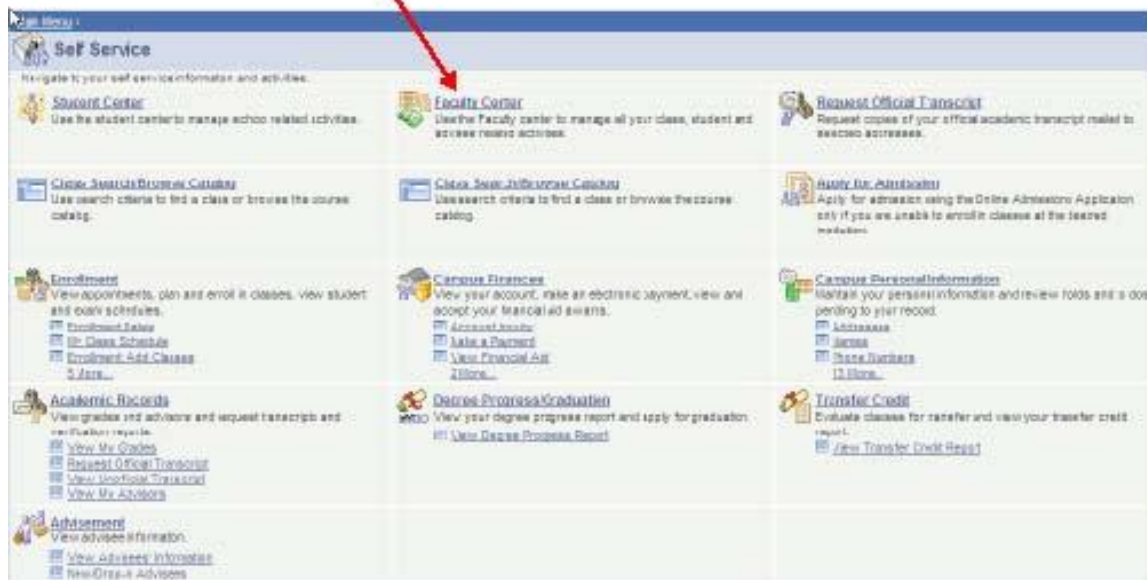
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II. How to View your Class Roster

- 1) Click on **Self Service**



- 2) Click on **Faculty Center**



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3) If the term you wish to view a roster for is not listed, please click the Select Term drop down arrow and select the term you wish to view, and then click the “**Change**” button.

2009 Spring | Germanna Community College change term

Show all classes
 Only classes with enrollment
 View My Weekly Schedule

Class Roster Grade Roster Learning Management System						
My Teaching Schedule > 2009 Spring > Germanna Community College ⌵						
Class	Class Name	Enrolled	Days and Time	Room	Class Dates	
EDU 200-H280 DED 26835	Teach As Prof (Distance Education)	23	Tu 7:00AM - 9:45AM	FAC1 - General Classroom 213	Jan 12, 2009- May 4, 2009	
EDU 200-X1 DED 27019	Teach As Prof (Distance Education)	1	MoTuWeThFr 12:00PM - 1:00PM	LGC - Security Office 112	Jan 12, 2009- May 4, 2009	

[Faculty Center](#) [Advisement](#) [Class Search](#)

4) Click the **Roster Icon** to the LEFT of the class you wish to view the roster for. (The Grade Icon will only appear late in the semester when it is time to enter grades.)

2009 Spring | Germanna Community College change term

Show all classes
 Only classes with enrollment
 View My Weekly Schedule

Class Roster Grade Roster Learning Management System						
My Teaching Schedule > 2009 Spring > Germanna Community College ⌵						
Class	Class Name	Enrolled	Days and Time	Room	Class Dates	
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[Faculty Center](#) [Advisement](#) [Class Search](#)

5) To print your class roster click on the **Printer Friendly** button at the bottom of your class roster.

PRINTER FRIENDLY VERSION

On the next screen when the roster displays right **click on the roster and select print.**

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III. How to Input Grades:



- 1) Follow steps 1 through 3 above.
- 2) Click on the **Grade Roster Icon** to the left of the course you wish to enter in grades for.

2009 Spring | Germanna Community College [change term](#)

Show all classes Only classes with enrollment View My Weekly Schedule

[Class Roster](#) [Grade Roster](#) [Learning Management System](#)

My Teaching Schedule > 2009 Spring > Germanna Community College

Class	Class Name	Enrolled	Days and Time	Room	Class Dates
 EDU 200-H280 DED 26835	Teach As Prof (Distance Education)	23	Tu 7:00AM - 9:45AM	FAC1 - General Classroom 213	Jan 12, 2009- May 4, 2009
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[Faculty Center](#) [Advisement](#) [Class Search](#)

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3) Ensure that the Approval Status is “Not Reviewed” and click the Roster Grade drop down arrow and select a grade for each student.

