Self-Service Faculty Grade Entry Directions

There are two ways to access Self Service from our homepage (www.alamancecc.edu)

Scroll to the bottom and click on "Self Service" or at top click on "Quick Links" and then select "Self Service."



Note that there is a Self Service Student Academic Guide for students. Click on "Self-Service Login" to login.



Alamance Community College
Sign in
Enter your user name and password to sign in.
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Sign-in with your UserName and Password



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	Manage your courses by selecting a section b	below			
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MIDTERM GRADE ENTRY (Required for 16 week courses)

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Once all of your midterm grades are entered you are done.

Final Grade Entry

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C	۲	R M/d/yyyy	M/d/yyyy Freshman Associate	1
C	۲	M/d/yyyy Select grade	M/d/yyyy Freshman Associate	1
		M/d/yyyy Select grade	M/d/yyyy Sophomore Associate	1

<u>F Grade entry</u>: If final grade is an F (Failing) grade you must also enter a LDA (<u>Last Date of Attendance</u>). A red error message will appear and you will not be allowed to enter the F grade until you have also entered a LDA (note that year entry is 4 digits). Once red error message goes away grade has been entered. Example of error message below:

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	۲		M/d/yyyy	F	M/d/yyyy	Freshman Associate	1	0
	Last Date of Attend	ance or Never Attended Flag	is required					
			M/d/yyyy	Select grade	▼ M/d/yyyy	Sophomore Associate	1	

Once correctly entered it looks like this:

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c					M/d/yyyy	Select grade	M/d/yyyy	Freshman Associate	1	
c 1					04/02/2017	F	M/d/yyyy	Freshman Associate	1	
					M/d/yyyy	Select grade	M/d/уууу	Sophomore Associate	1	

<u>I Grade Entry</u>: if final grade is an I (Incomplete) you must also enter both a LDA and an expiration date. The expiration date must be no later than the last day of the next semester (Fall or Spring). Note that year entry is 4 digits. Again a red error message will appear until both of those are entered. <u>Be aware</u> <u>that if an I grade is not changed by the expiration date Colleague/Datatel will automatically change the I</u> <u>grade to an F grade</u>. Example of error message below:

	Online Course		
•	TBD 1/9/2017 - 5/11/2017 Distant Education/Online, ONLNE		
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Sec. 2	۲	M/d/yyyy	M/d/yyyy Freshman 1 Associate 1
		M/d/yyyy	M/d/yyyy Freshman Associate

Once corrected it looks like this:

=	Online Course TBD 1/9/2017 - 5/11/2017 Distant Education/Online, ONLNE
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~ -	Student Name Student NID Never Attended Last Date of Attendance Final Grade Expiration Date Class Level Credits
4	M/d/yyyy Select grade M/d/yyyy Freshman Associate 1
	O4/02/2017 F M/d/yyyyy Freshman Associate 1
- VI	O4/02/2017 I I2/10/2017 Sophomore Associate 1
c	M/d/yyyy Freshman Associate 1
¢	LDA & F Grade & Expiration Date
	M/d/yyyy Associate

To change a verified grade a Change of Grade form will need to be completed (with Academic Dean's signature) and submitted to the Admissions-Records Office.