*Grade Roster Type Display Unassigned Roster Grade Only

*Approval Status

ID	Name	Roster Grade	Last Date of Attendance	Official Grade	Program and Plan	Level
1	r,Nils A.	<input type="text"/>			Curricular - Dual Enrollment Student	First Time Freshman
2	ham,Gloria A	<input type="text"/>			Curricular - General Studies	Sophomore
3	rdway,Bryan icis	<input type="text"/>			Curricular - Dual Enrollment Student	Freshman
4	enter,Andrew d	<input type="text"/>			Curricular - General Studies	Sophomore
5	kos,Steven A	<input type="text"/>			Non-curricular - Non Degree Transfer	Freshman
6	nell,Brittnie ibeth	<input type="text"/>			Curricular - General Studies	Freshman
7	rs,Gregory A.	<input type="text"/>			Non-curricular - Joint Enrolled HS Student	Freshman
8	an,James Louis	<input type="text"/>			Non-curricular - Personal Satisfaction	First Time Freshman
9	ry,Ryan James	<input type="text"/>			Curricular - Business Administration	Freshman
10	ell,Robert J.	<input type="text"/>			Curricular - Dual Enrollment Student	Freshman
11	Lauren ibeth	<input type="text"/>			Curricular - Business Administration	Freshman
12	lios,Athanasios lios	<input type="text"/>			Curricular - Business Administration	Sophomore
13	son,Erin N.	<input type="text"/>			Curricular -	Sophomore

Record the Last Date of Attendance for ALL students who receive a F or U. (This is MANDATORY for compliance with the Title IV recalculation of Financial Aid). If the instructor knows the last date of attendance please enter the Actual Date in the last date of attendance field. If the date is unknown please follow the guidelines below:

- If the student stopped attending class **prior** to or on the 60% date enter 01/01/1900 in the last date of attendance field.
- If the student stopped attending **after** the 60% date enter 12/31/9999 in the last date of attendance field.
- If the student **did not stop** attending and earned the F or U enter 12/31/9999 in the last date of attendance field.

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4) Click the **Approval Status** drop down arrow and choose “Approved.”

*Grade Roster Type Display Unassigned Roster Grade Only

*Approval Status ▼



	ID	Name	Roster Grade	Last Date of Attendance	Official Grade	Program and Plan	Level
<input type="checkbox"/>	1	:Nils A.	A			Curricular - Dual Enrollment Student	First Time Freshman
<input type="checkbox"/>	2	ham,Gloria A	B			Curricular - General Studies	Sophomore
<input type="checkbox"/>	3	dway,Bryan is	C			Curricular - Dual Enrollment Student	Freshman
<input type="checkbox"/>	4	enter,Andrew	C			Curricular - General Studies	Sophomore
<input type="checkbox"/>	5	cos,Steven A	D			Non-curricular - Non Degree Transfer	Freshman
<input type="checkbox"/>	6	ell,Brittnie beth	A			Curricular - General Studies	Freshman
<input type="checkbox"/>	7	s, Gregory A.	B			Non-curricular - Joint Enrolled HS Student	Freshman
<input type="checkbox"/>	8	r,James Louis	X			Non-curricular - Personal Satisfaction	First Time Freshman
<input type="checkbox"/>	9	.Ryan James	A			Curricular - Business Administration	Freshman
<input type="checkbox"/>	10	ill,Robert J.	C			Curricular - Dual Enrollment Student	Freshman
<input type="checkbox"/>	11	Lauren beth	B			Curricular - Business Administration	Freshman
<input type="checkbox"/>	12	ios,Athanasios ios	B			Curricular - Business Administration	Sophomore

5) Scroll to the bottom of the Grade Roster and **Click SAVE **You MUST click SAVE to submit your grade roster****

Note: Unless the roster is marked and SAVED as APPROVED, the grades will not be posted when the process is run. Once the grades have been saved, the faculty member can NOT change them.

IV. What to do with the Printed Grade Roster

1. **(For Dual Enrollment Faculty ONLY)**After you have entered your grades in PeopleSoft, print 1 hard copy of your grade roster on which you will record your signature and the date on the first page of each roster.
2. If you assign a grade of **Incomplete (I)**, you must also complete an Incomplete Contract. Instructional Services **MUST** receive this contract when you turn in your grade roster for that class.